2025-26 Catalog

FLINT HILLS
TECHNICAL
COLLEGE | fhtc.edu

2025-2026 CATALOG

Flint Hills Technical College Main Campus
3301 West 18th Avenue Emporia, KS 66801

Extension Campuses:
620 Constitution • Emporia, Kansas 66801
3701 West 6th Avenue • Emporia, Kansas 66801
305 N Oak • Garnett, Kansas 66032
2661 Nebraska Road • LaHarpe, Kansas 66751

askus@fhtc.edu 620.343.4600 | 800.711.6947

fhtc.edu

Flint Hills Technical College Catalog contains the most accurate information available at the time of publication. Content contained in this document and online are not contractual obligations. Flint Hills Technical College retains the right to make changes in programs, course offerings, policies, graduation requirements, tuition, fees, and refunds without notice. All such changes will be effective at times deemed appropriate by the proper institutional authorities and may apply to enrolled as well as prospective students.

Flint Hills Technical College does not discriminate on the basis of sex including pregnant and parenting students, sexual orientation, gender identity, gender expression, genetic information, disability status, veteran or military status, race, color, age, religion, marital status, or national or ethnic origin or any other factors which cannot lawfully be considered in educational programs, admissions policies, employment policies, financial aid or other college-administered programs. For inquiries regarding Flint Hills Technical College's nondiscrimination policies or compliance with Title IX and/or Section 504 contact Lisa Kirmer, Title IX Coordinator and EVP of Student Services/Academic Affairs, 3301 West 18th Avenue, Emporia, KS 66801, 620-341-1325, lkirmer@fhtc.edu or Nancy Thompson, Director of Human Resources and VP of Administrative Services, 3301 West 18th Avenue, Emporia, KS 66801, 620-341-1304,

Students can see information about FHTC related to enrollment, retention, graduation rates, job placement rates, student body diversity and Federal Pell Grant Recipients at https://nces.ed.gov/collegenavigator. Job Placement Reports are available at the Reeble Student Success Center and on the FHTC website.

FHTC's Campus Security Report located at https://www.fhtc.edu/about/college-data/college-information/ provides information including crime statistics and procedures. A paper copy will be provided upon request. Policies and procedures can be reviewed through FHTC Board Docs website (https://go.boarddocs.com/ks/fhtc/Board.nsf/Private#).

Contents

GENERAL INFORMATION

About Flint Hills Technical College

Flint Hills Technical College is a two-year public institution of higher education nestled in the rolling hills of east-central Kansas. It is located at the intersection of I-35 and the Kansas Turnpike in Emporia, a city in the heart of the beautiful rangeland known as the Flint Hills and just a short distance from the Tallgrass Prairie National Preserve. The college was founded in 1963 when the Emporia Board of Education made application to the Kansas State Board of Education. The college received associate degree granting status by an act of the Kansas Legislature during the 1995 Legislative Session. On July 1, 1999, by an act of the Kansas Legislature, the Kansas Board of Regents became the coordinating body of FHTC at the state level. As a result of Senate Bill 7 signed in May of 2003, Flint Hills Technical College was allowed to pursue autonomy from the Emporia School District, USD #253. On July 1, 2004 Flint Hills Technical College became autonomous from USD #253. All referenced policies can be reviewed through FHTC Board Docs website (https://go.boarddocs.com/ks/fhtc/Board.nsf/Private#).

Mission

To equip students with educational, career, and professional skills that promote personal development to fulfill community and workforce needs.

Vision

To be the premier institution for technical education, empowering learners with innovative skills and experience to thrive in a rapidly evolving economy.

Value Statements

Student Success: Provide wide-range of support services for learning and student safety.
Quality: Foster trust in all aspects of institutional operation.
Responsibility: Ensure ethical stewardship of resources.
Innovation: Embrace vision and creativity of all partners.
Access: Create an environment where all students can thrive.
Collaboration: Partner with institutions, businesses, and communities.
Excellence: Deliver highest quality in academics and student experience.

Program Advisory Committees (Policy 5.07)

The college maintains a standard of education monitored and approved by program advisory committees made up of members from the general public, business and industry. The committees guide the college in fulfilling its responsibilities to provide up-to-date, quality education.

Accreditation and Affiliations

Flint Hills Technical College is coordinated by the Kansas Board of Regents and accredited through the Higher Learning Commission, www.ncahlc.org. Program accreditations and associations include: National Automotive Technicians Education; Foundation Automotive Service Excellence; American Dental Association Commission on Dental Accreditation and the Kansas State Board of Nursing.

Non-Discrimination Policy (Policy 6.59)

Flint Hills Technical College does not discriminate on the basis of sex including pregnant and parenting students, sexual orientation, gender identity, gender expression, genetic information, disability status, veteran or military status, race, color, age, religion, marital status, or national or ethnic origin or any other factors which cannot lawfully be considered in educational programs, admissions policies, employment policies, financial aid or other college-administered programs. For inquiries regarding Flint Hills Technical College's nondiscrimination policies or compliance with Title IX and/or Section 504 contact Lisa Kirmer, Title IX Coordinator and EVP of Student Services/Academic Affairs, 3301 West 18th Avenue, Emporia, KS 66801, 620-341-1325, lkirmer@fhtc.edu or Nancy Thompson, Director of Human Resources and VP of Administrative Services, 3301 West 18th Avenue, Emporia, KS 66801, 620-341-1304, nthompson@fhtc.edu.

EDUCATIONAL PROGRAMS

Philosophy of Education

The administration, faculty, and staff of FHTC believe in the power of continuous learning and endorse the right of each person to access opportunities where freedom of expression is encouraged. The College's primary commitment is to support student success in learning and to prepare well-educated, productive members of society who have the ability to achieve personal and professional success in an ever-changing environment. FHTC provides accessible and affordable opportunities, including partnerships with other institutions, and recognizes general education curriculum and learning outcomes as necessary and integral components of technical programs of study. FHTC ensures continuous improvement in the educational process through ongoing assessment and evaluation.

Student Learning Outcomes

Student Learning Outcomes are the skills and attitudes that are not unique to any particular occupational field but common to all present and future learning. These characteristics are necessary to ensure success in life and the workplace. At FHTC, faculty and staff evaluate students on the three Student Learning Outcomes at various times throughout the semester and through various methods.

1. Students will be able to effectively communicate with a diverse group of people.
2. Students will demonstrate professionalism.
3. Students will apply problem solving skills.

Associate of Applied Science Degree (Policy 6.04)

Flint Hills Technical College awards the Associate of Applied Science degree to qualifying students. Students earning the Associate of Applied Science degree will participate in a broad-based educational program that combines the development of higher order technical skills with knowledge gained through a variety of academic disciplines. Students who enter an Associate of Applied Science degree program will meet with the Academic Advisor or Dean of Enrollment Management to develop an Associate Degree plan. Flint Hills Technical College offers Associate of Applied Science degrees in the following program areas:

Applied Technologies
Automotive Technology
Business Technology
Computer Program Design
Computerized Machine Tool Engineering
Dental Assisting
Dental Hygiene
Early Childhood Education
Emergency Services Technology
Graphic Arts Technology
Healthcare Administration/Management
Hospitality/Culinary Arts
Industrial Engineering Technology
Multimedia Design
Network Technology
Power Plant Technology
Precision Agriculture
Welding Technology

An Associate of Applied Science degree is earned when a student completes a minimum of 60 credit hours and has a cumulative grade point average (GPA) of 2.0 or higher. A minimum of 44 credit hours of technical education coursework and a minimum of 16 credit hours of general education coursework are required to earn an Associate of Applied Science degree. All students in the Division of Health Services are required to have a "C" or above in all coursework for degree or technical certificate completion

Required credits for the Associate of Applied Science degree:
   3 credit hours: Written Communication
   3 credit hours: Oral Communication
   3 credit hours: Mathematics
   4-5 credit hours: Life/Natural Sciences (Lab required)
   3 credit hours: Social Sciences

Individual programs may have specific general education requirements. Students should visit with the Academic Advisor or Dean of Enrollment Management regarding acceptable general education courses. Technical Education credit requirements vary. See program of study.

Technical Certificate Programs (Policy 6.05)

A technical certificate is earned when a student completes the minimum number of hours and courses required in the freshman year of a program of study, which awards a technical certificate. The student must have completed such coursework with a grade point average (GPA) of 2.0 or higher; and must pass all courses with a "D" or above. Please note: All students in the Division of Health and Human Services are required to have a "C" or above in all coursework for degree or technical certificate completion. Flint Hills Technical College offers Technical Certificates in the following areas:

   Advanced Emergency Medical Technician (AEMT)
   Allied Health Technology
   Automotive Technology
   Business Technology
   Computerized Machine Tool Engineering
   Computer Program Design
   Dental Assisting
   Early Childhood Education
   Emergency Services Technology
   Graphic Arts Technology
   Hospitality/Culinary Arts
   Multimedia Design
   Power Plant Technology

Practical Nursing
Precision Agriculture
Welding Technology

Certificate Programs (Policy 6.06)

A certificate is earned when a student completes the minimum number of hours and courses required in a program of study, which awards a certificate. The student must have completed such course work with a grade point average (GPA) of 2.0 or higher.

Certified Nurse Aide
Emergency Medical Responder
EMT: Basic
Home Health Aide
Medication Aide
Restorative Aide

Credit Hour (Policy 6.63)

Course delivery utilizes many different modalities. The awarding of academic credit for a course is based on the amount of time a student receives direct instruction and works beyond instruction time on the course content. To ensure a consistent measure of the quality of a student's academic engagement and to ensure accuracy of the assignment of credit hours to activities earning academic credit, the College adheres to these definitions of credit hours (Unless otherwise specified by 3rd Party Program Accreditation):

Lecture: one credit is considered to be fifty minutes of lecture class time and a minimum average of two hours per week of academic work outside of class per week. (1 credit = 12.5 hours/750 minutes course time per semester minimum)

Lab: one credit hour is considered to be eighty minutes of direct instruction and/or hands-on activities within the classroom/lab and at minimum an average of two hours per week outside of class academic student preparation per week. (1 credit = 20 hours/1,200 minutes course time per semester minimum)

Internship/Clinical: one credit hour is considered to be one hundred and eighty minutes of direct field-of-study instruction and/or supervision per week. (1 credit= 45 hours/2,700 minutes course time per semester minimum.)

Lecture/Lab: one credit hour is considered to be one hundred and ten minutes of direct instruction which includes approximately 30% lecture and 70% laboratory components per week. The class may also require a limited amount of work outside of the class as reflective of the highly technical curriculum required for specific trade education such as programs like Automotive and Welding. (1 credit= 27.5 hours/1650 minutes course time per semester minimum)

Distance/online/hybrid: For each credit hour assigned, the amount of effort required to complete the class and its assignments is equivalent to the amount of effort required for a similar or the same lecture or laboratory class with the same credit. Thus, any combination of contact time (online synchronous, online asynchronous work, and/or face-to-face instruction) and effort beyond the contact time would equate to the same amount of effort articulated in the above credit hour definitions for each week of the semester.

Career Consortium

Flint Hills Technical College is the designated higher education institution for the Flint Hills Career Consortium, which is composed of 12 school districts. Working through the consortium, area high schools have developed recommended sequences of courses for

students to take   in preparation for entrance to Flint Hills Technical College. Students planning to enroll at Flint Hills Technical College should work with their high school counselors to select the designated classes to take while in high school. Individuals interested in learning more about the Career Consortium program are encouraged to contact the Flint Hills Technical Admissions Representative.

Customized Training
Flint Hills Technical College is prepared to respond quickly to the unique training needs of area business and industries. Specialized programs can be developed and delivered either on-site or at one of the Flint Hills Technical College facilities and can be formatted and scheduled to the specifications of the customer. Business and industry representatives are encouraged to call for a no-obligation visit.

Adult Education (Policy 5.01)
Flint Hills Technical College provides a broad range of services for adults in the areas of literacy, Adult Basic Education (ABE), General Education Development (GED) instruction, GED testing, English as a Second Language, basic computer skills, citizenship preparation, and workplace development skills. Individuals interested in the adult education program should visit or call the Adult Education Center at 620-343-4630. The Center is located at 620 Constitution, Emporia, Kansas 66801.

STUDENT SERVICES

Support Services
Counseling
Whether an individual is a prospective student seeking enrollment information or a student attending classes, counseling services are available whenever help is needed. Students are encouraged to visit with the Academic Advisor or Executive Vice President of Student Services and Academic Affairs about personal issues. At Flint Hills Technical College, students are our number one priority.

Career Placement
Flint Hills Technical College has been highly successful in establishing and maintaining mutually beneficial relationships with many businesses and industries in the area and throughout the state. This partnership between employers and the College results in excellent placement opportunities for graduates.

Placement is the responsibility of the student in cooperation with their program instructor(s). Long before graduation, students are urged to visit with their program instructor(s) regarding placement opportunities in their field of study. Historically, over 95 percent of FHTC graduates have secured employment or have been accepted for enrollment in other higher education institutions following completion of their programs of study. The Academic Advisor is available to assist students with resumes and cover letters, interview tips and career exploration.

Housing Accommodations (Policy 6.10)
Flint Hills Technical College does not provide student housing and will not supervise off-campus housing. Emporia has a robust economy, with a variety of businesses and industries. Private and public organizations contribute to a high level of employment and competitive wages for both full-time and part-time workers. Emporia is also rich in education opportunities. Fortunately, the housing market has kept pace with the growth in the number of college students and employees. While the college does not offer student housing, the local housing market provides a multitude of living accommodations to meet the needs of students. Students are encouraged to secure housing prior to the beginning of classes. A list of housing resources can be found at:
https://libguides.fhtc.edu/emporiaconnection/housing

Academic Support Services
Campus Visits
Before enrolling in the college, prospective students are encouraged to visit the campus. Only through personal experience can a well-informed decision be made, and the choice of a college is one of the most important decisions a person makes in a lifetime. Flint Hills Technical College encourages visitors, whether they are considering enrolling, gathering information or are just curious. The campus is open year-round, and there is always a staff member available to answer questions and provide information. Although visitors are encouraged to schedule an appointment, drop-ins are welcome.

Degree Plan
Each degree-seeking student who enrolls at least half time will prepare a degree plan with the assistance of the Academic Advisor or Dean of Enrollment Management. The degree plan consists of a listing of courses and anticipated timelines for completion of courses which satisfy the requirements of the Associate of Applied Science degree, and serves as a "road map" for completion of a student's program of study. Degree plans may be revised, with the help of the Academic Advisor or Dean of Enrollment Management, at any time. A degree plan must be on file for each student planning to graduate with an Associate of Applied Science degree and/or Technical Certificate.

Advisement
In addition to teaching, faculty members are also responsible for assisting students with information about courses, programs of study and scheduling. New students are required to visit with their academic advisor during the enrollment period and are encouraged to communicate with their advisor as they progress through their program of study.

First Year Experience Course
The First Year Experience Course is a new student orientation course which is required for graduation from Flint Hills Technical College. The course must be successfully completed in the student's first semester in order to enroll in future semesters.

Graduation (Policy 5.13)
For a student to be eligible to be designated a graduate and receive a degree from Flint Hills Technical College:
- The student must complete all certificate or degree requirements and
- The Student must complete an application for Graduation

The Application for Graduation is available on my.fhtc.edu. An Associate of Applied Science degree is earned when a student completes a minimum of 60 credit hours and has a cumulative grade point average (GPA) of 2.0 or higher. A minimum of 44 credit hours of technical education coursework is required to earn an Associate of Applied Science degree. A technical certificate is earned when a student completes the minimum number of hours and courses required in the freshman year of a program of study, which awards a technical certificate. The student must have completed such coursework with a grade point average (GPA) of 2.0 or higher. A certificate is earned when a student completes the minimum number of hours and courses required in a program of study, which awards a certificate. The student must have completed such coursework with a grade point average (GPA) of 2.0 or higher and must pass all courses

with a "D" or above. Please note: All students in the Division of Health and Human Services are required to have a "C" or above in all coursework for degree or technical certificate completion.

Eligibility for Participation in Commencement Exercises (Policy 5.13)

For a student to participate in commencement ceremonies, all of the **following** requirements must be met and/or:

- The student must complete all certificate or degree requirements
- The Student must complete an application for Graduation
- Summer graduation candidates must be within nine hours of program completion and enrolled in the courses necessary for completion; or
- AAS candidates who have completed all of their technical education courses and are within one general education course of degree completion shall be pre-enrolled in the course needed to complete the degree.
- Students must adhere to specified procedures related to commencement activities

Commencement Ceremony procedures can be located in the FHTC policies on Board Docs or obtained from the Student Success Center.

Students with Accessibility Services (Policy 6.08 & 6.29)

Flint Hills Technical College recognizes that traditional methods, programs, and services are not always appropriate or sufficient to accommodate the experiences of some persons. When a student's abilities prevent them from fulfilling a course requirement through conventional procedures, consideration will be given to alternatives, keeping in mind that academic standards must be maintained.

To reasonably accommodate a qualified student means that program modifications and academic adjustments as deemed appropriate in an individual situation may be made. Support services and auxiliary aids are examples of reasonable accommodations that may be made available under specific circumstances.

Each student eligible for accommodation and/or services, under Section 504 of the Rehabilitation Act of 1973, as well as the Americans with Disabilities Act of 1990 (ADA), has certain responsibilities to fulfill. The student must provide Flint Hills Technical College with medical or other diagnostic documentation that confirms their abilities and may be required to provide additional documentation which evaluates their situation. Documentation means a recent and appropriate report, evaluating the individual's ability to perform college work, prepared by a qualified physician, psychologist, or professional, and which states the parameters of the student's abilities.

The Dean of Enrollment Management serves as coordinator of accommodations for students with disabilities at Flint Hills Technical College, and acts as a resource person to the faculty and staff, along with liaison to outside agencies.

If accommodations or auxiliary aids are needed, the student should make their needs known by notifying the Dean of Enrollment Management at registration, or as soon as realistically possible. To file a request for accommodation, a student must complete the appropriate information on the Request for Accessibility and Academic Support form. The Accessibility Information Sheet and the Release of Information form must also be completed and forwarded with relevant information and materials in a sealed envelope to the Dean of Enrollment Management. (NEW FORM Accessibility and Accommodations on www.my.FHTC.edu)

All such matters are treated in strict confidence and shall not be discussed except with appropriate personnel. Students are responsible for contacting the Dean of Enrollment Management to discuss the need for reasonable accommodations. Since it is the student's responsibility to disclose this information, the student is requested to provide recent documentation about any functional limitations so faculty and staff can make recommendations as to the type of reasonable accommodation that is available to the student.

Examples of reasonable academic adjustments/auxiliary aids include:

- Extended time on tests
- Quiet testing room
- Test reader
- Use of calculator
- Note taker
- Interpreter

Academic support services examples:

- Tutor
- Copies of notes
- Lecture outline or notes from instructor

Auxiliary aids examples:

- Use of tape recorder
- Taped texts
- Reader / Telecommunications devices for deaf persons
- Assistive listening devices or systems

Limited language assistance may be provided through qualified bilingual staff, contracts or partnerships with local organizations offering interpretation or translation services, or through technology and telephonic interpretation services. All staff will be notified of this procedure, and those who may interact directly with LEP individuals will receive training in effective communication methods, including the use of interpreters and interpreter software.

Auxiliary aids including services, equipment, and procedures, will be available to ensure that students, parents, or representatives with disabilities can access educational and extracurricular activities. These aids may include, but are not limited to: sign language interpreters, real-time captioning services, adaptive technology, alternative media, and exam accommodations. Students needing adaptive equipment or sign language interpreters should request these services as early as possible (ideally 6 months in advance) to allow the College sufficient time to arrange the necessary resources.

Flint Hills Technical College will regularly assess the language access needs of its students and will review, update, and monitor the implementation of these procedures as needed.

Student Insurance (Policy 6.09)

Flint Hills Technical College does not provide insurance coverage for students.

Computer Resources (Policy 6.11)

Computer labs are available to all students at designated times during the day. Computer resources are provided for the educational benefit of students. These resources are to be used for course research, reference and related assignments. For the protection of students and employees of the College, copyright laws will be observed. Students may not change computer settings or configurations, including adding or changing bookmarks. Computer centered activities that are not appropriate to the educational setting are not allowed. Determination of appropriate activities is left to the discretion of the instructor.

Use of computer resources for any purpose other than what is identified above may result in loss of access to computer lab and library resources, probation, suspension or expulsion, depending on the severity of the infraction.

Emergency Closure (Policy 6.12 & 4.03)

As a general practice the College makes every effort to maintain normal operations. However, under certain emergency circumstances, the College may need to cancel on-campus classes, suspend some or all administrative and academic functions, and/or transition to remote operations. Additionally, some courses, programs, and student learning experiences are conducted in buildings owned and operated by a third party which may determine an emergency closure that must be followed. A closure of the College in whole or in part may be prompted by inclement weather, a utilities failure, or other emergency situation that place members of the College community at significant risk. The College takes all of these factors into account before announcing any Emergency Closure notification.

Responsibilities and Accountabilities:
- Students are expected to behave responsibly and promptly during emergency closures to help ensure the safety of themselves and others.
- If a student elects to miss class or their attendance is prevented by an external factor unrelated to Flint Hills Technical College, then they are expected to communicate with their instructor in a timely manner to determine what make-up work is required, if any.
- Refer to the syllabus for specific details regarding the attendance policy of the course in question.
- A student is still responsible for their coursework in the event of a high school closing while FHTC remains operational.
- If a student is unable to participate in a temporary remote learning situation, they must work with their instructor to determine the best course of action to keep up-to-date with coursework.

Academic Honors Policy (Policy 6.13)

Students may qualify for academic honors on the basis of academic performance each semester. Highest Academic Honors includes students who achieve a grade point average of A (4.0). Students whose grade point averages are between 3.5 and 3.99, with no grade lower than a C, will qualify for the Academic Honors.

Student Senate

Students who wish to assume a leadership role at Flint Hills Technical College are encouraged to participate in the FHTC Student Senate. The Student Senate is a service organization that contributes to the college in many areas, including planning and organizing school events and activities, departmental representation, input on college operations, serving as a voice for student concerns, and providing a forum for dialogue on the quality of student life at FHTC. Students elected to Student Senate are required to participate in monthly meetings and other campus activities. Students interested in joining the Student Senate should contact their advisor. Elections for Student Senate representatives are conducted at the beginning of the fall semester each year. Student Senators must maintain a 2.0 GPA or above.

Student Organizations

Students are encouraged to participate in the student organization, if available, which is part of their program of study. These organizations and their related departments include:

Christian Connection
   Campus-wide
Community Service Organization (CSO)
   Applied Technologies
   Dental Assisting
   Dental Hygiene
   Healthcare Administration/Management
   Practical Nursing
Flint Hills Technical College Disc Golf Club
Hispanic American-Leadership Organization (HALO)
   Campus-wide
Phi Beta Lambda (PBL)
   Applied Technologies
   Business Technology
   Computer Program Design
   Multimedia Design
   Network Technology
Presidential Student Ambassadors
   Campus-wide
SkillsUSA
   Applied Technologies
   Automotive Technology
   Computerized Machine Tool Engineering
   Graphic Arts Technology Hospitality/Culinary Arts
   Industrial Engineering Technology
   Welding Technology
Student American Dental Hygiene Association
   Dental Hygiene
Student Alliance
   Campus-Wide

Library (Policy 5.11)

Assistance to on-campus and off-campus students including assistance with research questions, class projects, computers, and printing is provided through the Library. Library staff can be reached at 620-341-1357.

The Library supports all programs with books, magazines, and videos in physical and virtual formats. Physical resources are available in the library and in many of the program's labs or classrooms. The electronic materials are available 24/7 from any internet connected computer. Information on how to access the library resources can be found on the library webpage libguides.fhtc.edu.

The Library has computers and a black and white printer for students and others to use at no charge. Laptop computers may be borrowed overnight. Books, magazines, and DVDs may be borrowed for two weeks. The library is located in Room 123, across from the Conference Center on the main campus.

All FHTC students, faculty, and staff are encouraged to use the library. Residents of Kansas are also welcome. All library users may check out materials, including books, magazines, videos and DVDs.

Tutoring

Tutoring is available as a free service for students. Tutoring hours and locations will be posted each semester. Peer tutoring may also be available in some programs of study.

Bookstore

The FHTC virtual bookstore provides a convenient outlet for the purchase of textbooks. Students may order their textbooks online or view a listing of all books with ISBN numbers at fhtc.ecampus.com. The College Store on the main campus also offers an assortment of FHTC clothing items, memorabilia and other practical items.

Student Messages

The Reeble Student Success Center staff will screen all calls to the College that are intended for students. Only those calls considered to be an emergency, or essential, will be delivered to the student.

ADMISSIONS STANDARDS

Entrance Requirements

Entrance (Policy 6.00)

Students making application to Flint Hills Technical College must complete an Application for Admission and have graduated from high school or received a General Education Development (GED) Diploma. In addition, high school juniors and seniors may concurrently enroll at Flint Hills Technical College.

Post-secondary students are responsible for providing Flint Hills Technical College with all educational records including an official high school transcript or an official transcript of GED completion, ACT scores and College transcripts. Students must provide the necessary transcript documents prior to being placed in enrolled status. In addition, students completing a Spanish GED will be required to take the TOEFEL to assess English proficiency.

All applicants for admission to a program of study will be required to meet the College's admissions standards, which include taking standardized assessments. Students are required to meet the minimal "ability-to-benefit" level as determined by the United States Department of Education.

The student must satisfy all financial responsibilities to Flint Hills Technical College.

This includes tuition, fees, cost of books and tools, and any other costs required by the College. To be considered successfully matriculated, a student must have met all of the above requirements. Failure to do so will result in the student not being accepted to Flint Hills Technical College.

The following programs at Flint Hills Technical College have additional specific admissions requirements:

Dental Assisting
Dental Hygiene
Early Childhood Education
Practical Nursing

Current requirements are available on the FHTC website at www.fhtc.edu under the individual program page.

Foreign Student Enrollment (Policy 6.03; 6.58)

Special Entrance Requirements for Non-U.S. Citizens Seeking Federal Financial Aid Eligibility

Flint Hills Technical College is not approved by the U.S. Department of Justice, Immigration and Naturalization Service to accept students seeking admission through a foreign student visa. Individuals seeking admission who are not U.S. citizens may apply for admission if they meet one of the following criteria:

1. Non-citizen national. The applicant must produce a passport stamped "Non-citizen National."
2. Permanent Resident.

    a. "Alien Registration Receipt Card." (Form I151, I-551, I-551C). The applicant must produce one of these documents with a currently valid expiration date.

    b. Passport. The applicant must produce a passport stamped "Processed for I-551" with a valid expiration date.

    c. I-94. The student must produce an I-94, which is stamped "Processed for I-551" with a valid expiration date, or "Temporary Form I-551" with appropriate information filled in.

3. Other Eligible Non-citizen
"Temporary Resident Card" (Form I-699). The applicant must produce this document with a valid expiration date.

    a. "Arrival-Departure Record" (Form I-94). The applicant must produce this document stamped as a Refugee Asylum Status, Conditional Entrant (before April 1, 1980), Parolee, Cuban/Haitian Entrant.

Special Entrance Requirements for Undocumented Non-U.S. Citizens

Flint Hills Technical College is not approved by the U.S. Department of Justice, Immigration and Naturalization Services to accept students seeking admission through a foreign student visa. Undocumented non-U.S. citizens are not eligible for Federal Financial Aid. (see Special Entrance Requirements for non-U.S. citizens seeking Federal Financial Aid).

Undocumented non-U.S. citizens are eligible to apply for admission to FHTC if they meet the following State qualifications:

1. Provide documentation that they attended an accredited Kansas high school for three or more years.

2. Provide documentation that they either graduated from an accredited Kansas high school or obtained a general educational development certificate (GED) in Kansas.

3. File an affidavit with Flint Hills Technical College stating either that the student has filed an application to legalize their immigration status or to file for U.S. citizenship or that the student's parents have filed such an application. (Affidavits available in the Student Services Office)

In addition to meeting State qualifications, undocumented non-U.S. citizens must meet the following institutional criteria:

1. Fulfill all college entrance requirements in addition to special entrance requirements.

2. Provide Flint Hills Technical College with a certificate that the "Test of English as a Foreign Language" (TOEFL) has been completed preceding application to FHTC with a minimum score of 500.

Special Entrance Requirements for Non-U.S. Requirements for Non-U.S. Citizen High School

Non-U.S. Citizens that are high school juniors and seniors may enroll in Flint Hills Technical College programs accepting secondary students by meeting the following criteria:

1. Be currently attending and lawfully enrolled in a Kansas high school.

2. Fulfill all college entrance requirements.

3. Provide Flint Hills Technical College with a certificate that the "Test of English as a Foreign Language" (TOEFL) has been completed preceding application to FHTC with a minimum score of 500.

Tuberculosis Screening Questionnaire

Tuberculosis, also known as TB, is a bacterial infection that attacks the lungs and, sometimes, other parts of the body. It is spread when someone infected with the disease coughs or sneezes and the bacteria is inhaled by someone nearby. Flint Hills Technical College requires ALL students to complete a Tuberculosis Screening Questionnaire, per Kansas Statute KSA 2009 Supp. 65-129 to aid in prevention and control of Tuberculosis as required by State of Kansas Department of Health & Environment.

Admission Assessment Standards (Policy 6.01)

All applicants for admission to a program of study will be required to meet the College's admissions standards, which include taking standardized assessments. Assessment tests will be scheduled throughout the year. Flint Hills Technical College utilizes the ACCUPLACER test as its standardized entrance exam. In lieu of the ACCUPLACER test, students can submit their ACT scores for consideration. Students are required to meet the minimal "ability-to-benefit" level as determined by the United States Department of Education. Students who do not satisfy the assessment score requirements may apply for an Admissions Appeal. Assessment scores older than five (5) years will not be accepted or utilized by Flint Hills Technical College. At the discretion of the Dean of Enrollment Management, students taking credit-bearing courses who do not plan to pursue a technical certificate or Associate of Applied Science degree may be required to take the ACCUPLACER test or have ACT scores sent to FHTC to determine "minimum ability to benefit." To be considered successfully matriculated, a student must have met all of the above requirements. Failure to do so will result in the student not being accepted to Flint Hills Technical College.

A student with an associate degree or higher will not be required to take the assessment test. In order to waive the assessment test requirement an official transcript from the degree-granting institution must be on file with the Dean of Enrollment Management. Students in the Division of Health and Human Services will still have a requirement of standardized testing that has been taken within five years, as specified by the program.

A student who has successfully completed collegiate level courses with a grade of "C" or higher, equivalent to the entrance score requirements will not be required to take the assessment test. In order to waive the assessment test requirement   an official transcript from the institution(s) where the course(s) was completed must be on file with the Dean of Enrollment Management. Students in the Division of Health and Human Services will still have a requirement of standardized testing that has been taken within five years, as specified by the program.

Practical Nursing may require additional testing for language comprehension.

FHTC Admissions Protocol Process

In order to better serve students who desire higher education in a technical field of study with Flint Hills Technical College, the following admissions protocols will be in place for all applicants from Fall of 2020 forward.

For General Education Courses and Programs of Study*
(*Except: Nursing, Dental Hygiene, & Dental Assisting which have a separate entrance process into the program of study)

Protocol One: Automatic Acceptance
    A. Student achieves articulated cut score on accepted standardized test

Protocol Two:
    A. Student does not meet minimum score on accepted standardized test
    B. Student must have complete transcripts from previous institutions submitted to Admissions Office
    C. Student test scores and educational records are entered into a multiple measure rubric for admissions
        1. If student meet minimum prescribed cut score on multiple measure they are accepted into course/program

If the student fails to meet either protocol for acceptance:
    A. The student may attempt an accepted standardized test again to try and meet minimum scores (for either Protocol One or Two)
        1. A student may test **up to three times in a six-month period** for this process
        2. If the student has exhausted the testing attempts in the prescribed window of time
            a. Wait until six-month window passes and test again to meet Protocol One or Two

Admission Appeals Process
    I. Criteria for Appeal
        a. The student has fully completed the admissions application and submitted all appropriate educational records (transcripts) to Flint Hills Technical College.
        b. The student demonstrates that they have attempted to meet minimum test score criteria as required for the desired program of study within the last five years.
        c. Has taken the ACT a minimum of two times
        d. Has taken the ACCUPLACER test at least two times
        e. Has taken the KAPLAN test at least two times
        f. Has taken the TEAS Test at least two times
    II. Appeal Request
        a. The student must submit a **typed letter requesting an appeal**, within 30 days of the last unsuccessful testing attempt. The letter should be submitted to the Admissions Specialist at Flint Hills Technical College. The letter should address the following items:
        b. Program of intended study
        c. Criteria/Reason(s) that should be considered
        d. Based on which test score is being appealed
        e. Core grades in content area indicate success
        f. Job skills- including job description and length of employment
        g. Long-term Educational/ Professional goals
        h. The student must also submit to the Admissions Specialist, **a letter of reference** from a current Teacher, Counselor, or Employer. This letter should address the following:
        i. Work Ethic of applicant

ii. Demonstrated skill or other aspects for consideration

iii. Confidence in ability

i. Multiple Measure Rubric Evaluation will be used to evaluate most appeals*

I. The Admissions Officers will review the following documents for consideration using a set rubric for evaluation:
   a. Appeal Request Letter
   b. Reference Letter
   c. Submitted Educational Records- Transcripts (High School or College)
   d. Submitted test scores as reported- for all applicable tests
   e. The student must score an average of 3 (or generally 15 on the Rubric^) or above based on the designated rubric for admission appeal approval. The student will be notified within 30 days of receipt of appeal.
   f. If the student scores below a three on the rubric, the appeal will be reviewed by the Admissions Appeal Panel for final decision.

Nursing, Dental Assisting, and Dental Hygiene already have a multiple measure admission. If an admission appeal is filed for one of these programs it will move to Appeal Panel Process.

^Admission Appeal Rubric is available upon request

Admissions Appeal Panel

The Admissions Appeal Panel will review the following documents for consideration:
   a. Multiple Measure Rubric and required documents
   b. Additional documentation from admissions process as appropriate
   c. May Request an interview
      The Admissions Appeal Panel will be comprised of an odd number of people (with a minimum of three members) and at least one representative from the following areas:
   a. Representative from Intended Program of Study Faculty
   b. Representative from Admissions/ Advising Staff
   c. Representative from Administrative Staff The student must be approved by at least 2/3rds of total panel members.

The Admissions Appeal Panel will notify the student in writing of the final decision within 30 days of referral to committee.

Home School Students (Policy 6.02)

A home school transcript may be submitted for evaluation in lieu of a high school transcript or GED from the school administrator. The transcript must include courses taken, credits and grades received, school location, date of completion and a school administrator's signature.

Transferring Courses

Transfer of Credit for General Education Courses (Policy 5.21)

General education courses taken at regionally accredited colleges, universities or other recognized institutions may be submitted to the Dean of Enrollment Management for evaluation and possible acceptance. The Dean of Academic Affairs will make the final determination of transferability.

All accepted transfer credit hours and grades will be posted to the student's FHTC transcript upon receipt and approval by the Dean of Enrollment Management and the Dean of Academic Affairs. General education courses that are accepted for transfer will be used to calculate the student's cumulative grade point average.

General education coursework must be at the 100 level or above for which the student received a grade of D or better or the equivalent of 1.0 on a 4.0 scale.

Students may apply to transfer up to nine (9) credits of general education through CLEP and/or ACES.

The Dean of Enrollment Management will consider up to six (6) credits of AP (Advanced Placement) courses to be applied toward the AAS. All transfers of credit are subject to approval by the Dean of Academic Affairs.

Transfer of Credit for Technical Education Courses (Policy 5.22)

Technical education courses taken at another accredited postsecondary or higher education institutions may be submitted to the Dean of Enrollment Management for evaluation and possible acceptance. The program instructor and appropriate division chair will make the determination of transferability with final approval by the Dean of Academic Affairs.

A minimum of 15 credits or 25% of the technical credit requirements of a Technical Certificate or AAS degree (whichever is greater) must be earned at FHTC to be eligible for graduation.

All accepted transfer credit hours and grades will be posted to the student's FHTC transcript upon receipt and will be used to calculate the student's cumulative grade point average.
Technical education coursework eligible for transfer must have been completed within five (5) years prior to enrollment.

Transfer of FHTC Technical Education Credit between Programs

With approval from the program instructor and Dean of Enrollment Management, students may transfer program-specific courses in one program of study to other FHTC programs of study. General education coursework may be transferred from program to program within the institution.

Transfer of Courses from FHTC

Students wishing to transfer credit from Flint Hills Technical College to another higher education institution may request a transcript be sent from the Dean of Enrollment Management to the receiving higher education institution. The receiving institution will determine acceptance of FHTC coursework for transfer of credit. A mailed copy of a student's transcript is $5.00 per transcript. Students can also order their transcripts electronically through National Student Clearinghouse (NSC).

Ordering Transcripts through NSC (Policy 6.17)

Ordering transcripts through NSC will provide the recipient with your official Flint Hills Technical College transcript. Ordering through NSC provides you the opportunity to order transcripts multiple times online.

Your transcript is the official, permanent record of all the courses you have attended. Electronic Documents are available from 1999 to present, transcripts prior to 1999 may not be in electronic format. Flint Hills Technical College has authorized NSC to manage the ordering, processing, and secure delivery of student transcripts. The benefits that students will realize from online transcript ordering include:
   • Convenient 24/7 access

- Secure transactions
- Immediate, secure electronic transcript delivery worldwide (if there are no holds on your student account)
- Automatic order updates via mobile text alerts and email
- Online order tracking
- Ability to order multiple transcripts for multiple recipients in one order

How to request a transcript: Flint Hills Technical College transcript requests can be made through the NSC website: https://tsorder.studentclearinghouse.org/school/.

Select Step-by-step directions to order a transcript through NSC can be found at: https://studentcleringhouse.org/mystudentcenter/knowledgebase/submitting-an-order/

All transcripts sent through NSC are official.

Cost: The transcript cost is based on the method of delivery and destination. During the ordering process you will be able to see the exact charge prior to entering your credit card information. Transcripts must be paid by credit card at the time of the order. A hold on your account will not prevent you from requesting a transcript. However, we will not be able to release your transcript until the hold is resolved.

Transcript requests are filled during regular Flint Hills Technical College business hours. Requests made during holidays and weekends will be fulfilled during the next business day. For questions or to report a problem with your order, please contact NSC or Student Services.

Course Transfer

The Kansas Board of Regents has now approved many courses for guaranteed transfer among all Kansas public postsecondary institutions denoted with a "*flagged T*" symbol. A student who completes these courses at any Kansas public community college, technical college, or university can be certain that he or she can transfer that course to any other public institution in Kansas in pursuit of a degree or credential. Beginning with the 2014 summer term, the following courses qualify for guaranteed transfer:

Acting I
Acting II
American Government
American Literature I
American Literature II
Anatomy & Physiology – 5 credit hours
Anatomy & Physiology – 8 credit hours
Art Appreciation
Art History I
Art History II
Art in the Elementary Classroom
Biology I & Lab for Majors
Biology II & Lab for Majors
Business Communications
Business Law
Calculus I
Calculus II
Chemistry I & Lab for Majors
Chemistry II & Lab for Majors
Childhood Growth & Development
Children's Literature
College Algebra
Comparative Politics
Computer Concepts and Applications
Contemporary Math/Essential Math
Creative Writing

Criminal Law
Cultural Diversity and Ethnicity
Descriptive Astronomy Lecture & Lab
Descriptive Astronomy Lecture
Descriptive Astronomy Lab
Differential Equations
Educating Exceptional Students
Elementary School PE & Health
Elementary Statistics
English Composition I
English Composition II
Engineering Physics I with Lab
Engineering Physics II with Lab
Environmental Science Lecture and Lab
Environmental Science Lecture
Environmental Science Lab
Ethics
Financial Accounting
First Aid and CPR
French I
French II
General Biology & Lab for Non-majors
General /Business Calculus
General Chemistry & Lab for Non-Majors
Human Lifespan/Developmental Psychology
Intermediate Algebra
International Relations
Interpersonal Communication
Introduction to Business
Introduction to Criminal Justice
Introduction to Cultural Anthropology
Introduction to Drawing
Introduction to Early Childhood Education
Introduction to Education
Introduction to Exercise Science
Introduction to General, Organic and Biochemistry and Lab
Introduction to Linguistic Anthropology
Introduction to Literature
Introduction to Mass Communications
Introduction to Philosophy
Introduction to Political Science
Introduction to Psychology
Introduction to Social Work
Introduction to Sociology
Introduction to Women's Studies
Logic and Critical Thinking
Macroeconomics
Managerial Accounting
Marriage and Family
Medical Terminology
Meteorology Lecture and Lab
Meteorology Lecture
Meteorology Lab
Microbiology and Lab
Microeconomics
Music Appreciation
Music in the Elementary Classroom
Music Theory I
Music Theory II
New Testament
Nutrition
Old Testament
Organic Chemistry I and Lab
Organic Chemistry II and Lab
Personal and Community Health
Personal Finance
Physical Geology Lecture & Lab
Physical Geology Lecture
Physical Geology Lab

Physical Science and Lab
Physics I and Lab
Physics II and Lab
Piano I
Piano II
Prevention and Care of Athletic Injuries
Principles of Leadership
Principles of Management
Principles of Marketing (CLEP Exam)
Programming Fundamentals
Public Speaking
Social Problems
Spanish I
Spanish II
Spanish III
Stagecraft
State and Local Government
Technology for Teachers
Theatre Appreciation
Theatre Practicum
Three Dimension Design
Trigonometry
Two Dimension Design
US History to 1877
US History since 1877
Voice and Diction
World History to 1500
World History 1500 to Present
World Regional Geography
World/Comparative Religions

Visit www.kansasregents.org/transfer_articulation OR fhtc.edu/web/site/transferability for more information.

Reverse Transfer

Students who transfer to a Kansas public university from a Kansas public community college or technical college are eligible for Reverse Transfer, which allows for the attainment of any associate degree for which one is eligible along the way to additional certificates and degrees.

Within a student's first year, or upon eligibility for reverse transfer, those who transfer coursework from a community college or technical college to a public university will be notified if they are eligible to be considered for reverse transfer degree status, and which courses are needed to finish the related degree. To be eligible, a student must have completed at least 45 credit hours at one or more public community college or technical college in Kansas. Students who then complete the coursework for a given associate degree will be eligible to receive that degree, administered automatically by correspondence between the new institution and the community college or technical college the student last attended. Visit www. kansasregents.org/transfer articulation OR www.fhtc.edu/web/site/ transferability for more information.

Change of Program Procedure

1. Students wishing to transfer from one program to another at Flint Hills Technical College need to contact the Academic Advisor or Dean of Enrollment Management. The following guidelines for transfer apply:
2. Students must meet the minimum scores for the intended program of study.
3. All policies for Adding a Course/Withdrawing from a Course (as listed in the FHTC Handbook and catalog) apply.
4. Students may begin the intended program of study at the next available start date. (Some programs of study begin only in the Fall semester of each year).

5. At the time of the request of transfer, the Dean of Enrollment Management will undertake a review of credits, which may be applicable to the intended program of study. The student will be notified in writing of any credits that are transferable to the intended program of study.

Credit by Examination (Policy 6.14)

Faculty may designate certain technical courses as credit by examination, with the approval of the Dean of Academic Affairs. Students will be required to enroll in that course and take the examination prior to the start date of the course. No letter grade will be given for the examination, and the student's transcript will indicate a "P" for pass if the student successfully completes the examination. Students who do not successfully complete the examination will be required to take the course for a grade. No more than 15 credits of technical credit will be allowed through credit by examination.

Upon successfully passing a comprehensive examination, according to predetermined criteria, the student will be awarded credit for the course for which the examination was taken. The course title, the number of credit hours the course carries and a letter grade of "P" (passing) will be posted to the student's transcript. The grade will not be factored into the student's cumulative grade point average. Students may attempt credit by examination for a course only once. Students wishing to receive credit by examination will pay a non-refundable fee determined on the basis of the cost of tuition and the number of credit hours of the course.

Credit for Prior Learning (Policy 6.64)

Credit for Prior Learning (CPL) can expedite the completion of postsecondary education programs by evaluating an individual's existing knowledge and competencies and awarding college credit as appropriate.

For the purpose of this policy, "prior learning" includes the postsecondary- level knowledge and skills gained through work and life experiences, such as corporate and military training programs, industry certifications, non- credit postsecondary level courses, and civic or volunteer experiences.

Students may also seek credit through national exams for postsecondary credit (e.g. CLEP, DANTES, AP, IB, etc.), and credit by examination. Obtaining credit for prior learning is the optimal outcome of a prior learning assessment.

Academic credit will only be awarded on a course-by-course basis to meet degree requirements and only to enrolled degree-seeking students. Changing majors will not result in reassessment of previously awarded CPL. A minimum of 15 credits or 25% of the technical credit requirements of a Technical Certificate or AAS degree (whichever is greater) must be earned at FHTC to be eligible for graduation.

There is no tuition cost for CPL. Administrative fees are based on the assessment service required of each type of assessment and are not determined by the number of credits awarded.

Students seeking FHTC course credits for prior learning initiate the process with the Academic Advisor in the Reeble Student Success Center. Students are responsible for ensuring that all steps, forms, evidence and signatures are completed in order to receive the CPL for which they are eligible.

FINANCE

Tuition (Policy 6.48)

Tuition is charged by credit-hour. Post-secondary students are required to pay the tuition amount as approved for Flint Hills Technical College by the FHTC Board of Trustees. The amount of tuition charged is based on the number of credit hours in which the student is enrolled. The tuition amount shown in various Flint Hills Technical College publications represents the amount to be paid by the student.

Tuition Refunds (Policy 6.49)

The enrollment deposit paid during registration is nonrefundable. Students withdrawing are eligible for a refund according to the following refund schedule:

For Credit Courses:
- Up to 5% of the course duration – 100% refund of tuition and fees
- 6-10% of the course duration – 100% of tuition only
- After 10% of the course duration – No refund

For Non-Credit Courses:
- Prior to 1st day of class- 100% refund of tuition & fees
- After course begins- No refund, regardless of attendance. If tuition and fees are collected in advance of the start date of a program and FHTC cancels the course, 100% of the tuition and fees collected will be refunded. The refund will be made within thirty (30) days of the planned start date.
- The enrollment deposit paid during registration is non-refundable

Refunds, when due, will be made within thirty (30) days of the last day of attendance if written notification of withdrawal has been provided to the Reeble Student Success Center by the student, or from the date the student is terminated or withdrawn by FHTC faculty or staff.

Refunds for federal financial aid recipients will be based on the federal regulations governing that program. Pro rata refund policies will apply to federal aid recipients who withdraw from their program of study before 60 percent of their semester of enrollment at FHTC.

A $50 nonrefundable enrollment deposit is required at the time of registration.

College Fees (Policy 6.50)

College fees pay for the following items and services:
1. *Student I.D. card
2. *Parking permit
3. *Diploma
4. *Graduation cap and gown
5. *Graduation announcements (10)
6. Facility usage
7. Advising services
8. Career Planning and Placement services
9. Computer and computer lab usage
10. Tutoring Services
11. Web-based enrollment management software system
12. Text messaging emergency alert system

* These items may be replaced upon request, subject to an additional fee.

Students are required to pay additional lab fees depending on program requirements. Students enrolling in non-credit courses will pay fees based on the cost of each course.

Finance Policy (Policy 6.46)

Payment must be made in full, make payment arrangements (payment plan, third party, and scholarships) and/or have financial aid to cover the student account balances by the established due dates:
- September 1 for the fall semester
- February 1 for the spring semester
- June 15 for the summer semester

If these arrangements have not been made by the due date $50 monthly late fees will begin to accrue. The late fee will be assessed until the balance is paid in full. Students will also have a business office hold added to their account. Diplomas and certificates will be held until payment is received. Students with a balance due to FHTC must have the balance paid before enrolling in future classes.

Students enrolling in courses after the Semester Balance Due Dates will be required to have paid in full or have payment arrangements finalized at the time of registration. Statements will be available electronically and can be viewed by logging in to their my.FHTC.edu account.

Unpaid account balances are subject to being sent to collections 90 days after the end of the term they owe. The $50 late fee will accrue until the account is sent to collections.

Payment Plans (Policy 6.47)

Students entering into a payment plan with FHTC will work with NelNet, a convenient budget planning company. The student must pay a $30.00 per semester, non-refundable NelNet Enrollment Fee and pay a percentage of the balance due at the time of enrollment for the payment plan. Tuition and fee payments will be automatically deducted on the 5th or 20th of each month from a checking or savings account. A student may also have their payment charged to their credit card. Students may sign up for the payment plan and receive additional information in the Reeble Student Success Center.

Veteran's Benefits

Flint Hills Technical College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 30, Chapter 31, Chapter 33, or Chapter 35 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

Third-Party Billing

Students that are receiving funding through third party billing (WIA, DCF, etc.) are often required by the agency to submit verification of attendance and grades. It is the student's responsibility to request necessary verification from either their instructor or the Dean of Enrollment Management and provide it to the requesting agency.

ENROLLMENT PROCEDURES

Program Enrollments

The number of students who may enroll in any of the college's programs of study will be determined by the Executive Vice President of Student Services and Academic Affairs conjunction with the program instructor. The college reserves the right to restrict enrollment in all programs and courses on the basis of available space and equipment. The time at which students may enroll in a course after the first day of scheduled classes will be determined by the Dean of Enrollment in conjunction with the course instructor.

Adding a Course/Withdrawing from a Course (Policy 6.15)

Whenever a student wishes to add a course, withdraw from a course or withdraw from the College, the student must first consult with their instructor, who will then refer the student to the Academic Advisor or Dean of Enrollment Management. Following a meeting with the Academic Advisor or Dean of Enrollment Management, a Student Schedule Add or Drop Form is completed and becomes a part of the student's permanent record.   If a student is receiving financial aid, a copy of the Student Schedule Add or Drop Form will be provided to the Financial Aid Director for appropriate disposition of the student's financial aid status. For secondary students, the high school counselor will be notified of the withdrawal and a copy of the Student Schedule Add or Drop Form will be sent to the student's high school counselor. The last day for a student to withdraw from a course and not have a grade posted to the transcript is the date on which no more than 60% of the days   the course is scheduled to meet have elapsed. Students withdrawing from a course by the last established date will receive a W for the course and the W will not be factored into the student's grade point average. Students withdrawing from a course after the established drop date will receive a final grade for the course.

Auditing a Course (Policy 6.16)

Students who wish to take a course, but do not need or want to take the course for credit, may audit that course. The student must secure permission from the Dean of Enrollment Management prior to the first day of class. Students auditing a course will pay the established tuition and fees for the course as if they were taking the course for credit. Students auditing a course will be assigned a grade of "AU" for the course and the course will appear on the student's transcript.

Repeating a Course (Policy 5.18)

Students can repeat courses, at their own expense, for the purpose of raising their grade-point average. If a student repeats a course for which they have already received a grade, the original grade for the course will remain on the student's transcript, with an "R" denoting the course was repeated. The grade received when the course is retaken will be the grade counted 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.

Internship Option (Policy 5.14)

All programs offer an internship option for students. Internships may include clinical and cooperative education options. Each of these options are credit bearing and have requirements for documentation and may have prerequisites for enrollment. Application procedures must be followed.

Military Service (Policy 6.57)

Students serving in the National Guard or Reserves who are called to active duty during an academic term are entitled to receive a full refund of tuition and fees if they withdraw from all classes or for all classes dropped. Students who are directed to report for active duty during an academic term shall also be entitled to receive a full refund of tuition and fees for courses in which the student is currently enrolled. All refunds may be contingent upon presentation of official documentation. Students who volunteer for military service may be subject to the institution's tuition refund policy.

GRADING SYSTEM

Letter Grades (Policy 5.10)

Grades are assigned by an instructor upon the completion of each course. Grade reports are prepared and issued to students after the grades are posted by the Registrar's office.

Grades are assigned and the grade point average (GPA) is computed based on the following:

Letter Grade	Definition	Grade Points
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failing	0
P	Pass	N/A
W	Withdrawal	N/A
I	Incomplete	N/A
AU	Audit	N/A

How to Figure GPA

To calculate a grade point average, add the points (Q.Pts.) earned, and divide that total by the total number of GPA hours attempted (H.Gpa) For example:

Title	Grade	H.Gpa	Q.Pts
Intro. to Computers	B (3) x	3.00=	9.00
Internship	C (2) x	8.00=	16.00
Professional Dev.	A (4) x	2.00 =	8.00
Comm. & Employment	B (3) x	1.00=	3.00
Term Totals:		**14.00=**	**36.00**

36 points/14 GPA hours = 2.57

Incomplete Grade (Policy 5.09)

Students enrolled in any course for credit may be assigned an incomplete grade (I). Within 30 calendar days of the ending date of the course, the instructor must submit the proper forms to the Registrar with a letter grade for the course based on the work completed. If no grade change is submitted, the grade of "F" will be entered automatically to the student's transcript. Any deviation from this policy must be authorized by Executive Vice President of Student Services and Academic Affairs.

Grade Appeal (Policy 5.08)

If a student does not agree with a final grade and it cannot be resolved between the student and the instructor, a student has the right to appeal in writing within 21 calendar days of the date the grade was officially posted by the faculty. A written appeal is submitted to the appropriate Division Chairperson. If the student is not satisfied with the decision of the Division Chairperson, the student can appeal this decision, in writing, to the Dean of Academic Affairs within 10 calendar days of receipt of the decision. The Executive Vice President of Student Services and Academic Affairs decision is final in the appeal process.

Grade Change (Policy 5.09)

Only the instructor of a course can initiate a grade change. The instructor must make this change with the Registrar within one semester of the posting of the student's final grade. Any deviation from this policy must be authorized by the Executive Vice President of Student Services and Academic Affairs.

Transcript Requests

Requests for transcripts may be made through the Dean of Enrollment Management in the Reeble Student Success Center and may be released following the payment of a transcript fee. FHTC will release transcripts to students once exit loan counseling is complete and/or the student has resolved any other holds due to a failure to return equipment, books, or other institutional items. Transcript requests may also be denied The cost of each transcript is $5.00 mailed.

Flint Hills Technical College can only release transcript information relevant to the degree earned while at FHTC. Flint Hills Technical College will not release another transcript from any other institution under any circumstances. All questions related to transcript information need to be directed to the Dean of Enrollment Management.

Ordering Transcripts through NSC (Policy 6.17)

Ordering transcripts through NSC will provide the recipient with your official Flint Hills Technical College transcript. Ordering through NSC provides you the opportunity to order transcripts multiple times online.

Your transcript is the official, permanent record of all the courses you have attended. Electronic Documents are available from 1999 to present, transcripts prior to 1999 may not be in electronic format. Flint Hills Technical College has authorized NSC to manage the ordering, processing, and secure delivery of student transcripts.

The benefits that students will realize from online transcript ordering include:
- Convenient 24/7 access
- Secure transactions
- Immediate, secure electronic transcript delivery worldwide (if there are no holds on your student account)
- Automatic order updates via mobile text alerts and email
- Online order tracking
- Ability to order multiple transcripts for multiple recipients in one order

How to request a transcript:
Flint Hills Technical College transcript requests can be made through the NSC website:
https://tsorder.studentclearinghouse.org/school/select
Step-by-step directions to order a transcript through NSC can be found at:

https://studentcleringhouse.org/mystudentcenter/knowledge-base/submitting-an-order/ All transcripts sent through NSC are official.

Cost:
The transcript cost is based on the method of delivery and destination. During the ordering process you will be able to see the exact charge prior to entering your credit card information. Transcripts must be paid by credit card at the time of the order.

Additional Information:
FHTC will release transcripts to students once exit loan counseling is complete and/or the student has resolved any other holds due to a failure to return equipment, books, or other institutional items. Transcript requests are filled during regular Flint Hills Technical College business hours. Requests made during holidays and weekends will be fulfilled during the next business day. For questions or to report a problem with your order, please contact NSC.

FEDERAL FINANCIAL AID

The FHTC financial aid program is available to help students who need financial assistance to continue their education. While the financing of education is primarily the responsibility of the students and their families, financial aid programs considers the wide variety of financial circumstances that can affect a student's ability to pay for education. The financial aid program consists of Pell Grants, Supplemental Educational Opportunity Grants, Work Study, Direct Loans, a large number of locally funded scholarships and Foundation scholarships. The Financial Aid Office welcomes inquiries throughout the school year. In many cases, students who did not apply for financial aid prior to matriculation may qualify during the academic year to receive financial aid through grants, work-study or scholarships.

Students receiving financial aid must have applied and be admitted to the college, must be degree-seeking, must be enrolled in classes that will count toward the degree or certificate, and must be in good standing (eligible to re-enroll). In addition, students must have a GED, High School Diploma, or been home-schooled. Previous college transcripts are required. All transcripts must be submitted to Student Services. Students may not receive aid if they fail to make Satisfactory Academic Progress in previous semesters.

Campus-Based Programs

The campus-based programs offered at FHTC are Federal Supplemental Educational Opportunity Grant (FSEOG) and Federal Work-Study. They're called Campus-Based Programs because they are administered directly by the Financial Aid Office at each participating institution. How much aid you receive depends on such factors as your financial need, on the amount of other aid you'll receive, and on the availability of funds at your institution. Unlike the Federal Pell Grant program, which provides every eligible student with funds, each institution participating in any of the campus-based programs receives a certain amount of funds each year from the federal government for each campus-based program. When that money is gone, no more awards can be made from that program for that year. Each institution sets its own deadlines for students to apply for campus-based funds. Ask your financial aid staff about the College's deadlines. You may miss out on aid from these programs if you don't apply early.

Federal Supplemental Educational Opportunity Grant (FSEOG) A FSEOG is for undergraduates with exceptional financial need—that is, students with the lowest Student Aid Index (SAI)— and gives priority to students who receive Federal Pell Grants. An FSEOG doesn't have to be paid back.

To be eligible for a FSEOG award at FHTC, a student must:

- Not have earned a bachelor's degree.
- Have applied for Federal aid and have determined eligible for a Federal Pell Grant with a Student Aid Index (SAI) of zero.
- Awards are made by order of file completion.
- Approximately 10% of FSEOG funds are reserved for new students with a spring start date.
- Priority for full-time enrollment but can be also awarded to part-time students.
- Preference is given to eligible students attending the highest cost programs.

Federal Work-Study

The Federal Work-Study Program provides jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to your course of study.
To be considered for eligibility, a student must:

- Have a valid SAR/ISIR.
- Be enrolled full-time in an eligible program for Title IV Funds.
- Have unmet need after receiving an award.
- Complete employment application online through FHTC website.
- Complete interview, review Job Description and review Goals and Timelines for job completions with College Personnel.
- Comply with work restrictions relevant to College Restrictions.
- Maintain Satisfactory Academic Standards and be in good standing at the college and progress toward the completion of a technical certificate or degree based on College and Federal Standards.
- Apply annually for Federal Financial Aid (FAFSA) until completion of the student's program of study.

Your Federal Work-Study wages will be at least the current federal minimum wage, but they may be higher. Your total Federal WorkStudy award depends on when you apply, your level of need, and the funding level of your institution. You will be paid by the hour. Your check will be available on the 1st and 15th of the month. Your WorkStudy earnings could be applied directly to your institutional charges such as tuition, textbooks and some fees. Contact the Business Office at FHTC for more information.

Both on campus and off campus work study jobs may be available. If you work on campus, you'll usually work for your college. If you work off campus, your employer will usually be a private non-profit organization or a public agency, and the work performed must be in the public interest. Some Federal Work-Study jobs might be working for private for-profit employers which must be judged to be relevant to your course of study to the maximum extent possible. The amount you earn can't exceed your total Federal Work-Study award. When assigning work hours, your employer or financial aid director will consider your class schedule and your academic progress. The work study job application is available online through the FHTC website. The Human Resources Office and the job supervisors will interview prospective Work-Study students.

Pell Grant

A Federal Pell Grant, unlike a loan, does not have to be repaid. Federal Pell Grants usually are awarded only to undergraduate students who have not earned a bachelor's or a professional degree. You are not eligible to receive a Federal Pell Grant if you are incarcerated in a federal or state penal institution or are subject to an involuntary civil commitment upon completion of a period of incarceration for a forcible or non-forcible sexual offense. Effective on July 1, 2012, you can receive the Federal Pell Grant for no more than 12 semesters or the equivalent (roughly six years). You'll receive a notice if you're getting close to your limit. If you have any questions, contact your financial aid office. If you're eligible for a Federal Pell Grant, you'll receive the full amount you qualify for— each school participating in the program receives enough funds each year from the U.S. Department of Education to pay the Federal Pell Grant amounts for all its eligible students. The amount of any other student aid for which you might qualify does not affect the amount of your Federal Pell Grant.

Direct Student Loans

To receive Federal Direct Student Loans, students will need to accept the loans through the online financial aid system. Students may request a lower amount than awarded, but not a greater amount.

If accepting a loan for the first time, Entrance Loan Counseling and a Direct Loan Master Promissory Note (MPN) must be completed. These can be completed at www.studentaid.gov.
Parents of dependent students may complete a PLUS MPN (Complete PLUS Request Process) at the site indicated above if they wish to apply and receive a Parent PLUS loan.

At the time of disbursement, a student must be enrolled and attending at least half-time (6 credit hours) to receive a student or PLUS loan. If enrollment has dropped to less than half-time before the disbursement of loan proceeds, the funds will be returned to the government and any future disbursements will be canceled. The student will still be responsible for all college charges that have not been paid as calculated by the business office.

Students must complete Exit Loan Counseling when enrollment falls below 6 hours, a student graduates or withdraws. Exit Loan Counseling can be completed at www.studdentaid.gov .

Your Rights and Responsibilities as a Borrower

I have the right to:
- written information on my loan obligations and information on my rights and responsibilities as a borrower;
- a copy of my MPN either before or at the time my loan is disbursed;
- grace period and an explanation of what this means;
- notification, if the Department transfers your loan to another servicer without your consent;
- a disclosure statement, received before I begin to repay my loan, that includes information about interest rates, fees, the balance I owe, and a loan repayment schedule;
- deferment or forbearance of repayment for certain defined periods, if I qualify and if I request it;
- prepay my loan in whole or in part anytime without an early-repayment penalty; and
- documentation when my loan is paid in full.

I am responsible for:
- completing exit counseling before I leave school or drop below half-time enrollment;

- repaying my loan according to my repayment schedule even if: I do not complete my academic program; I am dissatisfied with the education I received; or I am unable to find employment after I graduate;
- notifying my lender or loan servicer if I: move or change my address, change my telephone number, change my name, change my Social Security number, or change employers or my employer's address or telephone number changes;
- making monthly payments on my loan after my grace period ends, unless I have a deferment or forbearance; and
- notifying my lender or loan servicer of anything that might alter my eligibility for an existing deferment or forbearance.

Direct PLUS Loan (Parent Loan for Undergraduate Students)

To receive a Direct PLUS Loan, a person must be the parent (biological, adoptive, or in some cases, stepparent) of a dependent undergraduate student enrolled at least half-time at an eligible school and not have an adverse credit history. Interest rates are fixed for the life of the loan. The loan fee is a percentage of the loan amount and is proportionately deducted from each loan disbursement. The parent borrower will generally be expected to start making payments on the Direct PLUS Loan once the loan is fully disbursed. However, parents may request a deferment while their child is enrolled at least halftime and for an additional six months after their child graduates, leaves school, or drops below half-time enrollment. Payments are not required while the loan is deferred. When the parent submits a request for a Direct PLUS Loan at www.studentaid.gov , the parent has the option of requesting a deferment as part of the loan request process. During any period when the parent is not required to make payments, interest will accrue on the loan. The parent may choose to pay the accrued interest or allow the interest to be capitalized (added to the loan principal balance) when repayment begins. The loan servicer will notify the parent when the first payment is due.

Institutional and Endowed Scholarships

New and returning students can apply for institutional scholarships on our website at fhtc.edu by March 1st for the upcoming year. Applicants will be considered for all institutional and endowed scholarships based on GPA, program and other criteria listed on the application. New students must submit a current high school or college transcript to Student Services for GPA determination. You must apply each year; scholarships are not automatically renewed.

The Federal Financial Aid Process

Using a formula established by Congress, the federal government will determine how much you, or you and your spouse or parents are expected to provide toward the cost of your education. The amount is called your Student Aid Index (SAI). Your SAI is based on the income and asset information you provide on your Free Application for Federal Student Aid (FAFSA). The same formula is used at every college so your SAI will be the same no matter which college you attend.

The cost of attendance used for determining your eligibility for financial aid is an estimate. It will include: a typical amount for tuition and fees, room and board, books and supplies, personal expenses and transportation for a student in your program.

When awarding financial aid, the SAI is subtracted from the cost of education. The remainder is the amount of need-based financial aid you may receive.

Federal Financial Aid Application

The federal aid application can be completed at https://studentaid.gov/h/apply-for-aid/fafsa. Apply as soon after October 1st as possible for the next school year.

Verification

The central processor selects certain federal aid applicants for a process called verification. If selected for verification, the financial aid office will request additional information to verify the income and household information listed on the federal aid application. Applicants will be notified by email of documents required after submitting the federal aid application.

Renewal of Financial Aid

Financial aid awards are not automatically renewed. Students must complete a new FAFSA for each award year. Apply as soon after October 1st as possible for the next school year at https://studentaid.gov/h/apply-for-aid/fafsa. At FHTC, the summer semester begins a new award year.

Award Notifications

Financial aid award notifications are emailed to the student email address after enrollment and completion of financial aid requirements. Estimates are available for students who have not completed the enrollment process.

Enrollment Requirements

Awards are based on full-time enrollment, which is a minimum of 12 credit hours per semester. Enrollment is verified each semester prior to disbursement of all funds. For students enrolled less than full-time, Pell Grant awards will be prorated and other awards may have to be adjusted. Students must be enrolled at least half-time (6 credit hours or more) to receive student loans. Most institutional scholarships are based on full-time (12 hours or more) enrollment.

Understanding Your Award Letter

A financial aid award letter identifies the aid available to each student based on program eligibility requirements, including grants, loans, and scholarships. Private or outside scholarships are estimated and contingent upon actual receipt of funds from the appropriate agencies. Students accept or decline awards through the online financial aid system. All students with eligibility are offered loans. Loans can be declined, or amounts changed when accepting loans online.

Awards are Subject to Change

A financial aid award may be reduced or canceled. The most common reasons for an award adjustment include changes in enrollment and over-awards due to the receipt of aid from other sources. An award may also be adjusted due to changes or inaccuracies in the information on which the award was based.

Disbursing Financial Aid

Funds are generally credited to a student's account on the 30th day from the start of the semester, provided all required documents have been submitted and processed. Tuition and all other allowable charges will be deducted from financial aid. Following the initial disbursement, funds are disbursed weekly. Students may authorize direct disbursement to their checking or savings account or receive a paper check. Students must ensure their address is correct to avoid delays in receiving disbursements.

Purchase of Books and Supplies with Financial Aid Funds (Policy 6.61)

Students with completed financial aid totaling more than tuition and fees will be able to use their excess financial aid to purchase books through fhtc.ecampus.com. To purchase books with future financial aid, a book voucher will be sent to the student via student email. Book vouchers will not be issued until all financial aid requirements are completed. To purchase uniforms, tools and supplies with future financial aid, the business office will issue vouchers as needed. Students can also charge their tools with select vendors against their financial aid up through the first two weeks of classes. Participating vendors will be available during a scheduled time before or during the fall semester. Students may also visit vendor locations to purchase tools. Students will have to sign a charge form, authorizing use of financial aid funds to pay for the tools and confirm that any balance not covered by financial aid is the responsibility of the student. Please contact the financial aid office for amounts available to you, forms and information. Charges and financial aid funds applied will appear on a student's statement, as described above.

Student Employment

Work-study awards may be made to students with remaining unmet need after all scholarships and grants have been considered. Late outside scholarships and monetary awards will reduce loan eligibility before affecting work-study. Students should contact the Financial Aid Office if they are interested in applying for a work-study position. Applications are available through Human Resources. Work-study earnings are paid to the student on the 1st and 15th of each month.

Veterans Benefits

Veterans benefits are certified by Lisa Kirmer, Executive Vice President of Student Services and Academic Affairs. Contact Lisa Kirmer at lkirmer@fhtc.edu, 620-341-1325. www.fhtc.edu/vet-services.

Additional Financial Resources

Students are required to notify the Financial Aid Office of any additional financial resources (loans, scholarships, grants, waivers, vocational rehabilitation, etc.) received which are not listed on the Award Letter. These resources may cause adjustments and/or a reduction of the financial aid originally offered.

The Jones Foundation assists residents of Coffey, Osage and Lyon counties with educational costs. Visit jonesfdn.org for more information and application.

Kansas Works has educational assistance available for qualified applicants. Visit kansasworks.com for more information.

The Kansas Career Technical Workforce Grant is available for certain technical programs at FHTC. Visit kansasregents.org for more information and application. Application deadline is May 1st.

Additional scholarship information can be found at https://www.fhtc.edu/admissions/paying-for-your-education/scholarships/ and will be emailed to prospective and current students as opportunities are received by the financial aid office.

High School students should check with high school counselors for additional local scholarship opportunities.

Keep Records

You should keep your account statements, receipts, financial records, award letters and enclosures until you graduate. These records constitute proof of payment and aid received. Student loan promissory notes and disclosure statements should be kept in a safe place until all loans are paid in full.

Your Address and Contact Information

It is critical that you have your correct permanent and local address on file with the FHTC Student Services Office. It is very important that FHTC has an accurate phone number as well. An incorrect address or phone number may cause delays and missed deadlines.

Financial Aid Return of Federal Funds (Policy 6.51)

When a recipient of a Federal Financial Aid withdraws from College during a semester in which the recipient has begun attendance, the College determines the amount of Federal Financial Aid that the student earned. The College returns the unearned portion of federal aid that was received on the student's behalf for payment of tuition, books and fees. The College notifies the student of the unearned aid the College was required to return and the amount of unearned aid the student must return. The student will owe the portion of aid the College was required to return (tuition, books, fees) and the portion of unearned aid the student received in their disbursement check.

Withdrawing

Financial aid recipients who withdraw or cease attending all of their classes prior to 60% of the term being completed are subject to the federal rules for the Return of Title IV Funds for any federal aid not earned. The percentage of unearned aid is equal to the total number of calendar days remaining in the term divided by the total number of calendar days in the term. The repayment amount is considered unearned aid that a student was not eligible to receive due to not completing the term, necessitating the repayment of funds. The college may have an obligation to repay funds that were paid directly to the student. If the college returns funds that were applied to the student's account, a balance due to the college by the student will result. Financial aid may not cover all unpaid institutional charges due to the college upon withdrawal. Failure to repay will prevent future enrollment at the college and release of transcripts.

Notifying the Student in the Case of an Overpayment
Within 30 days of determining that a student who withdrew must repay all or part of a Title IV grant, a college must notify the student that he or she must repay the overpayment or make satisfactory arrangements to repay it. Student has 45 days from the date the notification was sent to take one of the following actions:

- The student may repay the over-payment in full to the college; or
- The student may sign a repayment agreement with the college; or
- The student may sign a repayment agreement with the U.S. Department of Education (DOE). If the student fails to take one of the positive actions during the 45-day period, the student's overpayment will be reported immediately to the U.S. Department of Education and referred to them for collection.

General Terms

Academic Year: A period of time used to measure a quantity of study. Flint Hills Technical College's academic year consists of a summer, fall and spring semester.

Award Year: School year for which financial aid is used to fund a student's education. Generally, this is the 12-month period that begins on July 1 of one year and ends on June 30 of the following year.

Consortium agreement: Consortium agreements are agreements between two colleges for the awarding of federal aid. FHTC does not

act as a home institution and award federal financial aid through consortiums.

Cost of Attendance (COA): The total amount it will cost a student to go to school—usually expressed as a yearly figure. It is determined using rules established by law. The COA includes tuition and fees; a housing and food allowance; and allowances for books, supplies, transportation, and, if applicable, dependent care, costs related to a disability, personal and miscellaneous expenses, including an allowance for the rental or purchase of a personal computer. For students attending less than half-time, the COA includes only tuition and fees and an allowance for books, supplies, transportation, and dependent care expenses. Talk to the financial aid staff at the College if you have any unusual expenses that might affect your cost of attendance.

Default: Failure to repay a loan according to the terms agreed to when you signed a promissory note. In many cases, default may be avoided by submitting a request for a deferment or cancellation and by providing the required documentation prior to reaching the point in which you will be considered in default. The consequences of default are severe. Students who are in DEFAULT must contact the U.S. Department of Education to see how they can get out of default prior to receiving any federal financial aid.

Eligible Noncitizen: A U.S. national (includes natives of American Samoa or Swains Island), U.S. permanent resident (who has an I-151, I-551 or I-551C [Permanent Resident Card]), or an individual who has an Arrival- Departure Record (I-94) from U.S. Citizenship and Immigration Services (USCIS) showing one of the following designations:
- "Refugee"
- "Asylum Granted"
- "Cuban-Haitian Entrant (Status Pending)"
- "Conditional Entrant" (valid only if issued before April 1, 1980)
- Victims of human trafficking, T-visa (T-2,T-3, or T-4, etc.) holder
- "Parolee" (You must be paroled into the United States for at least one year and you must be able to provide evidence from the USCIS that you are in the United States for other than a temporary purpose and that you intend to become a U.S. citizen or permanent resident.)

If you meet the noncitizen criteria above, you are eligible to receive federal student aid. Some noneligible statuses are: family unity status, temporary residents or individuals with nonimmigrant visas (this includes those with work visas, and students, visitors, and foreign government officials). If you are unsure of your eligibility, please check with your school's financial aid office for more information.

Eligible Program: All programs leading to a Technical Certificate or Associate Degree at FHTC meet the U.S. Department of Education's requirements for an eligible program. To get federal financial aid, you must be enrolled in an eligible program.

Financial Aid Award: The total amount of financial aid (federal and non- federal) a student receives.

General Education Development (GED) certificate: A certificate students receive if they have passed a specific, approved high school equivalency test. Students who do not have a high school diploma but who have a GED may still qualify for federal student aid.

Half-time: At schools measuring progress in credit hours and semesters, trimesters, or quarters, halftime enrollment is at least six semester hours or quarter hours per term. Half-time enrollment is not a requirement to receive aid from the Federal Pell Grant, FSEOG or Federal Work-Study Programs.

Regular Student: One who is enrolled in an institution to obtain a degree. Generally, to receive aid from the programs discussed in this college catalog, one must be a regular student.

Satisfactory Academic Progress (SAP): To be eligible to receive federal student aid, one must maintain satisfactory academic progress toward a diploma or degree. One must meet the College's written standard of satisfactory progress.

Selective Service Registration: If required by law, one must register, or arrange to register, with the Selective Service to receive federal student aid. The requirement to register applies to males who were born on or after January 1, 1960, are at least 18 years old, and are not currently on active duty in the U.S. Armed Forces.

Student Aid Index (SAI): The formula used to calculate your SAI is established by law and is used to measure your family's financial strength on the basis of your family's income and assets. The SAI is used to determine your eligibility for federal student aid. The Department of Education determines your SAI.

Financial Aid Satisfactory Academic Progress (SAP)
Flint Hills Technical College is responsible to both the public and its students to provide quality postsecondary education in an economical and efficient manner. This responsibility includes the obligation to require satisfactory academic progress from its students in return for the opportunity afforded them by a tax-supported college. Financial Aid Recipients must meet the following standards to maintain eligibility for student financial aid.

1. GPA – Minimum 2.0 cumulative GPA.
2. PACE – Students must successfully complete 66.66% of all hours attempted. This includes courses attempted even if financial aid was not received.
3. Maximum Time Frame – Students must be able to complete their program of study within 150 percent of the credit hours required for their degree. In most cases an Associate Degree must be completed within 96 credit hours and a certificate must be completed within 48 credit hours.

Transcripts from all schools where a student received federal financial aid must be submitted to the financial aid office for evaluation. This includes General Education courses taken concurrently at other colleges and used for determination of enrollment status for which the student was paid federal financial aid. General education coursework completed prior to attending FHTC, which will be considered for degree completion at FHTC, must be transferred to the College and will be used to calculate the cumulative GPA. Any coursework completed prior to attending FHTC will be used to determine Satisfactory Academic Progress. Transcripts from all schools where a student received federal financial aid must be submitted to the financial aid office for evaluation.

Federal Guidelines
- Federal guidelines require that financial aid recipients maintain Satisfactory Academic Progress (SAP) in order to remain eligible for Title IV Federal Financial Aid (Federal Pell Grant, Supplemental Educational Opportunity Grant, College Work Study, Direct Loan (subsidized and unsubsidized), & Parent Loan.
- SAP is also required for the State of Kansas programs.

- The SAP policy for students receiving financial aid must be at the same level as for students not receiving aid and it must be applied consistently.
- The policy includes both a qualitative measure (cumulative grade point average-CG PA) & a pace (quantitative) measure including maximum hours for degree completion.

Financial Aid Warning (Policy 6.54)

Students will be placed on warning if:

- The student's cumulative grade point average falls below 2.0.
- The student's completion rate is below the accepted level of 66.66% per semester and/or cumulatively (financial aid recipients only).
- The student was previously suspended from receiving financial aid and has been readmitted to the College.

Financial Aid Ineligibility

Students will be placed on ineligibility if:

- The student's cumulative grade point average falls below 2.0 for the two most recent terms.
- The student's semester and/or cumulative completion rate falls below the accepted level of 66.66% following a probationary term (financial aid recipients only).
- The student's term grade point average falls below .8 for the most recent term of enrollment. Students do not need to have a cumulative grade point average less than 2.0 for this to be enforced.
- The student was readmitted on probation and the cumulative grade point average falls below 2.0 for the most recent term.
- The student exceeds 150% of the number of credits required in a program of study. (1-year program = 2 years; 2-year program = 3 years)

Notification of Financial Aid Warning and Ineligibility

Students will receive notification of financial aid warning or probation from the Financial Aid Office.

Length of Financial Aid Ineligibility

Students placed on financial aid ineligibility for the first time will be ineligible for one academic term. The student will need to complete one semester or 12 credit hours at their own expense in order to regain eligibility.

Students on ineligibility for the second or subsequent time will be ineligible for one academic year. After being placed on financial aid ineligibility for a second or subsequent time, the student will need to complete the equivalent of two full-time semesters or 24 credits hours at their own expense in order to regain eligibility.

Appealing Financial Aid Ineligibility

Students who wish to appeal ineligibility must provide a written appeal to the Appeals Committee within ten ten business days of the date of the notice of ineligibility. The written appeal should be supported by documentation including explanation of the situation(s) that may warrant an appeal (i.e. family member's death, student's illness or injury or other special circumstance).The student must explain why they failed to make satisfactory academic progress and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress during the next enrollment period. The Appeals Committee consists of the Financial Aid Director and the Executive Vice President of Student Services and Academic Affairs. Within ten business days of receiving the appeal, the committee will make a decision regarding the appeal and notify the student in writing of the decision. The committee's decision shall be final. An approved appeal places a student on financial aid probation for the next period of enrollment.

Financial Aid Probation (Policy 6.53)

If a student's appeal is granted the student will be placed on financial aid probation for the next period of enrollment. The student must maintain satisfactory academic progress during the period of enrollment by successfully completing at least 66.66% of the courses in which the student is enrolled and maintaining a 2.0 cumulative grade point average. The student may be required to adhere to an academic plan throughout the period of enrollment and during the probationary period. The academic plan will be developed by the Executive Vice President of Student Services and Academic Affairs in conjunction with the student. If the student is able to maintain satisfactory academic progress during the probationary period, the student will be in good standing for financial aid. If the is not able to maintain satisfactory academic progress during the probationary period, the student will become ineligible for financial aid.

Incarcerated Applicants

Incarcerated applicants who have access to the necessary technology can complete a FAFSA form online using their account username and password. However, many incarcerated applicants will not be able to file electronically due to limitations on access to computers and the internet. These applicants can complete a paper (PDF) FAFSA form designated specifically for incarcerated applicants, available on the Prison Education Programs resource page of the FSA Knowledge Center.

Websites for students

https://studentaid.gov/—Higher education portal that contains resources and information about paying for college. The site includes access to the FAFSA application, loan information, counseling, repayment, and other tools to help future, current, and former students access financial aid.

https://studentaid.gov/fafsa—Submit a FAFSA application or make corrections to a previously submitted application; get an online FAFSA Submission Summary; check status of an application. https://studentaid.gov/aid-estimator/The Federal Student Aid Estimator can help applicants understand their options to pay for college or career school by providing an early estimate of the SAI and eligibility for federal student aid.

https://studentaid.gov/fsa-id/create-account/launch—Create an account username and password, which allows students, FAFSA contributors, and another borrowers access to the StudentAid.gov portal.

ASSESSMENT

Assessment of Student Learning (Policy 5.03)

Flint Hills Technical College is committed to students at all levels of our institution. External and internal tools are utilized to determine the extent of student learning, workforce preparedness, and satisfaction related to all elements of the student experience.

The goal of any well-designed institution wide assessment process is to identify the elements of instruction, service, and student preparation that are consistently effective; as well as, identify those areas that over time indicate a need for attention or improvement. It is important to note that when best practices based on statistical evidence indicated by valid data is identified and shared institution-wide, all students and stakeholders benefit. Flint Hills Technical

College employs a variety of assessment tools to meet these goals and it is an ongoing, continuous process.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Computer Accounts

Each student enrolled at Flint Hills Technical College will receive a student computer account. This account may be used to log into campus computers, student email and online courses. Information regarding enrollment, graduation, student activities, financial aid, etc. will be sent to students via email.

Students are responsible for checking their FHTC email accounts on a regular basis. Students can obtain their email account through the Reeble Student Success Center. Students having trouble with their student computer accounts can receive help in the Reeble Student Success Center.

Absences and Tardies (Policy 6.18)

Students are encouraged to attend classes every day to receive the maximum benefit from their instructional program. FHTC realizes that, due to the circumstances beyond the student's control (i.e., illness, a death in the family), daily attendance is not always possible. Absences and tardies are recorded each day, regardless of the reason. For purposes of taking attendance, there is no excused or unexcused absence or tardy. Each department applies its own system, explained in each course syllabus, which may factor absences and tardies into the student's daily and/or final grade and maintaining enrolled status in the program. Students are advised to visit with instructors regarding the grading and attendance systems used by the department in which the student is enrolled. Students will find course specific attendance requirements in each course syllabus.

Online Attendance Policy (Policy 6.62)

Flint Hills Technical College uses Moodle as its online learning management system. In order to improve student learning and retention, as well as to achieve compliance with federal financial aid policies, Flint Hills Technical College requires regular, substantive interaction between faculty and students for online courses. Instructors are required to monitor and track student attendance. An online course is considered as "meeting" at least once a week. Students are required to "attend" an online course through communication or submission of some work, as defined by the course instructor, every 7 days. Students who do not communicate or submit work at a minimal level as determined by the instructor for one full week (that is, for one 7-day period) will be counted as absent for that week. Students are advised to visit with instructors regarding the grading and attendance systems used by the department in which the student is enrolled. Students will find course specific attendance requirements in each course syllabus. When a student is administratively withdrawn, the College will adhere to the parameters in the Adding a Course/Withdrawing from a Course Policy. Students will be notified in writing that they have been administratively withdrawn and must apply for readmission before continuing the class. Readmission must be accomplished in coordination with the Dean of Enrollment Management, Executive Vice President of Student Services and Academic Affairs and the appropriate Division Chairperson, who will jointly determine, following consultation with the student's instructor(s) and advisor, whether the student qualifies for readmission. In all cases involving non-attendance the Financial Aid Office will be notified of the student's date of last attendance in order to return unearned financial aid in accordance with federal financial aid regulations.

Student Conduct (Policy 6.25)

Students are expected to conduct themselves in a mature, responsible manner and contribute to an atmosphere conducive to a healthy, safe and secure learning environment. Students shall not use violence, force, noise, foul language, coercion, threat, intimidation, fear, passive resistance, passive aggressive behavior or engage in any other conduct with the intent to cause the substantial and material disruption or obstruction of any lawful mission, process or function of the College.

Probationary Status (Policy 6.19)

A student may be recommended to the administration for probationary status by the student's instructor or the Chairperson of the division in which the student is enrolled. A student may also be placed on probation at the discretion of the administration. Students may be placed on probationary status for any of the following reasons:

1. Academic probation: The student's GPA falls below 2.0.
2. Conduct probation: In the view of the College officials, the student's conduct is unacceptable, but not serious enough to warrant suspension or expulsion.

A student's failure to satisfy the conditions of probation may result in the student's suspension, expulsion, administrative withdrawal and/ or ineligibility for re-enrollment as determined by the administration, following consultation with the student's instructor and the Division Chairperson.

Academic Probation

The Executive Vice President of Student Services and Academic Affairs reviews term and cumulative GPAs for each student at the end of each semester. Any student who has a cumulative GPA below 2.0 is sent a letter notifying the student that they are being placed on academic probation. The student is also notified in the letter that they have one semester to bring their GPA up to at least a 2.0. If the student is unable to bring their GPA up to a 2.0 after one semester the student will have to repeat courses in order to raise their cumulative GPA to at least 2.0. The student is notified in the letter that they must have a cumulative GPA of at least 2.0 and no courses with a grade of "F" in order to graduate.

Students that have a 2.0 cumulative GPA but received a GPA below 2.0 for the semester and at least one grade of "F" are sent a letter of warning. The letter explains that the student must have a cumulative GPA of 2.0 and no grades of "F" in order to graduate from FHTC. Copies of the letters sent to students are given to the student's instructor(s) and Division Chair. Exceptions to academic probation and the repetition of courses can be made depending on the student's individual situation and recommendation from the instructor(s). Any exceptions must be approved through the Dean of Academic Affairs.

Conduct Probation

An instructor or Division Chairperson recommends a student to the Administration for conduct probation. Upon recommendation, the Executive Vice President of Student Services and Academic Affairs consults with the program instructor(s), reporting employee and Chairperson of the division in which the student is enrolled. After review of the conduct policy a determination is made regarding conduct probation. A student placed on conduct probation is asked to meet with the Executive Vice President of Student Services and Academic Affairs, program instructor(s) and Chairperson of the

division in which the student is enrolled. The student receives a Conduct Probation form that outlines the concerns and charges against the student, the basis of the charges and the probation conditions.

The student has an opportunity to respond to the charges. The Executive Vice President of Student Services and Academic Affairs explains the consequences of violation of the probation conditions, which could result in short-term suspension or expulsion.

Suspension and Expulsion (Policy 6.20)
The administration may suspend or expel a student who is found guilty of any of the following:

1. Violation of the terms of probation.
2. Willful violation of any published College regulation for student conduct.
3. Conduct that substantially disrupts or interferes with the operation of the College.
4. Conduct that substantially invades the rights of others.
5. Conduct that results in the conviction of the student for any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statutes of the United States.
6. Disobedience of an order from an instructor, peace officer, or other College authority, when such disobedience can reasonably be expected to result in disorder or interference with the operation of the College or the rights of others.

Suspension and Expulsion Procedures
A student who is suspended or expelled shall be afforded an opportunity for a hearing. If a hearing is not held prior to a short-term suspension (not exceeding five class days), an informal hearing shall be provided no later than 72 hours after imposition of the suspension.

Written notification of a short-term suspension, including the reason(s) for the suspension, shall be given to the student. Before a student is given a long-term suspension (not to exceed 90 class days) or expelled, a hearing shall be conducted. The student shall be given written notice of the time, date and place of the hearing, and provided an opportunity to be represented by counsel and to bring witnesses to present information pertinent to the case. At the conclusion of the hearing, the person or committee conducting the hearing shall prepare a written report and the findings required by law. Records of the hearing shall be provided to the student. Failure of the student to attend the hearing shall result in a waiver of the student's opportunity for the hearing.

Administrative Withdrawal (Policy 6.21)
A student can be administratively withdrawn by a FHTC administrator when one of the following conditions exist:

1. The student has been expelled from FHTC, regardless of the reason.
2. The student fails to satisfy financial obligations to the College.
3. The student has not satisfied minimum academic standards of a program of study and is not permitted to continue classes. When a student is administratively withdrawn, the College will adhere to the parameters in the Adding a Course/Withdrawing from a Course policy.

Readmission (Policy 6.23)
Students seeking readmission must comply with all entrance requirements of the College, including any new general or program specific admission requirements. If the student did not complete the course(s) in which they were enrolled, the Adding a Course/ Withdrawing from a Course policy will apply regarding final grades.

All grades recorded on the student's transcript, for any semester, will remain a part of the student's permanent record and will be used to calculate the student's cumulative grade point average. Students wishing to resume classes, after being expelled or administratively withdrawn, must apply for readmission by completing an Application for Readmission. The decision to readmit students will be based on the student successfully meeting all requirements imposed by the College for eligibility for readmission and the suitability of the student returning to school as determined by Flint Hills Technical College faculty and in consultation with administration.

Overload and Petition
An academic or credit overload occurs when a student registers for more than twenty (20) credit hours in the fall or spring semesters and nine (9) credit hours in the summer. A student may request an overload up to a maximum of twenty-three (23) credit hours in fall and spring semesters and maximum of twelve (12) credit in the summer with appropriate approval. Overload requests must be submitted prior to the beginning of the fall and/or spring semesters for which they are requesting approval for an overload. Students may enroll in up to twenty-one (21) credit hours. For approval to exceed twenty (20) credits in the spring and/ or fall semesters and nine (9) credits in the summer, the student must complete the "Overload Request" form available from the Dean of Enrollment Management. To qualify for an overload, students must meet the following requirements:

- Complete the overload request form
- Meet with academic advisor/program director or instructor
- Meet with the Dean of Enrollment Management
- Have a minimum GPA of 3.0 or above

Upon completion and approval by the Dean of Enrollment Management, the student may enroll in additional courses up to the maximum credit hours authorized.

Academic Amnesty (Policy 6.65)
Academic Amnesty is designed to allow students with an initial experience at FHTC with less than desired performance the opportunity to exempt one semester of grades awarded by FHTC from their GPA; grades from all other institutions will not be considered in the forgiveness plan. Flint Hills Technical College allows a student to retake a course or courses and have the higher-grade count in the GPA. While this retake helps many students, it completely misses the needs of students who initially attempt a program that proves too difficult or students with a bad start for a variety of reasons.

This policy would allow for these individuals to have one semester of poor grades removed from the GPA but would still remain on the transcript with a special notation. An Academic Amnesty Review Committee (AARC) comprised of the Executive Vice President of Student Services and Academic Affairs and the Program Division Chair or Program Instructor will evaluate each application.

Amnesty Criteria:
- A student may request Academic Amnesty once during their tenure at FHTC for one semester of course work.
- Any academic probation and/or dismissals from the forgiven term or courses will not be accepted for amnesty. A student who was academically dismissed must go through the usual reinstatement process.
- Any punitive grades awarded as the result of academic dishonesty will not be forgiven.
- Academic forgiveness does not apply toward eligibility for financial aid.

- Individuals making the request will be on academic probation until their has demonstrated satisfactory academic progress and attendance.
- Not all divisions or programs may grant Academic Amnesty. It is the responsibility of the individual making the application request to make inquiry regarding programs exempted from this policy prior to readmission to FHTC.
- Health and Human Services Division does not allow for use of the Academic Amnesty Procedure.
- After two consecutive years of non-attendance, a student may request Amnesty after readmission to a technical program at FHTC.
- The request must be made in writing using the Academic Amnesty application form prior to the midterm of the second semester after readmission and submitted to the Dean of Enrollment Management's office. The request will be reviewed by the Academic Amnesty Review Committee after the student has completed 15 credit hours and earned a GPA of at least 2.75. All applicants must meet with the AARC for a formal interview.
  - The determination of this Committee will be final.
- Upon approval of the request, grades from the selected semester will be removed from the student's GPA but will remain on the official transcript designated with a special code for Academic Amnesty.
- Academic Amnesty does not apply regarding consideration for Academic Honors. All grades on the transcript will be considered to determine student eligibility for honors award.
- Academic Amnesty does not apply in determining eligibility for honors student status as an FHTC graduate. All grades on the transcript will be used to determine student honor status.

Student Leave of Absence (Policy 6.60)

A student may apply for a leave of absence. The criteria for applying are as follows: Student must currently be enrolled in three (3) or more credit hours, seeking a technical certificate or an Associate Degree. One of the following extenuating circumstances must apply:

1. A serious injury or illness to self, spouse or child (including custodial parents). Serious is defined as debilitating, life threatening, or long- term care.
2. Death of an immediate family member, spouse or child. If you are a dependent student, then your immediate legal guardian would apply.
3. Pregnancy

The student must be incapacitated for no more than 180 calendar days. The student must have the intention of returning the first semester after their leave of absence ends or is terminated.

An institutional committee will make the determination upon receipt of the application for the leave of absence. The committee will determine the eligibility, length, and acceptability of the application. All requests must include the proper documentation, i.e. doctor's statement, funeral program, etc. The committee will include the Executive Vice President of Student Services and Academic Affairs, Dean of Enrollment Management, and two faculty members (one of whom should be the program instructor or Division Chairperson).

The student is then required to apply for readmission to the institution if their leave of absence takes place over two semesters; and the student needs to return on the third semester. If a student re-enrolls before their leave of absence has expired or the following semester, the student does not have to apply for readmission to the institution.

Please note, the student will not be able to apply for or receive financial aid during their leave of absence. Upon return to the institution, the student must complete the number of credit hours, previously enrolled, to satisfy the leave of absence. No additional charges will be imposed while the student is completing those hours and no federal aid will be awarded. Once the student has satisfactorily completed the leave of absence requirements, they may enroll the following semester and apply for financial aid at that time. If the student fails to resume attendance following the leave of absence, the student must be treated as a withdrawal. In that case, the date the student began the leave of absence will be the student's withdrawal date for the Return of Title IV Funds (R2T4) calculation. The R2T4 calculation will be performed and federal funds will be returned, if necessary, based on that calculation.

Filing a Complaint (Policy 6.24)

Students have the right to be heard and their complaints acted upon if and when they feel that decisions made or actions taken are unfair, unreasonable or discriminatory. Students should first seek relief with their instructor. If unsuccessful, students are encouraged to take their complaint to their Division Chairperson. If unsuccessful after visiting with their Division Chairperson, students are encouraged to seek assistance from the Executive Vice President of Student Services and Academic Affairs. Official complaint forms can be obtained in the Reeble Student Success Center or on the FHTC website.

Otherwise, a student may file a complaint with the President regarding an employee, rule or regulation. The complaint must be filed in writing within 20 calendar days following the act or event from which the report arose. The written complaint must contain specific details regarding the incident, employee or school regulation, which is being protested. The President will respond to a complaint, which has been appropriately filed and provide a timeline for official response. The official response will be given to the student in writing.

If a student does not accept the President's official response, the student has the option of proceeding to the Board of Trustees. The complaint must be filed in writing to the Clerk of the Board within 10 days after the official response from the President is first received. The Clerk of the Board will respond to a complaint, which has been appropriately filed, within 10 days of receiving the written complaint filed with the Clerk of the Board. The Clerk of the Board will provide a timeline for official response from the Board of Trustees. Board members may choose to invite the student to an executive session in order to gain further information. The official response of the Board of Trustees will be given to the student in writing. The Board's decision shall be final.

Scholastic Honesty (Policy 5.19)

It is the assumption that all students attending FHTC have learning as a primary objective. To that end, FHTC expects students to perform with integrity and in an ethical manner. Therefore, any form of scholastic dishonesty is considered in violation of the basic ethical premise and is counter to the educational goals of the student and the college. Any confirmed student dishonesty in coursework or examination will result in the student receiving no credit for the work or the examination and may result in an "F" grade, suspension, and/or dismissal from the course or College.

A violation includes, but is not limited to:

1. Cheating on examinations
2. Plagiarism which is defined as the use of another's work in any form without proper documentation or citation
3. Giving unauthorized assistance to another during an examination
4. Falsifying academic records
5. Obtaining or attempting to obtain copies of tests or test questions.

Campus Security (Policy 4.00)

The health and safety of all Employees, students, and visitors shall be a principal consideration in the planning and conduct of Flint Hills Technical College. Reasonable protections for human health and the environment, mitigating risks of illness or injury, preventing and responding to environmental hazards, preserving college resources and assets, minimizing property losses or damage, and helping to support compliance with federal, state, and local regulatory requirements shall be developed by the President/CEO or designee(s).

Everyone has the right to attend college in a safe and secure environment. To insure this fundamental right, the Flint Hills Technical College needs your help. Safety and security are everyone's responsibility; familiarize yourself with recommended security and prevention methods. Flint Hills Technical College works in conjunction with the Emporia and Lyon County law enforcement agencies on an annual basis to gather calendar years statistical information regarding crime on campus, at branch campuses, in or on a non-campus building or property involving Flint Hills Technical College students or staff during FHTC related activities or events.

Data is compiled during January of each year and the Campus Security Report is updated and distributed to all current students and employees in February of each year. The Campus Security Report is created on an annual basis and made available to all prospective students, current students, college staff and the community. The Campus Security Report is distributed to all students and employees each fall and spring semester via email.

Security Policies (Section 400 Policies)

Flint Hills Technical College policies are designed to insure the students, staff and all property are protected at all times from possible damage or injury, outside intrusion or disturbances occurring on campus grounds or in campus buildings.

Dismissal of Students and Staff During a Crisis

FHTC may dismiss students, and possibly staff during a crisis. The President of the College, or designee, has the authority to dismiss students at any time deemed as necessary. FHTC does not dismiss school prior to the regular dismissal times in the event of severe weather except when specifically authorized by the President of the College or designee. FHTC has no authority to prevent adult students from leaving campus. However, all students will be asked to stay and report to designated safe areas in the event of a crisis. During a crisis adult student are asked to inform their instructor or some other school official before leaving campus.

Building Evacuation Plan (Policy 4.01; 4.02)

Evacuation of FHTC buildings and/or premises may be required in the event of, or suspicion of: armed assailant; bomb threat; explosion threat; fire threat; interior chemical contamination; natural gas leak threat or riot threat. Evacuation will be signaled by sounding of the FHTC fire alarm and/ or by telephone except in the case of a natural gas leak threat. In the case of a natural gas leak threat, do not pull the fire alarm or utilize the telephone. Students and visitors will be notified that evacuation is required. Move quickly and safely out of the designated exit for your room to the designated safe area (as indicated on the Evacuation Plan map outside of every classroom/lab/office).

Building Lockdown During a Crisis

A crisis situation may arise when it is prudent to lock FHTC buildings while still occupied. The purpose for this action would be to protect students and staff by preventing entrance into building and program areas by person or persons identified as dangerous. Lockdown procedures may be implemented in an event such as a civil disturbance, a hostage situation, or sniper fire. The President of the College, or designee, has the authority to initiate a lockdown at any time deemed necessary. Notification to initiate lockdown procedures will be given via courier, text message, computer notification or by telephone. FHTC has no authority to prevent adult students from leaving campus. However, all students will be asked to report to designated safe areas. Cooperation from all students is vital. If lockdown is required, students are asked to move quickly to the designated safe area and not leave that area until instructed to do so.

Building Shelter Plan (Policy 4.01; 4.02)

Taking shelter in FHTC buildings and /or premises may be required in the event of or suspicion of a civil defense threat; exterior chemical contamination or severe weather threat. A shelter area is located in the Main Building in the Division of Health and in the Technology Building in the West hallway. The need to take shelter may be signaled by the sounding of the Emporia civil defense sirens and/ or by telephone.

Campus Crime Reporting (Policy 6.33)

Except in extreme circumstances, students and staff should notify a College administrator if the police department needs to be contacted. The administrator will place the call to the proper authorities. Once a College administrator has been contacted regarding suspicious acts, criminal actions or other emergencies occurring on campus, a warning report will be issued to members of the campus community in a timely fashion if administration and the appropriate authorities believe that the suspicious acts, criminal actions or other emergencies could place the campus community in danger:

1. no later than the next scheduled day of classes if there is no immediate danger to the campus community or;
2. as soon as possible if there is imminent danger to the campus community.

Registered Sex Offender Information

The federal Campus Sex Crimes Prevention Act requires colleges and universities to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. The act also requires registered sex offenders to provide to appropriate county and state officials notice of each institution of higher education in that state at which the offender is a student. In accordance with Kansas State Statute 22- 4904 ("Registration of Offender"), convicted sex offenders in Kansas must register with the county sheriff within 3 days of establishing permanent or temporary residence. The Kansas Bureau of Investigation makes information concerning the presence of registered sexual offenders available to local law enforcement officials and the public. It is then the responsibility of the county sheriff or the municipal police chief to make required notification to all community members of the presence of registered offenders in a manner deemed appropriate by the sheriff or police chief.

It is the responsibility of the county sheriff to notify institutions if an offender or predator is enrolled, employed or carrying on a vocation at the college. Any member of the FHTC community who wishes to obtain further information regarding sexual offenders on campus may refer to the KBI website searchable database. The KBI searchable database may be used to find all registered sex offenders in any city, county or ZIP code in the state.

EQUAL OPPORTUNITY, HARASSMENT AND NON-DISCRIMINATION

Flint Hills Technical College is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, Flint Hills Technical College has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation. Flint Hills Technical College values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

A primary concern of the Flint Hills Technical College (FHTC) is the health and well-being of each student and employee; therefore, FHTC is committed to creating a community that is free from acts of sexual violence. The Sexual Violence/Sexual Misconduct Policy complies with the Title IX of the Education Amendments Act of 1972 and the Campus Sexual Violence Elimination Act (section 304(a)(5) of the Violence Against Women Reauthorization Act of 2013, known as the "Campus SaVE Act." Sexual violence includes any unwanted, unwelcome, forceful or coercive sexual contact.

Harassment is any action prohibited under State and Federal Statutes VII, IX, and Section 504 of the Rehabilitation Act. It further includes all forms of sexual harassment, racial/cultural slurs, verbal abuse, and verbally offensive language which are forms of discrimination under Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e seq.

Applicable Scope (Policy 7.00)

The core purpose of this policy is the prohibition of all forms of discrimination. Sometimes, discrimination involves exclusion from activities, such as admission or employment. Other times, discrimination takes the form of harassment or, in the case of sexbased discrimination, can encompass sexual harassment, sexual assault, stalking, sexual exploitation, dating violence or domestic violence. When an alleged violation of this anti-discrimination policy is reported, the allegations are subject to resolution using Flint Hills Technical College "Process A" or "Process B," as determined by the Title IX Coordinator, and as detailed below.

When the Respondent is a member of the Flint Hills Technical College community, a grievance process may be available regardless

of the status of the Complainant, who may or may not be a member of the Flint Hills Technical College community. This community includes, but is not limited to, students, [1] student organizations, faculty, administrators, staff, and third parties such as guests, visitors, volunteers, and invitees. The procedures below may be applied to incidents, to patterns, and/or to the campus climate, all of which may be addressed and investigated in accordance with this policy.

Glossary

- *Advisor* means a person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct cross-examination for the party at the hearing, if any.
- *Complainant* means an individual who is alleged to be the victim of conduct that could constitute harassment or discrimination based on a protected class; or retaliation for engaging in a protected activity.
- *Complaint (formal)* means a document filed/signed by a Complainant or signed by the Title IX Coordinator alleging harassment or discrimination based on a protected class or retaliation for engaging in a protected activity against a Respondent and requesting that the Flint Hills Technical College investigate the allegation.
- *Confidential Resource* means an employee who is not a Mandated Reporter of notice of harassment, discrimination, and/or retaliation (irrespective of Clery Act Campus Security Authority status).
- *Day* means a business day when Flint Hills Technical College is in normal operation.
- *Education program or activity* means locations, events, or circumstances where Flint Hills Technical College exercises substantial control over both the Respondent and the context in which the sexual harassment or discrimination occurs and also includes any building owned or controlled by a student organization that is officially recognized by the Flint Hills Technical College.
- *Final Determination:* A conclusion by the standard of proof that the alleged conduct occurred and whether it did or did not violate policy.
- *Finding:* A conclusion by the standard of proof that the conduct did or did not occur as alleged.
- *Formal Grievance Process* means "Process A," a method of formal resolution designated by the Flint Hills Technical College to address conduct that falls within the policies included below, and which complies with the requirements of 34 CFR Part 106.45.
- *Grievance Process Pool* includes any investigators, hearing officers, appeal officers, and Advisors who may perform any or all of these roles (though not at the same time or with respect to the same case).
- *Hearing Decision-maker* refers to those who have decision making and sanctioning authority within the Flint Hills Technical College's Formal Grievance process.
- *Investigator* means the person or persons charged by Flint Hills Technical College with gathering facts about an alleged violation of this Policy, assessing relevance and credibility, synthesizing the evidence, and compiling this information into an investigation report and file of directly related evidence.
- *Mandated Reporter* means an employee of the Flint Hills Technical College who is obligated by policy to share

---

[1] For the purpose of this policy, the Flint Hills Technical College defines "student" as any individual who has accepted an offer of admission, or who is registered or enrolled for credit or non-credit

knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator.

- *Notice* means that an employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of harassing, discriminatory, and/or retaliatory conduct.
- *Official with Authority* (OWA) means an employee of Flint Hills Technical College explicitly vested with the responsibility to implement corrective measures for harassment, discrimination, and/or retaliation on behalf of Flint Hills Technical College.
- *Parties* include the Complainant(s) and Respondent(s), collectively.
- *Process A* means the Formal Grievance Process detailed below and defined above.
- *Process B* means the informal alternative resolution procedures detailed below.
- *Recipient* means a postsecondary education program that recipient of federal funding.
- *Remedies* are post-finding actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore access to the Flint Hills Technical College's educational program.
- *Respondent* means an individual who has been reported to be the perpetrator of conduct that could constitute harassment or discrimination based on a protected class; or retaliation for engaging in a protected activity.
- *Resolution* means the result of an informal or Formal Grievance Process.
- *Sanction* means a consequence imposed by the Flint Hills Technical College on a Respondent who is found to have violated this policy.
- *Sexual Harassment* is the umbrella category including the offenses of sexual harassment, sexual assault, stalking, and dating violence and domestic violence. See Section 17.b., for greater detail.
- *Title IX Coordinator* is at least one official designated by Flint Hills Technical College to ensure compliance with Title IX and the Flint Hills Technical College's Title IX program. References to the Coordinator throughout this policy may also encompass a designee of the Coordinator for specific tasks.
- *Title IX Team* refers to the Title IX Coordinator and any member of the Grievance Process Pool.

Title IX Coordinator

The Executive Vice President of Student Services and Academic Affairs, Lisa Kirmer, serves as the Title IX Coordinator and oversees implementation of the Flint Hills Technical College policy on equal opportunity, harassment and nondiscrimination. The Title IX Coordinator has the primary responsibility for coordinating Flint Hills Technical College's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.

Independence and Conflict-of-Interest

The Title IX Coordinator manages the Title IX team and acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this policy and these procedures. The members of the Title IX Team are vetted and trained to ensure they are not biased for or against any party in a bearing coursework, and who maintains an ongoing relationship with the Flint Hills Technical College. Specific case, or for or against Complainants and/or Respondents, generally.

To raise any concern involving bias or conflict of interest by the Title IX Coordinator, contact the Flint Hills Technical College President (Dr. Caron L. Daugherty at cdaugherty@fhtc.edu or 620-341-1306). Concerns of bias or a potential conflict of interest by any other Title IX Team member should be raised with the Title IX Coordinator.

Reports of misconduct or discrimination committed by the Title IX Coordinator should be reported to the Flint Hills Technical College President (Dr. Caron L. Daugherty at cdaugherty@fhtc.edu or 620341-1306). Reports of misconduct or discrimination committed by any other Title IX Team member should be reported to the Title IX Coordinator.

Administrative Contact Information

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures, may be made internally to:

Lisa Kirmer
Title IX Coordinator and Investigator
Office of the Executive Vice President of Student Services and Academic Affairs
3301 West 18th Avenue
Emporia, KS 66801 620-341-1325
lkirmer@fhtc.edu

Brenda Carmichael
Title IX Investigator
Dean of Enrollment Management
3301 West 18th Avenue
Emporia, KS 66801 620-341-1328
bcarmichael@fhtc.edu

Nancy Thompson
Title IX Investigator
Director of Human Resources
3301 West 18th Avenue
Emporia, KS 66801
620-341-1304
nthompson@fhtc.edu

Amy Rhoads
Title IX Appeals Officer
HR Coordinator
3301 West 18th Avenue
Emporia, KS 66801
620-341-1304
arhoads@fhtc.edu

Flint Hills Technical College has determined that the following administrators are Officials with Authority to address and correct harassment, discrimination, and/or retaliation. In addition to the Title IX Team members listed above, these Officials with Authority listed below may also accept notice or complaints on behalf of the Flint Hills Technical College.

Dr. Caron L. Daugherty
President
3301 West 18th Avenue
Emporia, KS 66801
620-341-1306
cdaugherty@fhtc.edu

Kim Dhority

Dean of Academic Affairs
3301 West 18th Avenue
Emporia, KS 66801
620-341-1345
kdhority@fhtc.edu

Flint Hills Technical College has also classified most employees as Mandated Reporters of any knowledge they have that a member of the community is experiencing harassment, discrimination, and/or retaliation. The section below on Mandated Reporting details which employees have this responsibility and their duties, accordingly.

Inquiries related to employees may be made internally to:
Nancy Thompson
Title IX Investigator
Director of Human Resources
3301 West 18th Avenue
Emporia, KS 66801
620-341-1304
nthompson@fhtc.edu

Inquiries related to students may be made internally to:
Lisa Kirmer
Title IX Coordinator and Investigator
Office of the Executive Vice President of Student Services and Academic Affairs
3301 West 18th Avenue
Emporia, KS 66801
620-341-1325
lkirmer@fhtc.edu

Inquiries may be made externally to:
Office for Civil Rights (OCR)
Kansas City Office
U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
(816) 268-0550
Email: OCR.KansasCity@ed.gov

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: http://www.ed.gov/ocr

For complaints involving employees:
Equal Employment Opportunity
Kansas City Area Office
Gateway Tower II
400 State Ave., Suite 905
Kansas City, KS 66101
Phone: (800) 669-4000
TTY: (800) 669-6820
ASL Video Phone: (844) 234-5122

Notice/Complaints of Discrimination, Harassment, and/or Retaliation

Notice or complaints of discrimination, harassment, and/or retaliation may be made using any of the following options:

1) File a complaint with, or give verbal notice to, the Title IX Coordinator, Lisa Kirmer, 3301 West 18th Avenue, Emporia, KS 66801, 620-341-1325, lkirmer@fhtc.edu. Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator or any other official listed.

[2] Report online, using www.stopitsolutions.com or download the STOPIT app and use code FHTC. Anonymous reports are accepted but can give rise to a need to investigate. Flint Hills Technical College tries to provide supportive measures to all Complainants, which is impossible with an anonymous report. Because reporting carries no obligation to initiate a formal response, and as Flint Hills Technical College respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear a loss of privacy by making a report that allows Flint Hills Technical College to discuss and/or provide supportive measures.][2]

A Formal Complaint means a document filed/signed by the Complainant or signed by the Title IX Coordinator alleging a policy violation by a Respondent and requesting that the Flint Hills Technical College investigate the allegation(s). A complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information in the section immediately above, or as described in this section. As used in this paragraph, the phrase "document filed by a Complainant" means a document or electronic submission (such as by electronic mail that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the complaint.

If notice is submitted in a form that does not meet this standard, the Title IX Coordinator will contact the Complainant to ensure that it is filed correctly.

Supportive Measures

Flint Hills Technical College will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged harassment, discrimination, and/or retaliation. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to Flint Hills Technical College's education program or activity, including measures designed to protect the safety of all parties or Flint Hills Technical College's educational environment, and/or deter harassment, discrimination, and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice or a complaint. At the time that supportive measures are offered, Flint Hills Technical College will inform the Complainant, in writing, that they may file a formal complaint with Flint Hills Technical College either at that time or in the future, if they have not done so already. The Title IX Coordinator works with the Complainant to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented.

The Flint Hills Technical College will maintain the privacy of the supportive measures, provided that privacy does not impair the Flint Hills Technical College's ability to provide the supportive measures. Flint Hills Technical College will act to ensure as minimal an academic impact on the parties as possible. The Flint Hills Technical College will implement measures in a way that does not unreasonably burden the other party.

These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to the Employee Assistance Program
- Referral to community-based service providers
- Student financial aid counseling
- Education to the community or community subgroup(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Providing transportation accommodations
- Implementing contact limitations (no contact orders) between the parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Timely warnings
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement.

Emergency Removal

Flint Hills Technical College can act to remove a Respondent entirely or partially from its education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is performed by the Title IX Coordinator in conjunction with local law enforcement using its standard objective violence risk assessment procedures.

In all cases in which an emergency removal is imposed, the student or employee will be given notice of the action and the option to request to meet with the Title IX Coordinator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. When this meeting is not requested within two days of the notice of action, objections to the emergency removal will be deemed waived. A Complainant and their Advisor may be permitted to participate in this meeting if the Title IX Coordinator determines it is equitable to do so.

A Respondent may be accompanied by an Advisor of their choice when meeting with the Title IX Coordinator for the show cause meeting. The Respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation.

The Title IX Coordinator has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion or termination.

Flint Hills Technical College will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the Title IX Coordinator, these actions could include, but are not limited to: temporarily re-assigning an employee, restricting a student's or employee's access to or use of facilities or equipment, allowing a student to withdraw or take grades of incomplete without financial penalty, authorizing an administrative leave, and suspending a student's participation in extracurricular activities, student employment, or student organizational leadership.

At the discretion of the Title IX Coordinator, alternative coursework options may be pursued to ensure as minimal an academic impact as possible on the parties.

Promptness

All allegations are acted upon promptly by Flint Hills Technical College once it has received notice or a formal complaint. Complaints can take 60-90 business days to resolve, typically. There are always exceptions and extenuating circumstances that can cause a resolution to take longer, but Flint Hills Technical College will avoid all undue delays within its control.

Any time the general timeframes for resolution outlined in Flint Hills Technical College procedures will be delayed, Flint Hills Technical College will provide written notice to the parties of the delay, the cause of the delay, and an estimate of the anticipated additional time that will be needed as a result of the delay.

Privacy

Every effort is made by Flint Hills Technical College to preserve the privacy of reports. Flint Hills Technical College will not share the identity of any individual who has made a report or complaint of harassment, discrimination, or retaliation; any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures.

For the purpose of this policy, privacy and confidentiality have distinct meanings. Privacy means that information related to a complaint will be shared with a limited number of Flint Hills Technical College employees who "need to know" in order to assist in the assessment, investigation, and resolution of the report. All employees who are involved in the Flint Hills Technical College's response to notice under this policy receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law. The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act ("FERPA"), as outlined in the Flint Hills Technical College's FERPA policy. The privacy of employee records will be protected in accordance with Human Resources policies.

Confidentiality exists in the context of laws that protect certain relationships, including those who provide services related to medical and clinical care, mental health providers, counselors, and ordained clergy. The law creates a privilege between certain health care providers, mental health care providers, attorneys, clergy, spouses, and others, with their patients, clients, parishioners, and spouses. The Flint Hills Technical College has designated individuals who have the ability to have privileged communications as Confidential

Resources. For more information about Confidential Resources, see page 26. When information is shared by a Complainant with a Confidential Resource, the Confidential Resource cannot reveal the information to any third party except when an applicable law or a court order requires or permits disclosure of such information. For example, information may be disclosed when: (i) the individual gives written consent for its disclosure; (ii) there is a concern that the individual will likely cause serious physical harm to self or others; or (iii) the information concerns conduct involving suspected abuse or neglect of a minor under the age of 18, elders, or individuals with disabilities. Nonidentifiable information may be shared by Confidential Resources for statistical tracking purposes as required by the federal Clery Act. Other information may be shared as required by law.

Flint Hills Technical College reserves the right to designate which FHTC officials have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act (FERPA).

Only a small group of officials who need to know will typically be told about the complaint, including but not limited to: the Director of Human Resources and the Threat Assessment Team including local law enforcement. Information will be shared as necessary with Investigators, Hearing Officer/Decision-maker, witnesses, and the parties. The circle of people with this knowledge will be kept as tight as possible to preserve the parties' rights and privacy.

Flint Hills Technical College may contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk, but will usually consult with the student first before doing so.

Jurisdiction of Flint Hills Technical College
This policy applies to the education program and activities of Flint Hills Technical College, to conduct that takes place on the campus or on property owned or controlled by Flint Hills Technical College, or at Flint Hills Technical College-sponsored events. The Respondent must be a member of Flint Hills Technical College's community in order for its policies to apply.

This policy can also be applicable to the effects of off-campus misconduct that effectively deprive someone of access to Flint Hills Technical College's educational program. Flint Hills Technical College may also extend jurisdiction to off-campus and/or to online conduct when the Title IX Coordinator determines that the conduct affects a substantial Flint Hills Technical College interest.

Regardless of where the conduct occurred, Flint Hills Technical College will address notice/complaints to determine whether the conduct occurred in the context of its employment or educational program or activity and/or has continuing effects on campus or in an off-campus sponsored program or activity. A substantial Flint Hills Technical College interest includes:

    a.   Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat
        violations of any local, state, or federal law;

    b.   Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student or other individual;

    c.   Any situation that significantly impinges upon the rights, property, or achievements of oneself or others or significantly breaches the peace and/or causes social disorder; and/or

    d.   Any situation that is detrimental to the educational interests or mission of Flint Hills Technical College.

If the Respondent is unknown or is not a member of the Flint Hills Technical College community, the Title IX Coordinator will assist the Complainant in identifying appropriate campus and local resources and support options and/or, when criminal conduct is alleged, in contacting local law enforcement if the individual would like to file a police report.

Further, even when the Respondent is not a member of the Flint Hills Technical College community, supportive measures, remedies, and resources may be accessible to the Complainant by contacting the Title IX Coordinator.

In addition, Flint Hills Technical College may take other actions as appropriate to protect the Complainant against third parties, such as barring individuals from Flint Hills Technical College property and/or events.

All vendors serving the Flint Hills Technical College through third party contracts are subject to the policies and procedures of their employers.

When the Respondent is enrolled in or employed by another institution, the Title IX Coordinator can assist the Complainant in liaising with the appropriate individual at that institution, as it may be possible to allege violations through that institution's policies.

Similarly, the Title IX Coordinator may be able to advocate for a student or employee Complainant who experiences discrimination in an internship, clinical, or other environment external to the Flint Hills Technical College where sexual harassment or nondiscrimination policies and procedures of the facilitating or host organization may give recourse to the Complainant.

Time Limits on Reporting
There is no time limitation on providing notice/complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to the Flint Hills Technical College's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible.

Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

When notice/complaint is affected by significant time delay, Flint Hills Technical College will typically apply the policy in place at the time of the alleged misconduct and the procedures in place at the time of notice/complaint.

Online Harassment and Misconduct (Policy 7.01)
The policies of Flint Hills Technical College are written and interpreted broadly to include online and cyber manifestations of any

of the behaviors prohibited below, when those behaviors occur in or have an effect on the Flint Hills Technical College's education program and activities or use Flint Hills Technical College networks, technology, or equipment.

While Flint Hills Technical College may not control websites, social media, and other venues in which harassing communications are made, when such communications are reported to Flint Hills Technical College, it will engage in a variety of means to address and mitigate the effects.

Members of the community are encouraged to be good digital citizens and to refrain from online misconduct, such as feeding anonymous gossip sites, sharing inappropriate content via Snaps or other social media, unwelcome sexting, revenge porn, breaches of privacy, or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of the Flint Hills Technical College community.

Any online postings or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc., occurring completely outside of the Flint Hills Technical College's control (e.g., not on Flint Hills Technical College networks, websites, or between Flint Hills Technical College email accounts) will only be subject to this policy when such online conduct can be shown to cause a substantial in-program disruption.

Otherwise, such communications are considered speech protected by the First Amendment. Supportive measures for Complainants will be provided, but protected speech cannot legally be subjected to discipline.

Off-campus harassing speech by employees, whether online or in person, may be regulated by the Flint Hills Technical College only when such speech is made in an employee's official or work-related capacity.

Policy on Nondiscrimination (Policy 6.59)

Full statement with contact information:

Flint Hills Technical College does not discriminate on the basis of sex including pregnant and parenting students, sexual orientation, gender identity, gender expression, genetic information, disability status, veteran or military status, race, color, age, religion, marital status, or national or ethnic origin or any other factors which cannot lawfully be considered in educational programs, admissions policies, employment policies, financial aid or other college-administered programs. For inquiries regarding Flint Hills Technical College's nondiscrimination policies or compliance with Title IX and/or Section 504 contact Lisa Kirmer, Title IX Coordinator and EVP of Student Services/Academic Affairs, 3301 West 18th Avenue, Emporia, KS 66801, 620-341-1325, lkirmer@fhtc.edu or Nancy Thompson, Director of Human Resources and VP of Administrative Services, 3301 West 18th Avenue, Emporia, KS 66801, 620-341-1304, nthompson@fhtc.edu.

Statement without contact information:

Flint Hills Technical College does not discriminate on the basis of sex including pregnant and parenting students, sexual orientation, gender identity, gender expression, genetic information, disability status, veteran or military status, race, color, age, religion, marital status, or national or ethnic origin or any other factors which cannot lawfully be considered in educational programs, admissions policies, employment policies, financial aid or other college-administered programs.

This policy covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of the Flint Hills Technical College community whose acts deny, deprive, or limit the educational or employment access, benefits, and/or opportunities of any member of the Flint Hills Technical College community, guest, or visitor on the basis of that person's actual or perceived membership in the protected classes listed above is in violation of the Flint Hills Technical College policy on nondiscrimination.

When brought to the attention of Flint Hills Technical College, any such discrimination will be promptly and fairly addressed and remedied by the Flint Hills Technical College according to the appropriate grievance process described below.

Bullying (Policy 7.01)

Flint Hills Technical College prohibits bullying in any form either by any student or staff member towards a student, or by a student or staff member towards a staff member on or while using college property, in a college vehicle, or at a college-sponsored activity or event. Bullying is defined as repeated or severe; aggressive behavior; likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally; that is not speech or conduct otherwise protected by the 1st Amendment. Any online postings or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc. occurring completely outside of the College's control (e.g. not on Flint Hills Technical College networks, websites or between college email accounts) will only be subject to this policy when those online behaviors can be shown to cause a substantial on-campus disruption, or can be shown to have occurred through use of college property. Otherwise, such communications are considered speech protected by the 1st Amendment. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Policy on Disability Discrimination and Accommodation (Policy 6.29)

Flint Hills Technical College is committed to full compliance with the Americans With Disabilities Act of 1990 (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws and regulations pertaining to individuals with disabilities.

Under the ADA and its amendments, a person has a disability if they have a physical or mental impairment that substantially limits a major life activity.

The ADA also protects individuals who have a record of a substantially limiting impairment or who are regarded as disabled by the Flint Hills Technical College, regardless of whether they currently have a disability. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, or caring for oneself.

The Dean of Enrollment Management has been designated as Flint Hills Technical College's ADA/504 Coordinator responsible for overseeing efforts to comply with these disability laws, including responding to grievances and conducting investigations of any allegation of noncompliance or discrimination based on disability. Grievances related to disability status and/or accommodations will be addressed using the procedures below.

Pregnancy Policy (Policy 7.02)

Flint Hills Technical College is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972 (Title IX). Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited and illegal in admissions, educational programs and activities, hiring, leave policies, employment policies, and health insurance coverage.

Flint Hills Technical College hereby establishes a policy and associated procedures ensuring the protection and equal treatment of pregnant individuals, persons with pregnancy--related conditions, and new parents.

Under the Department of Education's (DOE) Title IX regulations, an institution that receives federal funding "shall not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom." According to the DOE, appropriate treatment of a pregnant student includes granting the student leave "for so long a period of time as is deemed medically necessary by the student's physician," and then effectively reinstating the student to the same status as was held when the leave began. This generally means that pregnant students should be treated by Flint Hills Technical College the same way as someone who has a temporary disability, and will be given an opportunity to make up missed work wherever possible. Extended deadlines, make-up assignments (e.g., papers, quizzes, tests, and presentations), tutoring, independent study, online course completion options, and incomplete grades that can be completed at a later date, should all be employed, in addition to any other ergonomic and assistive supports typically provided by Disability Services. To the extent possible, FHTC will take reasonable steps to ensure that pregnant students who take a leave of absence or medical leave return to the same position of academic progress that they were in when they took leave, including access to the same course catalog that was in place when the leave began. The Title IX Coordinator has the authority to determine that such accommodations are necessary and appropriate, and to inform faculty members of the need to adjust academic parameters accordingly.

As with disability accommodations, information about pregnant students' requests for accommodations will be shared with faculty and staff only to the extent necessary to provide the reasonable accommodation. Faculty and staff will regard all information associated with such requests as private and will not disclose this information unless necessary. Administrative responsibility for these accommodations lies with the Title IX Coordinator, who will maintain all appropriate documentation related to accommodations. In situations such as clinical rotations, performances, labs, and group work, the institution will work with the student to devise an alternative path to completion, if possible. In progressive curricular and/or cohort -model programs, medically necessary leaves are sufficient cause to permit the student to shift course order, substitute similar courses, or join a subsequent cohort when returning from leave. Students are encouraged to work with their faculty members to devise a plan for how to best address the conditions as pregnancy progresses, anticipate the need for leaves, minimize the academic impact of their absence, and get back on track as efficiently and comfortably as possible. The Title IX Coordinator will assist with plan development and implementation as needed.

Students with Disabilities

Flint Hills Technical College is committed to providing qualified students with disabilities with reasonable accommodations and support needed to ensure equal access to the academic programs, facilities, and activities of the Flint Hills Technical College.

All accommodations are made on an individualized basis. A student requesting any accommodation should first contact the Dean of Enrollment Management, who coordinates services for students with disabilities.

The Dean of Enrollment Management reviews documentation provided by the student and, in consultation with the student, determines which accommodations are appropriate for the student's particular needs and academic program(s).

Employees with Disabilities

Pursuant to the ADA, Flint Hills Technical College will provide reasonable accommodation(s) to all qualified employees with known disabilities when their disability affects the performance of their essential job functions, except when doing so would be unduly disruptive or would result in undue hardship to the college.

An employee with a disability is responsible for submitting a request for an accommodation to the Director of Human Resources and providing necessary documentation. The Director of Human Resources will work with the employee's supervisor to identify which essential functions of the position are affected by the employee's disability and what reasonable accommodations could enable the employee to perform those duties.

Discriminatory Harassment Policy 7.01

Students, staff, administrators, and faculty are entitled to an employment and educational environment that is free of discriminatory harassment. Flint Hills Technical College's harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane but controversial or sensitive subject matters protected by academic freedom.

The sections below describe the specific forms of legally prohibited harassment that are also prohibited under Flint Hills Technical College policy. When speech or conduct is protected by academic freedom and/or the First Amendment, it will not be considered a violation of Flint Hills Technical College policy, though supportive measures will be offered to those impacted.

Discriminatory Harassment Definition

Discriminatory harassment constitutes a form of discrimination that is prohibited by Flint Hills Technical College policy. Discriminatory harassment is defined as unwelcome conduct by any member or group of the community on the basis of actual or perceived membership in a class protected by policy or law.

Flint Hills Technical College does not tolerate discriminatory harassment of any employee, student, visitor, or guest. Flint Hills Technical College will act to remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a "hostile environment."

A hostile environment is one that unreasonably interferes with, limits, or effectively denies an individual's educational or employment access, benefits, or opportunities. This discriminatory effect results from harassing verbal, written, graphic, or physical conduct that is severe or pervasive **and** objectively offensive.

When discriminatory harassment rises to the level of creating a hostile environment, Flint Hills Technical College may also impose

sanctions on the Respondent through application of the appropriate grievance process below.

Flint Hills Technical College reserves the right to address offensive conduct and/or harassment that 1) does not rise to the level of creating a hostile environment, or 2) that is of a generic nature and not based on a protected status. Addressing such conduct will not result in the imposition of discipline under Flint Hills Technical College policy, but may be addressed through respectful conversation, remedial actions, education, effective Alternate Resolution, and/or other informal resolution mechanisms.

For assistance with Alternate Resolution and other informal resolution techniques and approaches, employees should contact the Director of Human Resources, and students should contact the Executive Vice President of Student Services and Academic Affairs.

Sexual Harassment

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of Kansas regard Sexual Harassment, a specific form of discriminatory harassment, as an unlawful discriminatory practice. Flint Hills Technical College has adopted the following definition of Sexual Harassment in order to address the unique environment of an academic community, which consists not only of employer and employees, but of students as well.

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

Sexual Harassment, as an umbrella category, includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as:
Conduct on the basis of sex that satisfies one or more of the following:

1) Quid Pro Quo:
   an employee of Flint Hills Technical College, conditions the provision of an aid, benefit, or service of Flint Hills Technical College, on an individual's participation in unwelcome sexual conduct; and/or

2) Sexual Harassment:
   unwelcome conduct, determined by a reasonable person, to be so severe, and pervasive, and, objectively offensive, that it effectively denies a person equal access to Flint Hills Technical College's education program or activity.

3) Sexual assault, defined as:
   Sex Offenses, Forcible:
   Any sexual act directed against another person, without the consent of the Complainant, including instances in which the Complainant is incapable of giving consent.
   a) Forcible Rape:
      Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.
   b) Forcible Sodomy:
      Oral or anal sexual intercourse with another person, forcibly, and/or against that person's will (nonconsensual), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
   c) Sexual Assault with an Object:

The use of an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly, and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
   d) Forcible Fondling:
      The touching of the private body parts of another person (buttocks, groin, breasts), for the purpose of sexual gratification, forcibly, and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
   Sex Offenses, Non-forcible:
   a) Incest: Non-forcible sexual intercourse, between persons who are related to each other, within the degrees wherein marriage is prohibited by Kansas law.
   b) Statutory Rape: Non-forcible sexual intercourse, with a person who is under the statutory age of consent of 16.

4) Dating Violence, defined as:
   Violence, on the basis of sex, committed by a person, who is in or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

5) Domestic Violence, defined as:
   Violence, on the basis of sex, committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, or by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Kansas or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Kansas.

6) Stalking, defined as:
   Engaging in a course of conduct, on the basis of sex, directed at a specific person, that would cause a reasonable person to fear for the person's safety, or the safety of others; or suffer substantial emotional distress.

For the purposes of this definition—Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.

Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

Flint Hills Technical College reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any offense under this policy.

Force, Coercion, Consent, and Incapacitation

As used in the offenses above, the following definitions and understandings apply:

Force: Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., "Have sex with me or I'll hit you," "Okay, don't hit me, I'll do what you want.").

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

Coercion: Coercion is <u>unreasonable</u> pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Consent is:
- knowing, and
- voluntary, and
- clear permission
- by word or action
- to engage in sexual activity.

Since individuals may experience the same interaction in different ways, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain *their* consent to being kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Incapacitation: A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. As stated above, a Respondent violates this policy if they engage in sexual activity with someone who is incapable of giving consent.

It is a defense to a sexual assault policy violation that the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated. "Should have known" is an objective, reasonable person standard which assumes that a reasonable person is both sober and exercising sound judgment.

Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the "who, what, when, where, why, or how" of their sexual interaction).

Incapacitation is determined through consideration of all relevant indicators of an individual's state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

This policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating drugs.

Other Civil Rights Offenses

In addition to the forms of sexual harassment described above, which fall within the coverage of Title IX, Flint Hills Technical College additionally prohibits the following offenses as forms of discrimination outside of Title IX when the act is based upon the Complainant's actual or perceived membership in a protected class.

- Sexual Exploitation, defined as: taking non-consensual or abusive sexual advantage of another for their own benefit or for the benefit of anyone other than the person being exploited, and that conduct does not otherwise constitute sexual harassment under this policy. Examples of Sexual Exploitation include, but are not limited to:
    - Sexual voyeurism (such as observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts, without the consent of the person being observed)
    - Invasion of sexual privacy.
    - Taking pictures, video, or audio recording of another in a sexual act, or in any other sexually-related activity when there is a reasonable expectation of privacy during the activity, without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent), including the making or posting of revenge pornography
    - Prostituting another person
    - Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually-transmitted disease (STD) or infection (STI), without informing the other person of the infection
    - Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity, or for the purpose of making that person vulnerable to nonconsensual sexual activity
    - Misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections

- o Forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio, or an image that depicts the person's nudity or sexual activity
  - o Knowingly soliciting a minor for sexual activity
  - o Engaging in sex trafficking
  - o Creation, possession, or dissemination or child pornography

- Threatening or causing physical harm, extreme verbal, emotional, or psychological abuse, or other conduct which threatens or endangers the health or safety of any person;

- Discrimination, defined as actions that deprive, limit, or deny other members of the community of educational or employment access, benefits, or opportunities;

- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;

- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the Flint Hills Technical College community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity;

- Bullying, defined as:
  - o Repeated and/or severe
  - o Aggressive behavior
  - o Likely to intimidate or intentionally hurt, control, or diminish another person, physically and/or mentally
  - o That is not speech or conduct otherwise protected by the First Amendment.

Violation of any other Flint Hills Technical College policies may constitute a Civil Rights Offense when a violation is motivated by actual or perceived membership in a protected class, and the result is a discriminatory limitation or denial of employment or educational access, benefits, or opportunities.

Sanctions for the above-listed Civil Rights Offenses range from reprimand through expulsion/termination.

Retaliation

Protected activity under this policy includes reporting an incident that may implicate this policy, participating in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. Flint Hills Technical College is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

It is prohibited for Flint Hills Technical College or any member of Flint Hills Technical College's community to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure.

Charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or complaint of sexual harassment,

for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

The exercise of rights protected under the First Amendment does not constitute retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

Mandated Reporting

All Flint Hills Technical College employees (faculty, staff, administrators) are expected to report actual or suspected discrimination or harassment to appropriate officials immediately, though there are some limited exceptions.

In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality and are not required to report actual or suspected discrimination or harassment. They may offer options and resources without any obligation to inform an outside agency or campus official unless a Complainant has requested the information be shared.

If a Complainant expects formal action in response to their allegations, reporting to any Mandated Reporter can connect them with resources to report crimes and/or policy violations, and these employees will immediately pass reports to the Title IX Coordinator (and/or police, if desired by the Complainant), who will take action when an incident is reported to them.

The following sections describe the reporting options at Flint Hills Technical College for a Complainant or third-party (including parents/guardians when appropriate):

Confidential Resources

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with:
- On-campus: Flint Hills Technical College Academic Advisor
- Off-campus (non-employees):
  - o Licensed professional counselors and other medical providers
  - o Local rape crisis counselors
  - o Domestic violence resources
  - o Local or state assistance agencies
  - o Clergy/Chaplains
  - o Attorneys

All of the above-listed individuals will maintain confidentiality when acting under the scope of their licensure, professional ethics, and/or professional credentials, except in extreme cases of immediacy of threat or danger or abuse of a minor/elder/individual with a disability, or when required to disclose by law or court order.

The Academic Advisor and/or the Employee Assistance Program are available to help free of charge and may be consulted on an emergency basis during normal business hours.

Flint Hills Technical College employees who are confidential will timely submit anonymous statistical information for Clery Act

purposes unless they believe it would be harmful to the student or employee.

Anonymous Notice to Mandated Reporters

At the request of a Complainant, notice may be given by a Mandated Reporter to the Title IX Coordinator anonymously, without identification of the Complainant. The Mandated Reporter cannot remain anonymous themselves.

[If a Complainant has requested that a Mandated Reporter maintain the Complainant's anonymity, the Mandated Reporter may do so unless it is reasonable to believe that a compelling threat to health or safety could exist. The Mandated Reporter can consult with the Title IX Coordinator on that assessment without revealing personally identifiable information].

Anonymous notice will be investigated by the Flint Hills Technical College to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or remedies can be provided.

However, anonymous notice typically limits the Flint Hills Technical College's ability to investigate, respond, and provide remedies, depending on what information is shared.

When a Complainant has made a request for anonymity, the Complainant's personally identifiable information may be withheld by a Mandated Reporter, but all other details must be shared with the Title IX Coordinator. Mandated reporters may not be able to maintain requests for anonymity for Complainants who are minors, elderly, and/or disabled.

Mandated Reporters and Formal Notice/Complaints

All employees of Flint Hills Technical College (including student employees), with the exception of those who are designated as Confidential Resources, are Mandated Reporters and must promptly share with the Title IX Coordinator all known details of a report made to them in the course of their employment.

Employees must also promptly share <u>all</u> details of behaviors under this policy that they observe or have knowledge of, even if not reported to them by a Complainant or third-party.

Complainants may want to carefully consider whether they share personally identifiable details with non-confidential Mandated Reporters, as those details must be shared with the Title IX Coordinator.

Generally, disclosures in climate surveys, classroom writing assignments or discussions, human subjects research, or at events such as "Take Back the Night" marches or speak-outs do not provide notice that must be reported to the Coordinator by employees, unless the Complainant clearly indicates that they desire a report to be made or a seek a specific response from the college.

Supportive measures may be offered as the result of such disclosures without formal Flint Hills Technical College action.

Failure of a Mandated Reporter, as described above in this section, to report an incident of harassment or discrimination of which they become aware is a violation of Flint Hills Technical College policy and can be subject to disciplinary action for failure to comply.

Though this may seem obvious, when a Mandated Reporter is engaged in harassment or other violations of this policy, they still have a duty to report their own misconduct, though Flint Hills

Technical College is technically not on notice when a harasser is also a Mandated Reporter unless the harasser does in fact report themselves.

Finally, it is important to clarify that a Mandated Reporter who is themselves a target of harassment or other misconduct under this policy is not required to report their own experience, though they are, of course, encouraged to do so.

When a Complainant Does Not Wish to Proceed

If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal complaint to be pursued, they may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with state or federal law.

The Title IX Coordinator has ultimate discretion over whether the college proceeds when the Complainant does not wish to do so, and the Title IX Coordinator may sign a formal complaint to initiate a grievance process upon completion of an appropriate violence risk assessment.

The Title IX Coordinator's decision should be based on results of the violence risk assessment that show a compelling risk to health and/or safety that requires Flint Hills Technical College to pursue formal action to protect the community.

A compelling risk to health and/or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence. Flint Hills Technical College may be compelled to act on alleged employee misconduct irrespective of a Complainant's wishes.

The Title IX Coordinator must also consider the effect that nonparticipation by the Complainant may have on the availability of evidence and the college's ability to pursue a Formal Grievance Process fairly and effectively.

When the Title IX Coordinator executes the written complaint, they do not become the Complainant. The Complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this policy.

When the college proceeds, the Complainant (or their Advisor) may have as much or as little involvement in the process as they wish. The Complainant retains all rights of a Complainant under this Policy irrespective of their level of participation. Typically, when the Complainant chooses not to participate, the Advisor may be appointed as proxy for the Complainant throughout the process, acting to ensure and protect the rights of the Complainant.

Note that Flint Hills Technical College's ability to remedy and respond to notice may be limited if the Complainant does not want the college to proceed with an investigation and/or grievance process. The goal is to provide the Complainant with as much control over the process as possible, while balancing FHTC's obligation to protect its community.

In cases in which the Complainant requests confidentiality/no formal action and the circumstances allow the college to honor that request, the Title IX Coordinator will offer informal resolution options (see below), supportive measures, and remedies to the Complainant and the community, but will not otherwise pursue formal action.

If the Complainant elects to take no action, they can change that decision if they decide to pursue a formal complaint at a later date. Upon making a formal complaint, a Complainant has the right, and can expect, to have allegations taken seriously by Flint Hills Technical College, and to have the incidents investigated and properly resolved through these procedures.

Federal Timely Warning Obligations
Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Clery Act, Flint Hills Technical College must issue timely warnings for incidents reported to them that pose a serious or continuing threat of bodily harm or danger to members of the campus community.

Flint Hills Technical College will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

False Allegations and Evidence
Deliberately false and/or malicious accusations under this policy, as opposed to allegations which, even if erroneous, are made in good faith, are a serious offense and will be subject to appropriate disciplinary action.

Additionally, witnesses and parties knowingly providing false evidence, tampering with or destroying evidence after being directed to preserve such evidence, or deliberately misleading an official conducting an investigation can be subject to discipline under the conduct policy.

Amnesty for Complainants and Witnesses
The Flint Hills Technical College community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report to officials or participate in grievance processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the Flint Hills Technical College community that Complainants choose to report misconduct to FHTC officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process.

To encourage reporting and participation in the process, Flint Hills Technical College maintains a policy of offering parties and witnesses amnesty from minor policy violations – such as underage consumption of alcohol or the use of illicit drugs – related to the incident.

Amnesty does not apply to more serious allegations such as physical abuse of another or illicit drug distribution. The decision not to offer amnesty to a Respondent is based on neither sex nor gender, but on the fact that collateral misconduct is typically addressed for all students within a progressive discipline system, and the rationale for amnesty – the incentive to report serious misconduct – is rarely applicable to Respondent with respect to a Complainant.

Students: Sometimes, students are hesitant to assist others for fear that they may get in trouble themselves (for example, an underage student who has been drinking or using marijuana might hesitate to help take an individual who has experienced sexual misconduct to the [Campus Policies]).

The Flint Hills Technical College maintains a policy of amnesty for students who offer help to others in need. While policy violations cannot be overlooked, the Flint Hills Technical College may provide purely educational options with no official disciplinary finding, rather than punitive sanctions, to those who offer their assistance to others in need.

Federal Statistical Reporting Obligations
Certain campus officials – those deemed Campus Security Authorities – have a duty to report the following for federal statistical reporting purposes (Clery Act):

a) All "primary crimes," which include homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson;

b) Hate crimes, which include any bias motivated primary crime as well as any bias motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property;

c) VAWA-based crimes, which include sexual assault, domestic violence, dating violence, and stalking; and

d) Arrests and referrals for disciplinary action for weapons-related law violations, liquor-related law violations, and drug abuse related law violations.

All personally identifiable information is kept private, but statistical information must be passed along to local law enforcement regarding the type of incident and its general location (on or off-campus or in the surrounding area, but no addresses are given) for publication in the Annual Security Report and daily campus crime log.

Campus Security Authorities include: student affairs/student conduct staff, local police, human resources staff, advisors to student organizations, and any other official with significant responsibility for student and campus activities.

INTERIM RESOLUTION PROCESS A
FOR ALLEGED VIOLATIONS OF THE POLICY ON EQUAL OPPORTUNITY, HARASSMENT, AND NONDISCRIMINATION (KNOWN AS PROCESS "A")

Overview Process A
Flint Hills Technical College will act on any formal or informal notice/complaint of violation of the policy on Equal Opportunity, Harassment, and Nondiscrimination ("the Policy") that is received by the Title IX Coordinator[3] or any other Official with Authority by applying these procedures, known as "Process A."

The procedures below apply to all allegations of harassment or discrimination on the basis of protected class status involving students, staff, administrators, or faculty members. A set of technical dismissal requirements within the Title IX regulations may apply as described below, but when a technical dismissal under the Title IX allegations is required, any remaining allegations will proceed using these same grievance procedures, clarifying which policies above are applicable. While the effect of the Title IX regulations can be confusing, these grievance procedures apply to all policies above.

The procedures below may be used to address collateral misconduct arising from the investigation of or occurring in conjunction with reported misconduct (e.g., vandalism, physical abuse of another). All other allegations of misconduct unrelated to incidents covered by the Policy will be addressed through procedures elaborated in the FHTC Catalog and the employee Policy and Procedure Manual.

Notice/Complaint

Upon receipt of a complaint or notice to the Title IX Coordinator of an alleged violation of the Policy, Flint Hills Technical College initiates a prompt initial assessment to determine the next steps the college needs to take.

FHTC will initiate at least one of three responses:

1) Offering supportive measures because the Complainant does not want to proceed formally; and/or
2) An informal resolution; and/or
3) A Formal Grievance Process including an investigation and a hearing.

The investigation and grievance process will determine whether or not the Policy has been violated. If so, Flint Hills Technical College will promptly implement effective remedies designed to ensure that it is not deliberately indifferent to harassment or discrimination, their potential recurrence, or their effects.

Initial Assessment

Following receipt of notice or a complaint of an alleged violation of this Policy, the Title IX Coordinator engages in an initial assessment, which is typically one to five business days in duration. If circumstances require, the President or Title IX Coordinator will designate another person to oversee the process below should an allegation be made about the Coordinator or the Coordinator be otherwise unavailable or unable to fulfill their duties.

The steps in an initial assessment can include:

- If notice is given, the Title IX Coordinator seeks to determine if the person impacted wishes to make a formal complaint, and will assist them to do so, if desired.
  - If they do not wish to do so, the Title IX Coordinator determines whether to initiate a complaint because a violence risk assessment indicates a compelling threat to health and/or safety.
- If a formal complaint is received, the Title IX Coordinator assesses its sufficiency and works with the Complainant to make sure it is correctly completed.
- The Title IX Coordinator reaches out to the Complainant to offer supportive measures.
- The Title IX Coordinator works with the Complainant to ensure they are aware of the right to have an Advisor.
- The Title IX Coordinator works with the Complainant to determine whether the Complainant prefers a supportive and remedial response, an informal resolution option, or a formal investigation and grievance process.
  - If a supportive and remedial response is preferred, the Title IX Coordinator works with the Complainant to identify their wishes and then seeks to facilitate implementation. No Formal Grievance Process is initiated, though the Complainant can elect to initiate one later, if desired.
  - If an informal resolution option is preferred, the Title IX Coordinator assesses whether the complaint is suitable for informal resolution, which informal mechanism may serve the situation best or is available, and may seek to determine if the Respondent is also willing to engage in informal resolution.
  - If a Formal Grievance Process is preferred, the Title IX Coordinator determines if the misconduct alleged falls within the scope of Title IX:

- If it does, the Title IX Coordinator will initiate the formal investigation and grievance process, directing the investigation to address:
  - an incident, and/or
  - a pattern of alleged misconduct, and/or
  - a culture/climate issue, based on the nature of the complaint.

If it does not, the Title IX Coordinator determines that Title IX does not apply (and will "dismiss" that aspect of the complaint, if any), assesses which policies may apply, which resolution process is applicable, and will refer the matter accordingly or/and refers the matter for resolution under Process B. Please note that dismissing a complaint under Title IX is just procedural, and does not limit the Flint Hills Technical College's authority to address a complaint with an appropriate process and remedies.

Violence Risk Assessment

In many cases, the Title IX Coordinator may determine that a Violence Risk Assessment (VRA) should be conducted by the Violence Risk Assessment Team as part of the initial assessment. A VRA can aid in ten critical and/or required determinations, including:

- Emergency removal of a Respondent on the basis of immediate threat to physical health/safety;
- Whether the Title IX Coordinator should pursue/sign a formal complaint absent a willing/able Complainant;
- Whether to put the investigation on the footing of incident and/or pattern and/or climate;
- To help identify potential predatory conduct;
- To help assess/identify grooming behaviors;
- Whether it is reasonable to try to resolve a complaint through informal resolution, and what modality may be most successful;
- Whether to permit a voluntary withdrawal by the Respondent;
- Whether to impose transcript notation or communicate with a transfer college about a Respondent;
- Assessment of appropriate sanctions/remedies (to be applied post-hearing); and/or
- Whether a Clery Act Timely Warning/Trespass order is needed.

Threat assessment is the process of evaluating the actionability of violence by an individual against another person or group following the issuance of a direct or conditional threat. A VRA is a broader term used to assess any potential violence or danger, regardless of the presence of a vague, conditional, or direct threat.

VRAs require specific training and are typically conducted by psychologists, clinical counselors, social workers, case managers, law enforcement officers, or student conduct officers. Where a VRA is required by the Title IX Coordinator, a Respondent refusing to cooperate may result in a charge of failure to comply within the appropriate student or employee conduct process.

A VRA is not an evaluation for an involuntary behavioral health hospitalization, nor is it a psychological or mental health assessment. A VRA assesses the risk of actionable violence, often with a focus on targeted/predatory escalations, and is supported by research from the fields of law enforcement, criminology, human resources, and psychology.

Dismissal (Mandatory and Discretionary)

Flint Hills Technical College <u>must</u> dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

1) The conduct alleged in the formal complaint would not constitute sexual harassment as defined in the Policy hereinabove, even if proved; and/or
2) The conduct did not occur in an educational program or activity controlled by Flint Hills Technical College), and/or the college does not have control of the Respondent; and/or
3) The conduct did not occur against a person in the United States; and/or
4) At the time of filing a formal complaint, a Complainant is not participating in or attempting to participate in the education program or activity of the Flint Hills Technical College.

Flint Hills Technical College <u>may</u> dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing:

1) A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein; or
2) The Respondent is no longer enrolled in or employed by the Flint Hills Technical College; or
3) Specific circumstances prevent Flint Hills Technical College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon any dismissal, Flint Hills Technical College will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties. This dismissal decision is appealable by any party under the procedures for appeal below. The decision not to dismiss is also appealable by any party claiming that a dismissal is required or appropriate. A Complainant who decides to withdraw a complaint may later request to reinstate it or refile it.

Counterclaims

Flint Hills Technical College is obligated to ensure that the grievance process is not abused for retaliatory purposes. The college permits the filing of counterclaims but uses an initial assessment, described above, to assess whether the allegations in the counterclaim are made in good faith. Counterclaims by the Respondent may be made in good faith, but are, on occasion, also made for purposes of retaliation. Counterclaims made with retaliatory intent will not be permitted. Counterclaims determined to have been reported in good faith will be processed using the grievance procedures below. Investigation of such claims may take place after resolution of the underlying initial allegation, in which case a delay may occur.

Counterclaims may also be resolved through the same investigation as the underlying allegation, at the discretion of the Title IX Coordinator. When counterclaims are <u>not</u> made in good faith, they will be considered retaliatory and may constitute a violation of this policy.

Right to an Advisor

The parties may each have an Advisor of their choice present with them for all meetings and interviews within the resolution process, if they so choose. The parties may select whoever they wish to serve as their Advisor as long as the Advisor is eligible and available. This could include an attorney, advocate or support person. The law permits one Advisor for each party.

Choosing an Advisor who is also a witness in the process creates potential for bias and conflict-of-interest. A party who chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the Hearing Officer/Decision Maker.

Who Can Serve as an Advisor

The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. The parties may choose Advisors from inside or outside of the college community.

The Title IX Coordinator will also offer to assign a trained Advisor for any party if the party so chooses. If the parties choose an Advisor from the pool available from Flint Hills Technical College, the Advisor will be trained by the college and be familiar with the college's resolution process.

If the parties choose an Advisor from outside the pool of those identified by Flint Hills Technical College, the Advisor may not have been trained by the college and may not be familiar with college policies and procedures.

Parties also have the right to choose not to have an Advisor in the initial stages of the resolution process, prior to a hearing.

Advisors in Hearings/Flint Hills Technical College-Appointed Advisor

Under U.S. Department of Education regulations applicable to Title IX, cross-examination is required during the hearing, but must be conducted by the parties' Advisors. The parties are not permitted to directly cross-examine each other or any witnesses. If a party does not have an Advisor for a hearing, Flint Hills Technical College will appoint a trained Advisor for the limited purpose of conducting any cross-examination.

A party may reject this appointment and choose their own Advisor, but they may not proceed without an Advisor. If the party's Advisor will not conduct cross-examination, the college will appoint an Advisor who will do so thoroughly, regardless of the participation or non-participation of the advised party in the hearing itself. Extensive questioning of the parties and witnesses will also be conducted by the Hearing Officer/Decision-maker during the hearing.

Advisor's Role

The parties may be accompanied by their Advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews. Advisors should help the parties prepare for each meeting and are expected to advise ethically, with integrity, and in good faith.

FHTC cannot guarantee equal Advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not or cannot afford an attorney, the college is not obligated to provide an attorney.

Pre-Interview Meetings

Advisors may request to meet with the administrative officials conducting interviews/meetings in advance of these interviews or meetings. This pre-meeting allows Advisors to clarify and understand their role and Flint Hills Technical College's policies and procedures.

Advisor Violations of Flint Hills Technical College Policy

All Advisors are subject to the same Flint Hills Technical College policies and procedures, whether they are attorneys or not. Advisors are expected to advise their advisees without disrupting proceedings.

The parties are expected to ask and respond to questions on their own behalf throughout the investigation phase of the resolution process. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed, or by conferring or passing notes during any resolution process meeting or interview. For longer or more involved discussions, the parties and their Advisors should ask for breaks to allow for private consultation.

Any Advisor who oversteps their role as defined by this policy will be warned only once. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting will be ended, or other appropriate measures implemented. Subsequently, the Title IX Coordinator will determine how to address the Advisor's noncompliance and future role.

Sharing Information with the Advisor
Flint Hills Technical College expects that the parties may wish to have the college share documentation and evidence related to the allegations with their Advisors. Parties may share this information directly with their Advisor or other individuals if they wish. Doing so may help the parties participate more meaningfully in the resolution process.

Flint Hills Technical College also provides a consent form that authorizes Flint Hills Technical College to share such information directly with their Advisor. The parties must either complete and submit this form to the Title IX Coordinator or provide similar documentation demonstrating consent to a release of information to the Advisor before Flint Hills Technical College is able to share records with an Advisor.

Privacy of Records Shared with Advisor
Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by Flint Hills Technical College. FHTC may seek to restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by the college's privacy expectations.

Expectations of an Advisor
Flint Hills Technical College generally expects an Advisor to adjust their schedule to allow them to attend Flint Hills Technical College meetings when planned, but may change scheduled meetings to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay.

Flint Hills Technical College may also make reasonable provisions to allow an Advisor who cannot attend in person to attend a meeting by telephone, video conferencing, or other similar technologies as may be convenient and available.

Expectations of the Parties with Respect to Advisors
A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout. The parties are expected to inform the Investigator(s) of the identity of their Advisor at least two (2) business days before the date of their first meeting with Investigators (or as soon as possible if a more expeditious meeting is necessary or desired).

The parties are expected to provide timely notice to the Title IX Coordinator if they change Advisors at any time. It is assumed that if a party changes Advisors, consent to share information with the previous Advisor is terminated, and a release for the new Advisor must be secured. Parties are expected to inform the Title IX

Coordinator of the identity of their hearing Advisor at least two (2) business days before the hearing.

As a public entity, Flint Hills Technical College fully respects and accords the Weingarten rights of employees. For parties who are entitled to union representation, the Flint Hills Technical College will allow the unionized employee to have their union representative (if requested by the party) as well as an Advisor of their choice present for all resolution-related meetings and interviews. To uphold the principles of equity, the other party (regardless of union membership) will also be permitted to have two Advisors. Witnesses are/are not permitted to have union representation or Advisors in grievance process interviews or meetings.

Assistance in Securing an Advisor
If either party does not have someone who they want to serve as their Advisor, FHTC will provide one for them. Flint Hills Technical College maintains a list of retired judges and attorneys who may serve as an advisor for a party at no cost to the party. Please contact the Title IX Coordinator for more information.

Resolution Processes
Resolution proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accordance with Flint Hills Technical College policy. While there is an expectation of privacy around what Investigators share with parties during interviews, the parties have discretion to share their own knowledge and evidence with others if they so choose. Flint Hills Technical College encourages parties to discuss this with their Advisors before doing so.

Informal Resolution
Informal Resolution can include three different approaches:

- When the parties agree to resolve the matter through an alternate resolution mechanism including mediation, restorative practices, etc.;
- When the Respondent accepts responsibility for violating policy, and desires to accept a sanction and end the resolution process; or
- When the Title IX Coordinator can resolve the matter informally by providing supportive measures to remedy the situation.

To initiate Informal Resolution, a Complainant needs to submit a formal complaint, as defined above. If a Respondent wishes to initiate Informal Resolution, they should contact the Title IX Coordinator to so indicate.

It is not necessary to pursue Informal Resolution first in order to pursue a Formal Grievance Process, and any party participating in Informal Resolution can stop the process at any time and begin or resume the Formal Grievance Process.

Prior to implementing Informal Resolution, FHTC will provide the parties with written notice of the reported misconduct and any sanctions or measures that may result from participating in such a process, including information regarding any records that will be maintained or shared by the college.

FHTC will obtain voluntary, written confirmation that all parties wish to resolve the matter through Informal Resolution before proceeding and will not pressure the parties to participate in Informal Resolution.

Alternate Resolution

Alternate Resolution is an informal process by which a mutually agreed upon resolution of an allegation is reached. All parties must consent to the use of Alternate Resolution.

The Title IX Coordinator may look to the following factors to assess whether Alternate Resolution is appropriate, or which form of Alternate Resolution may be most successful for the parties:

- The parties' amenability to Alternate Resolution;
- Likelihood of potential resolution, taking into account any power dynamics between the parties;
- The parties' motivation to participate;
- Civility of the parties;
- Cleared violence risk assessment/ongoing risk analysis;
- Disciplinary history;
- Whether an emergency removal is needed;
- Skill of the Alternate Resolution Title IX Coordinator/Facilitator with this type of complaint;
- Complaint complexity;
- Emotional investment/intelligence of the parties;
- Rationality of the parties;
- Goals of the parties;
- Adequate resources to invest in Alternate Resolution (time, staff, etc.)

The ultimate determination of whether Alternate Resolution is available or successful is to be made by the Title IX Coordinator. The Title IX Coordinator maintains records of any resolution that is reached, and failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions. Results of complaints resolved by Informal Resolution or Alternate Resolution are not appealable.

Respondent Accepts Responsibility for Alleged Violations

The Respondent may accept responsibility for all or part of the alleged policy violations at any point during the resolution process. If the Respondent indicates an intent to accept responsibility for all of the alleged misconduct, the formal process will be paused, and the Title IX Coordinator will determine whether Informal Resolution can be used according to the criteria in that section above.

If Informal Resolution is applicable, the Title IX Coordinator will determine whether all parties and the college are able to agree on responsibility, sanctions, and/or remedies. If so, the Title IX Coordinator implements the accepted finding that the Respondent is in violation of FHTC policy and implements agreed-upon sanctions and/or remedies, in coordination with other appropriate administrator(s), as necessary.

This result is not subject to appeal once all parties indicate their written assent to all agreed upon terms of resolution. When the parties cannot agree on all terms of resolution, the Formal Grievance Process will resume at the same point where it was paused.

When a resolution is accomplished, the appropriate sanction or responsive actions are promptly implemented in order to effectively stop the harassment or discrimination, prevent its recurrence, and remedy the effects of the discriminatory conduct, both on the Complainant and the community.

Negotiated Resolution

The Title IX Coordinator, with the consent of the parties, may negotiate and implement an agreement to resolve the allegations that satisfies all parties and the college. Negotiated Resolutions are not appealable.

The Formal Grievance Process relies on a pool of administrators ("the Pool") to carry out the process. Members of the Pool are announced in an annual distribution of this policy to all students, parents/guardians of students, employees, prospective students, and prospective employees. [They are also listed in the Annual Title IX Report published by the Title IX Office].

The list of Pool members and a description of the Pool can be found at www.Flint Hills Technical College.edu/Pool.

Pool Member Roles
Members of the Pool are trained annually, and can serve in in the following roles, at the direction of the Title IX Coordinator:

- To provide appropriate intake of and initial guidance pertaining to complaints
- To act as an Advisor to the parties
- To serve in a facilitation role in informal resolution or Alternate Resolution if appropriately trained in appropriate resolution modalities (e.g., mediation, restorative practices
- To perform or assist with initial assessment
- To investigate complaints
- To serve as a hearing Title IX Coordinator/Facilitator (process administrator, no decision-making role)
- To serve as a Hearing Officer/Decision-Maker regarding the complaint
- To serve as an Appeal Decision-maker

Pool Member Appointment

The Title IX Coordinator appoints the Pool, which acts with independence and impartiality. While members of the Pool are typically trained in a variety of skill sets and can rotate amongst the different roles listed above in different cases, the Flint Hills Technical College can also designate permanent roles for individuals in the Pool, using others as substitutes or to provide greater depth of experience when necessary. This process of role assignment may be the result of particular skills, aptitudes, or talents identified in members of the Pool that make them best suited to particular roles.

Pool Member Training

The Pool members receive annual training. This training includes, but is not limited to:

- The scope of the Flint Hills Technical College's Discrimination and Harassment Policy and Procedures
- How to conduct investigations and hearings that protect the safety of Complainants and Respondents, and promote accountability
- Implicit bias
- Disparate treatment and impact
- Reporting, confidentiality, and privacy requirements
- Applicable laws, regulations, and federal regulatory guidance
- How to implement appropriate and situation-specific remedies
- How to investigate in a thorough, reliable, and impartial manner
- How to uphold fairness, equity, and due process
- How to weigh evidence

- How to conduct questioning
- How to assess credibility
- Impartiality and objectivity
- How to render findings and generate clear, concise, evidence-based rationales
- The definitions of all offenses
- How to apply definitions used by the Flint Hills Technical College with respect to consent (or the absence or negation of consent) consistently, impartially, and in accordance with policy
- How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes
- How to serve impartially by avoiding prejudgment of the facts at issue, conflicts of interest, and bias
- Any technology to be used at a live hearing
- Issues of relevance of questions and evidence
- Issues of relevance to create an investigation report that fairly summarizes relevant evidence
- How to determine appropriate sanctions in reference to all forms of harassment, discrimination, and/or retaliation allegations

Specific training is also provided for Appeal Decision-makers, intake personnel, Advisors (who are FHTC employees), and Title IX Coordinator/Facilitators. All Pool members are required to attend these trainings annually. The materials used to train all members of the Pool are publicly posted on the FHTC website under Title IX.

Pool Membership
The Pool may include:
- One Title IX Coordinator
- One Human Resources Director
- Three investigators from faculty and staff
- One Hearing Officer/Decision Maker
- Three Advisors from a pool of retired attorneys
- One Appeals Officer from administrative staff

Pool members are usually appointed to three-year terms. Individuals who are interested in serving in the Pool are encouraged to contact the Title IX Coordinator.

Formal Grievance Process: Notice of Investigation and Allegations
The Title IX Coordinator will provide written notice of the investigation and allegations (the "NOIA") to the Respondent upon commencement of the Formal Grievance Process. This facilitates the Respondent's ability to prepare for the interview and to identify and choose an Advisor to accompany them. The NOIA is also copied to the Complainant, who is to be given advance notice of when the NOIA will be delivered to the Respondent.

The NOIA will include:
- A meaningful summary of all of allegations,
- The identity of the involved parties (if known),
- The precise misconduct being alleged,
- The date and location of the alleged incident(s) (if known),
- The specific policies implicated,
- A description of the applicable procedures,
- A statement of the potential sanctions/responsive actions that could result,
- A statement that Flint Hills Technical College presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination,

- A statement that determinations of responsibility are made at the conclusion of the process and that the parties will be given an opportunity to inspect and review all directly related and/or relevant evidence obtained during the review and comment period,
- A statement about Flint Hills Technical College's policy on retaliation,
- Information about the privacy of the process,
- Information on the need for each party to have an Advisor of their choosing and suggestions for ways to identify an Advisor,
- A statement informing the parties that the FHTC Policy prohibits knowingly making false statements, including knowingly submitting false information during the resolution process,
- Detail on how the party may request disability accommodations during the interview process,
- A link to the Flint Hills Technical College's VAWA information,
- The name(s) of the Investigator(s), along with a process to identify, in advance of the interview process, to the Title IX Coordinator any conflict of interest that the Investigator(s) may have, and
- An instruction to preserve any evidence that is directly related to the allegations.

Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges.

Notice will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address(es) of the parties as indicated in official FHTC records, or emailed to the parties' FHTC issued email or designated accounts. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

Resolution Timeline
Flint Hills Technical College will make a good faith effort to complete the resolution process within a sixty-to-ninety (60-90) business day time period, including appeal, which can be extended as necessary for appropriate cause by the Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

Appointment of Investigators
Once the decision to commence a formal investigation is made, the Title IX Coordinator appoints Pool members to conduct the investigation typically using a team of two Investigators, usually within two (2) business days of determining that an investigation should proceed.

Ensuring Impartiality
Any individual materially involved in the administration of the resolution process including the Title IX Coordinator, Investigator(s), and Hearing Officer/Decision Maker] may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

The Title IX Coordinator will vet the assigned Investigator(s) to ensure impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. The parties may, at any time during the resolution process, raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. If so, another Pool

member will be assigned and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Title IX Coordinator, concerns should be raised with the President of FHTC.

The Formal Grievance Process involves an objective evaluation of all relevant evidence obtained, including evidence which supports that the Respondent engaged in a policy violation and evidence which supports that the Respondent did not engage in a policy violation. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness.

FHTC operates with the presumption that the Respondent is not responsible for the reported misconduct unless and until the Respondent is determined to be responsible for a policy violation by the applicable standard of proof.

Investigation Timeline

Investigations are completed expeditiously, normally within thirty (30) business days, though some investigations may take weeks or even months, depending on the nature, extent, and complexity of the allegations, availability of witnesses, police involvement, etc.

Flint Hills Technical College will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation.

Delays in the Investigation Process and Interactions with Law Enforcement

Flint Hills Technical College may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include, but are not limited to: a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or accommodations for disabilities or health conditions.

The college will communicate in writing the anticipated duration of the delay and reason to the parties and provide the parties with status updates if necessary. FHTC will promptly resume its investigation and resolution process as soon as feasible. During such a delay, the college will implement supportive measures as deemed appropriate.

FHTC's action(s) are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

Steps in the Investigation Process

All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary.

All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record.

The Investigator(s) typically take(s) the following steps, if not already completed (not necessarily in this order):
- Determine the identity and contact information of the Complainant
- In coordination with campus partners (e.g., the Title IX Coordinator), initiate or assist with any necessary supportive measures

- Identify all policies implicated by the alleged misconduct and notify the Complainant and Respondent of all of the specific policies implicated
- Assist the Title IX Coordinator with conducting a prompt initial assessment to determine if the allegations indicate a potential policy violation
- Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for all witnesses and the parties
- Meet with the Complainant to finalize their interview/statement, if necessary
- Prepare the initial Notice of Investigation and Allegation (NOIA). The NOIA may be amended with any additional or dismissed allegations
- Notice should inform the parties of their right to have the assistance of an Advisor, who could be a member of the Pool or an Advisor of their choosing present for all meetings attended by the party
- Provide each interviewed party and witness an opportunity to review and verify the Investigator's summary notes (or transcript) of the relevant evidence/testimony from their respective interviews and meetings
- Make good faith efforts to notify the parties of any meeting or interview involving the other party, in advance when possible
- When participation of a party is expected, provide that party with written notice of the date, time, and location of the meeting, as well as the expected participants and purpose
- Interview all available, relevant witnesses and conduct follow-up interviews as necessary
- Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of the other party and witnesses, and document in the report which questions were asked, with a rationale for any changes or omissions.
- Complete the investigation promptly and without unreasonable deviation from the intended timeline
- Provide regular status updates to the parties throughout the investigation.
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) with a list of witnesses whose information will be used to render a finding
- Write a comprehensive investigation report fully summarizing the investigation, all witness interviews, and addressing all relevant evidence. Appendices including relevant physical or documentary evidence will be included
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) a secured electronic or hard copy of the draft investigation report as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the reported misconduct, including evidence upon which the Flint Hills Technical College does not intend to rely in reaching a determination, for a ten (10) business day review and comment period so that each party may meaningfully respond to the evidence. The parties may elect to waive the full ten days. Each copy of the materials shared will be watermarked on each page with the role of the person receiving it (e.g., Complainant,

Respondent, Complainant's Advisor, Respondent's Advisor).

- The Investigator(s) may elect to respond in writing in the investigation report to the parties' submitted responses and/or to share the responses between the parties for additional responses
- The Investigator(s) will incorporate relevant elements of the parties' written responses into the final investigation report, include any additional relevant evidence, make any necessary revisions, and finalize the report. The Investigator(s) should document all rationales for any changes made after the review and comment period
- The Investigator will incorporate any relevant feedback, and the final report is then shared with all parties and their Advisors through secure electronic transmission or hard copy at least ten (10) business days prior to a hearing. The parties are also provided with a file of any directly related evidence that was not included in the report

Role and Participation of Witnesses in the Investigation

Witnesses (as distinguished from the parties) who are employees of FHTC are expected to cooperate with and participate in the investigation and resolution process. Failure of such witnesses to cooperate with and/or participate in the investigation or resolution process constitutes a violation of policy and may warrant discipline.

While in-person interviews for parties and all potential witnesses are ideal, circumstances (summer break) may require individuals to be interviewed remotely. Zoom, Google Hangouts, Adobe Connect or similar technologies may be used for interviews if the Investigator(s) determine that timeliness or efficiency dictate a need for remote interviewing. The Flint Hills Technical College will take appropriate steps to reasonably ensure the security/privacy of remote interviews.

Witnesses may also provide written statements in lieu of interviews or choose to respond to written questions, if deemed appropriate by the Investigator(s), though not preferred. If a witness submits a written statement but does not intend to be and is not present for cross examination at a hearing, their written statement may not be used as evidence.

Recording of Interviews

No unauthorized audio or video recording of any kind is permitted during investigation meetings. If Investigator(s) elect to audio and/or video record interviews, all involved parties must be made aware of and consent to audio and/or video recording.

Evidentiary Considerations in the Investigation

The investigation does not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) the character of the parties; or 3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Referral for Hearing

Provided that the complaint is not resolved through Informal Resolution, once the final investigation report is shared with the parties, the Title IX Coordinator will refer the matter for a hearing.

The hearing cannot be less than ten (10) business days from the conclusion of the investigation –when the final investigation report is transmitted to the parties and the Hearing Officer/Decision-maker– unless all parties and the Hearing Officer/Decision-maker agree to an expedited timeline.

Hearing Decision-maker Composition

Flint Hills Technical College has designated a single Hearing Officer/Decision Maker. The Hearing Officer/Decision Maker will not have had any previous involvement with the investigation.

Those who have served as Investigators will be witnesses in the hearing and therefore may not serve as a Hearing Officer/Decision Maker. Those who are serving as Advisors for any party may not serve as a Hearing Officer/Decision Maker in that matter.

The Title IX Coordinator may not serve as a Decision-maker in the matter but may serve as an administrative Title IX Coordinator/Facilitator of the hearing if their previous role(s) in the matter do not create a conflict of interest. Otherwise, a designee may fulfill this role. The hearing will convene at a time determined by the Title IX Coordinator/Facilitator or designee.

Evidentiary Considerations in the Hearing

Any evidence that the Hearing Office/Decision Maker determines is relevant and credible may be considered. The hearing does not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) the character of the parties; or 3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Previous disciplinary action of any kind involving the Respondent may be considered in determining an appropriate sanction upon a determination of responsibility. This information is only considered at the sanction stage of the process.

The parties may each submit a written impact statement prior to the hearing for the consideration of the Hearing Officer/Decision Maker at the sanction stage of the process when a determination of responsibility is reached.

After post-hearing deliberation, the Hearing Officer/Decision Maker renders a determination based on the preponderance of the evidence; whether it is more likely than not that the Respondent violated the Policy as alleged.

Notice of Hearing

No less than ten (10) business days prior to the hearing, the Title IX Coordinator/Facilitator will send notice of the hearing to the parties. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The notice will contain:

- A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.
- The time, date, and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities.
- Any technology that will be used to facilitate the hearing.

- Information about the option for the live hearing to occur with the parties located in separate rooms using technology that enables the Hearing Officer/Decision Maker and parties to see and hear a party or witness answering questions. Such a request must be raised with the Title IX Coordinator at least five (5) business days prior to the hearing.
- A list of all those who will attend the hearing, along with an invitation to object to any Hearing Officer/Decision Maker on the basis of demonstrated bias. This must be raised with the Title IX Coordinator at least two (2) business days prior to the hearing.
- Information on how the hearing will be recorded and on access to the recording for the parties after the hearing.
- A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence, and the party's or witness's testimony and any statements given prior to the hearing will not be considered by the Hearing Officer/Decision Maker. For compelling reasons, the Title IX Coordinator/Facilitator may reschedule the hearing.
- Notification that the parties may have the assistance of an Advisor of their choosing at the hearing and will be required to have one present for any questions they may desire to ask. The party must notify the Title IX Coordinator if they do not have an Advisor, and the Flint Hills Technical College will appoint one. Each party must have an Advisor present. There are no exceptions.
- A copy of all the materials provided to the Hearing Officer/Decision Maker about the matter, unless they have been provided already.
- An invitation to each party to submit to the Title IX Coordinator/Facilitator an impact statement pre-hearing that the Hearing Officer/Decision Maker will review during any sanction determination.
- An invitation to contact the Title IX Coordinator to arrange
  any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least seven (7) business days prior to the hearing.
- Whether parties can/cannot bring mobile phones/devices into the hearing.

Hearings for possible violations that occur near or after the end of an academic term (assuming the Respondent is still subject to this Policy) and are unable to be resolved prior to the end of term will typically be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by the college and remain within the 60-90 business day goal for resolution.

In these cases, if the Respondent is a graduating student, a hold may be placed on graduation and/or official transcripts until the matter is fully resolved (including any appeal). A student facing charges under this Policy is not in good standing to graduate.

Alternative Hearing Participation Options
If a party or parties prefer not to attend or cannot attend the hearing in person, the party should request alternative arrangements from the Title IX Coordinator or the Title IX Coordinator/Facilitator at least five (5) business days prior to the hearing.

The Title IX Coordinator/Facilitator can arrange to use technology to allow remote testimony without compromising the fairness of the hearing. Remote options may also be needed for witnesses who cannot appear in person. Any witness who cannot attend in person should let the Title IX Coordinator or the Title IX Coordinator/Facilitator know at least five (5) business days prior to the hearing so that appropriate arrangements can be made.

Pre-Hearing Preparation
The Title IX Coordinator/Facilitator, after any necessary consultation with the parties and Investigator(s), will provide the names of persons who will be participating in the hearing, all pertinent documentary evidence, and the final investigation report to the parties at least ten (10) business days prior to the hearing.

Any witness scheduled to participate in the hearing must have been first interviewed by the Investigator(s) or have proffered a written statement or answered written questions, unless all parties and the Title IX Coordinator/Facilitator assent to the witness's participation in the hearing. The same holds for any evidence that is first offered at the hearing. If the parties and Title IX Coordinator/Facilitator do not assent to the admission of evidence newly offered at the hearing, the Title IX Coordinator/Facilitator will delay the hearing and instruct that the investigation needs to be re-opened to consider that evidence.

The parties will be given a list of the names of the Hearing Officer/Decision Maker at least five (5) business days in advance of the hearing. All objections to any Hearing Officer/Decision Maker must be raised in writing, detailing the rationale for the objection, and must be submitted to the Title IX Coordinator as soon as possible and no later than two days prior to the hearing. The Hearing Officer/Decision Maker will only be removed if the Title IX Coordinator concludes that their bias or conflict of interest precludes an impartial hearing of the allegation(s).

The Title IX Coordinator will give the Hearing Officer/Decision Maker a list of the names of all parties, witnesses, and Advisors at least five (5) business days in advance of the hearing. Any Hearing Officer/Decision Maker who cannot make an objective determination must recuse themselves from the proceedings when notified of the identity of the parties, witnesses, and Advisors in advance of the hearing. If a Hearing Officer/Decision Maker is unsure of whether a bias or conflict of interest exists, they must raise the concern to the Title IX Coordinator as soon as possible.

During the ten (10) business day period prior to the hearing, the parties have the opportunity for continued review and comment on the final investigation report and available evidence. That review and comment can be shared with the Title IX Coordinator/Facilitator at the prehearing meeting or at the hearing and will be exchanged between each party by the Title IX Coordinator/Facilitator.

Pre-Hearing Meetings
The Title IX Coordinator/Facilitator may convene a pre-hearing meeting(s) with the parties and/or their Advisors to invite them to submit the questions or topics they (the parties and/or their Advisors) wish to ask or discuss at the hearing, so that the Title IX Coordinator/Facilitator can rule on their relevance ahead of time to avoid any improper evidentiary introduction in the hearing or provide recommendations for more appropriate phrasing. However, this advance review opportunity does not preclude the Advisors from asking at the hearing for a reconsideration based on any new information or testimony offered at the hearing. The Title IX Coordinator/Facilitator must document and share their rationale for any exclusion or inclusion at this pre-hearing meeting.

The Title IX Coordinator/Facilitator, **only** with full agreement of the parties, may decide in advance of the hearing that certain witnesses do not need to be present if their testimony can be adequately

summarized by the Investigator(s) in the investigation report or during the hearing.

At each pre-hearing meeting with a party and their Advisor, the Title IX Coordinator/Facilitator will consider arguments that evidence identified in the final investigation report as relevant is, in fact, not relevant. Similarly, evidence identified as directly related but not relevant by the Investigator(s) may be argued to be relevant. The Title IX Coordinator/Facilitator may rule on these arguments pre-hearing and will exchange those rulings between the parties prior to the hearing to assist in preparation for the hearing. The Title IX Coordinator/Facilitator may consult with legal counsel and/or the Title IX Coordinator, or ask either or both to attend pre-hearing meetings.

The pre-hearing meeting(s) will be recorded.

Hearing Procedures

At the hearing, the Hearing Officer/Decision Maker has the authority to hear and make determinations on all allegations of discrimination, harassment, and/or retaliation and may also hear and make determinations on any additional alleged policy violations that have occurred in concert with the discrimination, harassment, and/or retaliation, even though those collateral allegations may not specifically fall within the policy on Equal Opportunity, Harassment, and Nondiscrimination.

Participants at the hearing will include the Title IX Coordinator/Facilitator, the Hearing Officer/Decision Maker, the Investigator(s) who conducted the investigation, the parties, Advisors to the parties, any called witnesses, the Title IX Coordinator and anyone providing authorized accommodations or assistive services.

The Title IX Coordinator/Facilitator will answer all questions of procedure. Anyone appearing at the hearing to provide information will respond to questions on their own behalf.

The Title IX Coordinator/Facilitator will allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the Hearing Officer/Decision Maker and the parties and will then be excused.

Joint Hearings

In hearings involving more than one Respondent or in which two (2) or more Complainants have accused the same individual of substantially similar conduct, the default procedure will be to hear the allegations jointly.

However, the Title IX Coordinator may permit the investigation and/or hearings pertinent to each Respondent to be conducted separately if there is a compelling reason to do so. In joint hearings, separate determinations of responsibility will be made for each Respondent with respect to each alleged policy violation.

The Order of the Hearing – Introductions and Explanation of Procedure

The Title IX Coordinator/Facilitator explains the procedures and introduces the participants. This may include a final opportunity for challenge or recusal of the Hearing Officer/Decision Maker on the basis of bias or conflict of interest. The Title IX Coordinator/Facilitator will rule on any such challenge unless the Title IX Coordinator/Facilitator is the individual who is the subject of the challenge, in which case the Title IX Coordinator will review and decide the challenge.

The Title IX Coordinator/Facilitator may attend to: logistics of rooms for various parties/witnesses as they wait; flow of parties/witnesses in and out of the hearing space; ensuring recording and/or virtual conferencing technology is working as intended; copying and distributing materials to participants, as appropriate, etc.

Investigator Presents the Final Investigation Report

The Investigator(s) will then present a summary of the final investigation report, including items that are contested and those that are not, and will be subject to questioning by the Hearing Officer/Decision Maker and the parties (through their Advisors). The Investigator(s) will be present during the entire hearing process, but not during deliberations.

Neither the parties nor the Hearing Officer/Decision Maker should ask the Investigator(s) their opinions on credibility, recommended findings, or determinations, and the Investigators, Advisors, and parties will refrain from discussion of or questions about these assessments. If such information is introduced, the Title IX Coordinator/Facilitator will direct that it be disregarded.

Testimony and Questioning

Once the Investigator(s) present their report and are questioned, the parties and witnesses may provide relevant information in turn, beginning with the Complainant, and then in the order determined by the Title IX Coordinator/Facilitator. The parties/witnesses will submit to questioning by the Hearing Officer/Decision Maker and then by the parties through their Advisors ("cross-examination").

All questions are subject to a relevance determination by the Title IX Coordinator/Facilitator. The Advisor, who will remain seated during questioning, will pose the proposed question orally, electronically, or in writing (orally is the default, but other means of submission may be permitted by the Title IX Coordinator/Facilitator upon request or agreed to by the parties and the Title IX Coordinator/Facilitator), the proceeding will pause to allow the Title IX Coordinator/Facilitator to consider it, and the Title IX Coordinator/Facilitator will determine whether the question will be permitted, disallowed, or rephrased.

The Title IX Coordinator/Facilitator may explore arguments regarding relevance with the Advisors, if the Title IX Coordinator/Facilitator so chooses. The Title IX Coordinator/Facilitator will then state their decision on the question for the record and advise the party/witness to whom the question was directed, accordingly. The Title IX Coordinator/Facilitator will explain any decision to exclude a question as not relevant, or to reframe it for relevance.

The Title IX Coordinator/Facilitator will limit or disallow questions on the basis that they are irrelevant, unduly repetitious (and thus irrelevant), or abusive. The Title IX Coordinator/Facilitator has final say on all questions and determinations of relevance, subject to any appeal. The Title IX Coordinator/Facilitator may consult with legal counsel on any questions of admissibility. The Title IX Coordinator/Facilitator may ask advisors to frame why a question is or is not relevant from their perspective but will not entertain argument from the advisors on relevance once the Title IX Coordinator/Facilitator has ruled on a question.

If the parties raise an issue of bias or conflict of interest of an Investigator or Decision-maker at the hearing, the Title IX Coordinator/Facilitator may elect to address those issues, consult with legal counsel, and/or refer them to the Title IX Coordinator, and/or preserve them for appeal. If bias is not in issue at the hearing, the Title IX Coordinator/Facilitator should not permit irrelevant questions that probe for bias.

Refusal to Submit to Cross-Examination and Inferences

If a party or witness chooses not to submit to cross-examination at the hearing, either because they do not attend the meeting, or they attend but refuse to participate in questioning, then the Hearing Officer/Decision Maker may not rely on any prior statement made by that party or witness at the hearing (including those contained in the investigation report) in the ultimate determination of responsibility. The Hearing Officer/Decision Maker must disregard that statement. Evidence provided that is something other than a statement by the party or witness may be considered.

If the party or witness attends the hearing and answers some cross-examination questions, only statements related to the cross-examination questions they refuse to answer cannot be relied upon. However, if the statements of the party who is refusing to submit to cross-examination or refuses to attend the hearing are the subject of the allegation itself (e.g., the case is about verbal harassment or a quid pro quo offer), then those statements are not precluded from admission.

The Hearing Officer/Decision Maker may not draw any inference solely from a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions.

If charges of policy violations other than sexual harassment are considered at the same hearing, the Hearing Officer/Decision Maker may consider all evidence it deems relevant, may rely on any relevant statement as long as the opportunity for cross-examination is afforded to all parties through their Advisors, and may draw reasonable inferences from any decision by any party or witness not to participate or respond to questions.

If a party's Advisor of choice refuses to comply with the Flint Hills Technical College's established rules of decorum for the hearing, the Flint Hills Technical College may require the party to use a different Advisor. If a Flint Hills Technical College-provided Advisor refuses to comply with the rules of decorum, the Flint Hills Technical College may provide that party with a different Advisor to conduct cross-examination on behalf of that party.

Recording Hearings

Hearings (but not deliberations) are recorded by Flint Hills Technical College for purposes of review in the event of an appeal. The parties may not record the proceedings and no other unauthorized recordings are permitted.

The Hearing Officer/Decision Maker, the parties, their Advisors, and appropriate administrators of Flint Hills Technical College will be permitted to listen to the recording in a controlled environment determined by the Title IX Coordinator. No person will be given or be allowed to make a copy of the recording without permission of the Title IX Coordinator.

Deliberation, Decision-making, and Standard of Proof

The Hearing Officer/Decision Maker will deliberate in closed session to determine whether the Respondent is responsible or not responsible for the policy violation(s) in question.

When there is a finding of responsibility on one or more of the allegations, the Hearing Officer/Decision Maker may then consider the previously submitted party impact statements in determining appropriate sanction(s).

The Title IX Coordinator/Facilitator will ensure that each of the parties has an opportunity to review any impact statement submitted by the other party(ies). The Hearing Officer/Decision Maker may – at their discretion – consider the statements, but they are not binding.

The Hearing Officer/Decision Maker will review the statements and any pertinent conduct history provided by the Executive Vice President of Student Services and Academic Affairs and will recommend the appropriate sanction(s).

The Title IX Coordinator/Facilitator will then prepare a written deliberation statement detailing the determination, rationale, the evidence used in support of its determination, the evidence disregarded, credibility assessments, and any sanctions or recommendations.

This report typically should not exceed three (3) to five (5) pages in length and must be completed within two (2) business days of the end of deliberations.

Notice of Outcome

Using the deliberation statement, the Title IX Coordinator/Facilitator will prepare a Notice of Outcome and will then share the letter, including the final determination, rationale, and any applicable sanction(s) with the parties and their Advisors within 3 business days of receiving the Hearing Officer/Decision Maker's deliberation statement.

The Notice of Outcome will then be shared with the parties simultaneously. Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official Flint Hills Technical College records, or emailed to the parties' FHTC-issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The Notice of Outcome will identify the specific policy(ies) reported to have been violated, including the relevant policy section, and will contain a description of the procedural steps taken by the college from the receipt of the misconduct report to the determination, including any and all notifications to the parties, interviews with parties and witnesses, site visits, methods used to obtain evidence, and hearings held.

The Notice of Outcome will also include information on when the results are considered by the Flint Hills Technical College to be final, any changes that occur prior to finalization, and the relevant procedures and bases for any available appeal options.

Statement of the Rights of the Parties
(see Appendix)

Sanctions

Factors considered when determining a sanction/responsive action may include, but are not limited to:
- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- Previous allegations or allegations involving similar conduct
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
- The need to remedy the effects of the discrimination, harassment, and/or
  retaliation on the Complainant and the community
- The impact on the parties

- Any other information deemed relevant by the Hearing Officer/Decision Maker

The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken or sanctions imposed by external authorities.

Student Sanctions

- *Conduct Warning:* A formal statement that the conduct was unacceptable and a warning that further violation of any Flint Hills Technical College policy, procedure, or directive will result in more severe sanctions/responsive actions.
- *Conduct Probation:* A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
- *Administrative Withdrawal:* A student is withdrawn from all classes/program of study due to failure to meet minimum academic standards.
- *Suspension:* Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at Flint Hills Technical College.
- *Expulsion:* Permanent termination of student status and revocation of rights to be on campus for any reason or to attend Flint Hills Technical College-sponsored events.
- *Other Actions:* In addition to or in place of the above sanctions, the Flint Hills Technical College may assign any other sanctions as deemed appropriate.

Employee Sanctions

Responsive actions for an employee who has engaged in harassment, discrimination, and/or retaliation include:

- *Warning – Verbal or Written*
- *Performance Improvement/Management Process*
- *Required Counseling*
- *Required Training or Education*
- *Probation*
- *Loss of Annual Pay Increase*
- *Loss of Oversight or Supervisory Responsibility*
- *Demotion*
- *Suspension with pay*
- *Suspension without pay*
- *Termination*
- *Other Actions:* In addition to or in place of the above sanctions, the FHTC may assign any other sanctions as deemed appropriate.

Withdrawal or Resignation While Charges Pending

Students: If a student has an allegation pending for violation of the Policy on Equal Opportunity, Harassment, and Nondiscrimination, Flint Hills Technical College may place a hold on a student's ability to graduate and/or to receive an official transcript/diploma.

Should a student decide to not participate in the resolution process, the process proceeds absent their participation to a reasonable resolution. Should a student Respondent permanently withdraw from FHTC, the resolution process ends, as the college no longer has disciplinary jurisdiction over the withdrawn student.

However, Flint Hills Technical College will continue to address and remedy any systemic issues, variables that may have contributed to the alleged violation(s), and any ongoing effects of the alleged harassment, discrimination, and/or retaliation. The student who withdraws or leaves while the process is pending may not return to FHTC. Such exclusion applies to all campuses of Flint Hills Technical College. A hold will be placed on their ability to be readmitted. They may also be barred from Flint Hills Technical College property and/or events.

If the student Respondent only withdraws or takes a leave for a specified period of time (e.g., one semester or term), the resolution process may continue remotely and that student is not permitted to return to Flint Hills Technical College unless and until all sanctions have been satisfied.

During the resolution process, FHTC may put a hold on a responding student's transcript or place a notation on a responding student's transcript or dean's disciplinary certification that a disciplinary matter is pending.

Employees: Should an employee Respondent resign with unresolved allegations pending, the resolution process ends, as Flint Hills Technical College no longer has disciplinary jurisdiction over the resigned employee.

However, FHTC will continue to address and remedy any systemic issues, variables that contributed to the alleged violation(s), and any ongoing effects of the alleged harassment or discrimination.

The employee who resigns with unresolved allegations pending is not eligible for rehire with Flint Hills Technical College or any campus of Flint Hills Technical College, and the records retained by the Title IX Coordinator will reflect that status.

All Flint Hills Technical College responses to future inquiries regarding employment references for that individual will include that the former employee resigned during a pending disciplinary matter.

Appeals

Any party may file a request for appeal ("Request for Appeal"), but it must be submitted in writing to the Title IX Coordinator within 5 days of the delivery of the Notice of Outcome.

An Appeals Officer will be appointed by the Title IX Coordinator. The Appeals Officer will not have been involved in the process previously, including any dismissal appeal that may have been heard earlier in the process.

The Request for Appeal will be forwarded to the Appeals Officer for consideration to determine if the request meets the grounds for appeal (a Review for Standing).

This review is not a review of the merits of the appeal, but solely a determination as to whether the request meets the grounds and is timely filed.

Grounds for Appeal

Appeals are limited to the following grounds:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- The Title IX Coordinator, Investigator(s), or Hearing Officer/Decision Maker had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.

If any of the grounds in the Request for Appeal do not meet the grounds in this Policy, that request will be denied by the Title IX Coordinator/Facilitator and the parties and their Advisors will be notified in writing of the denial and the rationale.

If any of the grounds in the Request for Appeal meet the grounds in this Policy, then the Appeals Officer will notify the other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Hearing Officer/Decision Maker.

The other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Hearing Officer/Decision Maker will be mailed, emailed, and/or provided a hard copy of the request with the approved grounds and then be given 5 business days to submit a response to the portion of the appeal that was approved and involves them. All responses will be forwarded by the Title IX Coordinator/Facilitator to all parties for review and comment.

The non-appealing party (if any) may also choose to raise a new ground for appeal at this time. If so, that will be reviewed for standing by the Appeals Officer and either denied or approved. If approved, it will be forwarded to the party who initially requested an appeal, the Investigator(s) and/or original Hearing Officer/Decision Maker, as necessary, who will submit their responses in 5 business days, which will be circulated for review and comment by all parties.

Neither party may submit any new requests for appeal after this time period. The Appeals Officer will collect any additional information needed and all documentation regarding the approved grounds and the subsequent responses and the Appeals Officer will render a decision in no more than 7 business days, barring exigent circumstances.

A Notice of Appeal Outcome will be sent to all parties simultaneously including the decision on each approved ground and rationale for each decision. The Notice of Appeal Outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, any sanctions that may result which Flint Hills Technical College is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent Flint Hills Technical College is permitted to share under state or federal law.

Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official institutional records, or emailed to the parties' FHTC-issued email or otherwise approved account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.

Sanctions Status During the Appeal
Any sanctions imposed as a result of the hearing are stayed during the appeal process. Supportive measures may be reinstated, subject to the same supportive measure procedures above.

If any of the sanctions are to be implemented immediately post hearing, then emergency removal procedures (detailed above) for a hearing on the justification for doing so must be permitted within 48 hours of implementation.

Flint Hills Technical College may still place holds on official transcripts, diplomas, graduations, and course registration pending the outcome of an appeal when the original sanctions included separation.

Appeal Considerations
- Decisions on appeal are to be deferential to the original decision, making changes to the finding only when there is clear error and to the sanction(s)/responsive action(s) only if there is a compelling justification to do so.
- Appeals are not intended to provide for a full re-hearing (de novo) of the allegation(s). In most cases, appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation regarding the specific grounds for appeal.
- An appeal is not an opportunity for the Appeals Officer to substitute their judgment for that of the original Hearing Officer/Decision Maker merely because they disagree with the finding and/or sanction(s).
- The Appeals Officer may consult with the Title IX Coordinator on questions of procedure or rationale, for clarification, if needed. Documentation of all such consultation will be maintained.
- Appeals granted based on new evidence should normally be remanded to the original Investigator(s) and/or Hearing Officer/Decision Maker for reconsideration. Other appeals may be remanded at the discretion of the Title IX Coordinator or, in limited circumstances, decided on appeal.
- Once an appeal is decided, the outcome is final: further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new hearing). In rare cases where a procedural error cannot be cured by the original Hearing Officer/Decision Maker (as in cases of bias), the appeal may order a new hearing with a new Hearing Officer/Decision Maker.
- The results of a new hearing can be appealed, once, on any of the three available appeal grounds.
- In cases in which the appeal results in reinstatement to Flint Hills Technical College or resumption of privileges, all reasonable attempts will be made to restore the Respondent to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

Long-Term Remedies/Other Actions
Following the conclusion of the resolution process, and in addition to any sanctions implemented, the Title IX Coordinator may implement additional long-term remedies or actions with respect to the parties and/or the campus community that are intended to stop the harassment, discrimination, and/or retaliation, remedy the effects, and prevent reoccurrence.

These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Education to the individual and/or the community

- Permanent alteration of work arrangements for employees
- Provision of campus safety escorts
- Climate surveys
- Policy modification and/or training
- Implementation of long-term contact limitations between the parties
- Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Coordinator, certain long-term support or measures may also be provided to the parties even if no policy violation is found.

When no policy violation is found, the Title IX Coordinator will address any remedies owed by Flint Hills Technical College to the Respondent to ensure no effective denial of educational access. The Flint Hills Technical College will maintain the privacy of any long-term remedies/actions/measures, provided privacy does not impair Flint Hills Technical College's ability to provide these services.

Failure to Comply with Sanctions and/or Interim and Long-term Remedies and/or Responsive Actions

All Respondents are expected to comply with the assigned sanctions, responsive actions, and/or corrective actions within the timeframe specified by the final Hearing Officer/Decision Maker (including the Appeals Officer).

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from Flint Hills Technical College and may be noted on a student's official transcript.

A suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX Coordinator.

Recordkeeping

Flint Hills Technical College will maintain for a period of at least seven years records of:

1. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation;
2. Any disciplinary sanctions imposed on the Respondent;
3. Any remedies provided to the Complainant designed to restore or preserve equal access to Flint Hills Technical College's education program or activity;
4. Any appeal and the result therefrom;
5. Any Informal Resolution and the result therefrom;
6. All materials used to train Title IX Coordinators, Investigators, Decision-makers, and any person who facilitates an Informal Resolution process. Flint Hills Technical College will make these training materials publicly available on Flint Hills Technical College's website.
7. Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, including:
   a. The basis for all conclusions that the response was not deliberately indifferent;
   b. Any measures designed to restore or preserve equal access to Flint Hills Technical College's education program or activity; and

   c. If no supportive measures were provided to the Complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

Flint Hills Technical College will also maintain any and all records in accordance with state and federal laws.

Disabilities Accommodations in the Resolution Process

Flint Hills Technical College is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to the resolution process.

Anyone needing such accommodations or support should contact the Dean of Enrollment Management (students) or the Human Resources Director (employees), who will review the request and, in consultation with the person requesting the accommodation and the Title IX Coordinator, determine which accommodations are appropriate and necessary for full participation in the process.

Revision of this Policy and Procedures

This Policy and procedures supersede any previous policy(ies) addressing harassment, sexual misconduct, discrimination, and/or retaliation and will be reviewed and updated annually by the Title IX Coordinator. Flint Hills Technical College reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

During the resolution process, the Title IX Coordinator may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules. The Title IX Coordinator may also vary procedures materially with notice (on the institutional website, with the appropriate effective date identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this Policy and procedures.

If government laws or regulations change – or court decisions alter – the requirements in a way that impacts this document, this document will be construed to comply with the most recent government regulations or holdings.

This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such policies and codes, generally. This Policy and procedures are effective August 14, 2020.

INTERIM RESOLUTION PROCESS B

FOR ALLEGED VIOLATIONS OF THE POLICY ON EQUAL OPPORTUNITY, HARASSMENT, AND NONDISCRIMINATION (KNOWN AS PROCESS "B")

Overview Process B

Process B is applicable when the Title IX Coordinator determines Process A is inapplicable, or offenses subject to Process A have been dismissed.

Flint Hills Technical College will act on any formal or informal allegation or notice of violation of the policy on Equal Opportunity, Harassment and Nondiscrimination that is received by the Title IX Coordinator or a member of the administration, faculty, or other employee, with the exception of confidential resources, as articulated in the Policy above.

The procedures described below apply to all allegations of harassment or discrimination on the basis of protected class status involving students, staff, faculty members, or third parties. With the exception of at-will employees. Unionized or other categorized employees will be subject to the terms of their respective collective bargaining agreements/employees' rights to the extent those agreements do not conflict with federal or state compliance obligations.

These procedures may also be used to address collateral misconduct arising from the investigation of or occurring in conjunction with harassing or discriminatory conduct (e.g., vandalism, physical abuse of another). All other allegations of misconduct unrelated to incidents covered by this policy will be addressed through the procedures elaborated in the FHTC Catalog and the employee Policy and Procedure Manual.

Initial Assessment

Following intake, receipt of notice, or a complaint of an alleged violation of the Flint Hills Technical College's nondiscrimination Policy, the Title IX Coordinator engages in an initial assessment, which is typically one to five business days in duration. The steps in an initial assessment can include:

- The Title IX Coordinator reaches out to the Complainant to offer supportive measures.
- The Title IX Coordinator works with the Complainant to ensure they have an Advisor.
- The Title IX Coordinator works with the Complainant to determine whether the Complainant prefers a supportive response or an Administrative Resolution.
  - If a supportive and remedial response is preferred, the Title IX Coordinator works with the Complainant to identify their wishes and then seeks to facilitate implementation. The Administrative Resolution process is not initiated, though the Complainant can elect to initiate it later, if desired.
  - If an Informal Resolution option is preferred, the Title IX Coordinator assesses whether the complaint is suitable for informal resolution, which informal mechanism may serve the situation best or is available and may seek to determine if the Respondent is also willing to engage in Informal Resolution.
  - If Administrative Resolution is preferred, the Title IX Coordinator initiates the investigation process and determines whether the scope of the investigation will address:
    - Incident, and/or
    - A potential pattern of misconduct, and/or
    - A culture/climate issue.
- In many cases, the Title IX Coordinator may determine that a Violence Risk Assessment (VRA) should be conducted by the Violence Risk Assessment Team as part of the initial assessment. A VRA can aid in ten critical and/or required determinations, including:
  - Interim suspension of a Respondent who is a threat to health/safety;
  - Whether the Title IX Coordinator should pursue Administrative Resolution absent a willing/able Complainant;
  - Whether to put the investigation on the footing of incident and/or pattern and/or climate;
  - To help identify potentially predatory conduct;

- To help assess/identify grooming behaviors;
- Whether a Complaint is amenable to Informal Resolution, and what modality may be most successful;
- Whether to permit a voluntary withdrawal by the Respondent;
- Whether to impose transcript notation or communicate with a transfer Flint Hills Technical College about a Respondent;
- Assessment of appropriate sanctions/remedies;
- Whether a Clery Act Timely Warning/Trespass order is needed.

Based on the initial assessment, Flint Hills Technical College will initiate one of two responses:

- Informal Resolution – typically used for less serious offenses and only when all parties agree to Alternate Resolution, or when the Respondent is willing to accept responsibility for violating policy. This can also include a remedies-only response.
- Administrative Resolution – investigation of policy violation(s) and recommended finding, subject to a determination by the Title IX Coordinator and the opportunity to appeal to an Appeals Officer.

The investigation and the subsequent Administrative Resolution determine whether the nondiscrimination policy has been violated. If so, Flint Hills Technical College will promptly implement effective remedies designed to end the discrimination, prevent recurrence, and address the effects.

The process followed considers the preference of the parties but is ultimately determined at the discretion of the Title IX Coordinator. At any point during the initial assessment or formal investigation, if the Title IX Coordinator determines that reasonable cause does not support the conclusion that policy has been violated, the process will end, and the parties will be notified.

The Complainant may request that the Title IX Coordinator review the reasonable cause determination and/or re-open the investigation. This decision lies in the sole discretion of the Title IX Coordinator, but the request is usually only granted in extraordinary circumstances.

Resolution Process Pool

The resolution processes rely on a pool of officials ("Pool") to carry out the process. Members of the Pool are announced in an annual distribution of this Policy to all students and their parents/guardians, employees, prospective students, and prospective employees.

The list of members and a description of the Pool can be found at www.fhtc.edu.

Members of the Pool are trained annually in all aspects of the resolution process and can serve in any of the following roles, at the direction of the Title IX Coordinator:

- To provide sensitive intake for and initial advice pertaining to the allegations
- To act as optional process Advisors to the parties
- To facilitate Informal Resolution
- To investigate allegations
- To serve as a Decision-maker
- To serve as an Appeals Officer

The Title IX Coordinator, in consultation with the President, carefully vets Pool members for potential conflicts of interest or disqualifying biases and appoints the Pool, which acts with independence and impartiality.

Pool members receive annual training organized by the Title IX Coordinator, including a review of Flint Hills Technical College policies and procedures as well as applicable federal and state laws and regulations so that they are able to appropriately address allegations, provide accurate information to members of the community, protect safety, and promote accountability.

The Pool members receive annual training specific to their role. This training includes, but is not limited to:
- The scope of the Flint Hills Technical College's Discrimination and Harassment Policy and Procedures
- How to conduct investigations and hearings that protect the safety of Complainants and Respondents and promote accountability
- Implicit bias
- Disparate treatment and impact
- Reporting, confidentiality, and privacy requirements
- Applicable laws, regulations, and federal regulatory guidance
- How to implement appropriate and situation-specific remedies
- How to investigate in a thorough, reliable, and impartial manner
- How to uphold fairness, equity, and due process
- How to weigh evidence
- How to conduct questioning
- How to assess credibility
- Impartiality and objectivity
- Types of evidence
- Deliberation
- How to render findings and generate clear, concise, evidence-based rationales
- The definitions of all offenses
- How to apply definitions used by Flint Hills Technical College with respect to consent (or the absence or negation of consent) consistently, impartially, and in accordance with policy
- How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes
- How to serve impartially, by avoiding prejudgment of the facts at issue, conflicts of interest, and bias
- Any technology to be used
- Issues of relevance of questions and evidence
- Issues of relevance to create an investigation report that fairly summarizes relevant evidence
- ow to determine appropriate sanctions in reference to all forms of harassment and discrimination allegations

Specific training is also provided for the Appeals Officer, intake personnel, and Advisors. All Pool members are required to attend this annual training.

The Resolution Process Pool includes:
- One Title IX Coordinator
- One Human Resources Director
- Three investigators from faculty and staff
- One Hearing Officer/Decision Maker
- Three Advisors from a pool of retired attorneys
- One Appeals Officer from administrative staff

Pool members are usually appointed to three-year terms

Counterclaims
Counterclaims by the Respondent may be made in good faith but are also sometimes made for purposes of retaliation. Flint Hills Technical College is obligated to ensure that any process is not abused for retaliatory purposes.

Flint Hills Technical College permits the filing of counterclaims, but uses the initial assessment, described above in the Policy section, to assess whether the allegations are made in good faith. If they are, the allegations will be processed using the resolution procedures below, typically after resolution of the underlying allegation. A delay in the processing of counterclaims is permitted, accordingly. Occasionally, allegations and counterclaims can be resolved through the same investigation, at the discretion of the Title IX Coordinator. When counterclaims are not made in good faith, they will be considered retaliatory, and may constitute a violation of this Policy.

Advisors
Expectations of an Advisor
Flint Hills Technical College generally expects an Advisor to adjust their schedule to allow them to attend Flint Hills Technical College meetings when planned, but Flint Hills Technical College may change scheduled meetings to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay.
Flint Hills Technical College may also make reasonable provisions to allow an Advisor who cannot attend in person to attend a meeting by telephone, video conferencing, or other similar technologies as may be convenient and available.

Parties whose Advisors are disruptive or who do not abide by Flint Hills Technical College policies and procedures may face the loss of that Advisor and/or possible Policy violations.

Advisors are expected to consult with their advisees without disrupting Flint Hills Technical College meetings or interviews. Advisors do not represent parties in the process; their role is only to advise.

Expectations of the Parties with Respect to Advisors
Each party may choose an Advisor[4] who is eligible and available to accompany them throughout the process. The Advisor can be anyone, including an attorney, but should not be someone who is also a witness in the process. A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout.

The parties are expected to inform the Investigators of the identity of their Advisor at least two (2) business days before the date of their first meeting with the Investigator(s) (or as soon as possible if a more expeditious meeting is necessary or desired).

The parties are expected to provide timely notice to the Investigator(s) and/or the Title IX Coordinator if they change Advisors at any time.

Upon written request of a party, the Flint Hills Technical College will copy the Advisor on all communications between the Flint Hills Technical College and the party. The Advisor may be asked to sign a non-disclosure agreement (NDA) regarding private, sensitive records.

For parties who are entitled to union representation, the Flint Hills Technical College will allow the unionized employee to have their union representative (if requested by the party) as well as an Advisor

of their choice present for all resolution-related meetings and interviews. To uphold the principles of equity, the other party (regardless of union membership) will also be permitted to have two Advisors. Witnesses are/are not permitted to have union representation or Advisors in grievance process interviews or meetings.

At the discretion of the Title IX Coordinator, more than one Advisor may be permitted to the parties, upon request. For equity purposes, if one party is allowed another Advisor, the other party must be allowed one to as well.

Resolution Options

Proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accord with Flint Hills Technical College Policy. While there is an expectation of privacy around what is discussed during interviews, the parties have discretion to share their own experiences with others if they so choose, but are encouraged to discuss with their Advisors first before doing so.

Informal Resolution

Informal Resolution is applicable when the parties voluntarily agree to resolve the matter through Alternate Resolution mediation, restorative practices, etc., or when the Respondent accepts responsibility for violating Policy, or when the Title IX Coordinator can resolve the matter informally by providing remedies to resolve the situation.

It is not necessary to pursue Informal Resolution first in order to pursue Administrative Resolution, and any party participating in Informal Resolution can stop the process at any time and request the Administrative Resolution process. Further, if an Informal Resolution fails after the fact, Administrative Resolution may be pursued.

Alternate Resolution

Alternate Resolution is an informal process, such as mediation or restorative practices, by which a mutually agreed upon resolution of an allegation is reached. It may be used for less serious, yet inappropriate, behaviors and is encouraged as an alternative to the Administrative Resolution process (described below) to resolve conflicts. The parties must consent to the use of Alternate Resolution.

The Title IX Coordinator determines if Alternate Resolution is appropriate, based on the willingness of the parties, the nature of the conduct at issue, and the susceptibility of the conduct to Alternate Resolution.

In an Alternate Resolution meeting, a trained administrator facilitates a dialogue with the parties to an effective resolution, if possible. Institutionally-imposed sanctions are not possible as the result of an Alternate Resolution process, though the parties may agree to accepted sanctions and/or appropriate remedies.

The Title IX Coordinator maintains records of any resolution that is reached, and failure to abide by the resolution can result in appropriate enforcement actions.

Alternate Resolution is not typically the primary resolution mechanism used to address reports of violent behavior of any kind or in other cases of serious violations of policy, though it may be made available after the Administrative Resolution process is completed should the parties and the Title IX Coordinator believe it could be beneficial. The results of Alternate Resolution are not appealable.

Respondent Accepts Responsibility for Alleged Violations

The Respondent may accept responsibility for all or part of the alleged policy violations at any point during the resolution process. If the Respondent accepts responsibility, the Title IX Coordinator makes a determination that the individual is in violation of Flint Hills Technical College Policy.

The Title IX Coordinator then determines appropriate sanction(s) or responsive actions, which are promptly implemented in order to effectively stop the harassment, discrimination, and/or retaliation; prevent its recurrence; and remedy the effects of the conduct, both on the Complainant and the community.

If the Respondent accepts responsibility for <u>all</u> of the alleged policy violations and the Title IX Coordinator or designee has determined appropriate sanction(s) or responsive actions, which are promptly implemented, the process is over. The Complainant will be informed of this outcome.

If the Respondent accepts responsibility for <u>some</u> of the alleged policy violations and the Title IX Coordinator has determined appropriate sanction(s) or responsive actions, which are promptly implemented, for those violations, then the remaining allegations will continue to be investigated and resolved. The Complainant will be informed of this outcome. The parties are still able to seek Alternate Resolution on the remaining allegations, subject to the stipulations above.

Negotiated Resolution

The Title IX Coordinator, with the consent of the parties, may negotiate and implement any agreement to resolve the allegations that satisfies all parties and Flint Hills Technical College.

Administrative Resolution

Administrative Resolution can be pursued for any behavior for which the Respondent has not accepted responsibility that constitutes conduct covered by the Equal Opportunity, Harassment, and Nondiscrimination Policy at any time during the process. Administrative Resolution starts with a thorough, reliable, and impartial investigation.

If Administrative Resolution is initiated, the Title IX Coordinator will provide written notification of the investigation to the parties at an appropriate time during the investigation. Typically, notice is given at least 48 hours in advance of an interview. Advanced notice facilitates the parties' ability to identify and choose an Advisor, if any, to accompany them to the interview.

Notification will include a meaningful summary of the allegations, will be made in writing, and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official Flint Hills Technical College records, or emailed to the parties' Flint Hills Technical College-issued or designated email account.

Once mailed, emailed, and/or received in-person, notice will be presumptively delivered. The notification should include the policies allegedly violated, if known at the time. Alternatively, the policies allegedly violated can be provided at a later date, in writing, as the investigation progresses, and details become clearer.

Flint Hills Technical College aims to complete all investigations within a sixty (60) business day time period, which can be extended as necessary for appropriate cause by the Title IX Coordinator, with notice to the parties as appropriate.

Once the decision is made to commence an investigation, the Title IX Coordinator appoints Pool members to conduct the investigation (typically using a team of two Investigators), usually within two (2) days of determining that an investigation should proceed.

The Title IX Coordinator will vet the assigned Investigator(s) to ensure impartiality by ensuring there are no conflicts of interest or disqualifying bias.

The parties may, at any time during the resolution process, raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. If so, another Investigator will be assigned and the impact of the bias or conflict, if any, will be remedied. If the bias or conflict relates to the Title IX Coordinator, concerns should be raised with the President of Flint Hills Technical College.

Investigations are completed expeditiously, normally within 10 – 20 business days, though some investigations take weeks or even months, depending on the nature, extent, and complexity of the allegations, availability of witnesses, police involvement, etc.

Flint Hills Technical College will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation.

Flint Hills Technical College may undertake a short delay in its investigation (several days to weeks, to allow evidence collection) when criminal charges based on the same behaviors that invoke the Flint Hills Technical College's resolution process are being investigated by law enforcement. Flint Hills Technical College will promptly resume its investigation and resolution process once notified by law enforcement that the initial evidence collection process is complete.

Flint Hills Technical College action(s) are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

Investigations involve interviews with all relevant parties and witnesses, obtaining available, relevant evidence, and identifying sources of expert information, as necessary.
All parties have a full and fair opportunity, though the investigation process, to suggest witnesses and questions, to provide evidence, and to fully review and respond to all evidence, on the record.

Investigation

The Investigators typically take the following steps, if not already completed (not necessarily in this order):

- Determine the identity and contact information of the Complainant
- In coordination with campus partners (e.g., the Title IX Coordinator), initiate or assist with any necessary supportive measures
- Identify all policies implicated by the alleged misconduct
- Assist the Title IX Coordinator with conducting an initial assessment to determine if there is reasonable cause to believe the Respondent has violated policy
- If there is insufficient evidence to support reasonable cause, the process is closed with no further action
- Commence a thorough, reliable, and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended

investigation timeframe, and order of interviews for all parties and witnesses
- Meet with the Complainant to finalize their statement, if necessary
- Prepare the initial Notice of Investigation and Allegation (NOIA) on the basis of the initial assessment. Notice may be one step or multiple steps, depending on how the investigation unfolds, and potential policy violations may be added or dropped as more is learned. Investigators will update the NOIA accordingly and provide it to the parties.
- Notice should inform the parties of their right to have the assistance of an Advisor of their choosing present for all meetings attended by the advisee
- When formal notice is being given, it should provide the parties with a written description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result
- Give an instruction to the parties to preserve any evidence that is directly related to the allegations
- Provide the parties and witnesses with an opportunity to review and verify the Investigator's summary notes from interviews and meetings with that specific party or witness
- Make good faith efforts to notify the parties of any meeting or interview involving the other party, in advance when possible
- Interview all relevant individuals and conduct follow-up interviews as necessary
- Allow each party the opportunity to suggest questions they wish the Investigator(s) to ask of the other party and witnesses
- Complete the investigation promptly and without unreasonable deviation from the intended timeline
- Provide regular status updates to the parties throughout the investigation
- Prior to the conclusion of the investigation, summarize for the parties the list of witnesses whose information will be used to render a finding
- Write a comprehensive investigation report fully summarizing the investigation and all evidence
- Provide parties with a copy of the draft investigation report when it is completed, including all relevant evidence, analysis, credibility assessments, and recommended finding(s)
- Provide each party with a full and fair opportunity to respond to the report in writing within 5 days and incorporate that response into the report
- Investigators may choose to respond in writing in the report to the responses of the parties, and/or to share the responses between the parties for their responses, while also ensuring that they do not create a never-ending feedback loop
- Provide the final report to the Title IX Coordinator with one of two options:
  - Include in the report a recommendation to the Title IX Coordinator on a determination, based on a preponderance of evidence, whether a policy violation is more likely than not to have occurred;
    OR
  - Gather, assess, and synthesize evidence without making a finding, conclusion, determination or recommendation.
- Provide the final report to the Title IX Coordinator. Recommend to the Title IX Coordinator a finding, based

on a preponderance of the evidence (whether a policy violation is more likely than not).

Determination

Within two to three days of receiving the Investigator's recommendation, the Title IX Coordinator reviews the report and all responses, and then makes the final determination on the basis of the preponderance of the evidence.

If the record is incomplete, the Title IX Coordinator may direct a reopening of the investigation, or may direct or conduct any additional inquiry necessary, including informally meeting with the parties or any witnesses, if needed.

The recommendation of the investigation should be strongly considered but is not binding on the Title IX Coordinator. The Title IX Coordinator may invite and consider impact statements from the parties if and when determining appropriate sanction(s),if any.

The Title IX Coordinator then timely provides the parties with a written Notice of Outcome to include findings, any sanction(s), and a detailed rationale, delivered simultaneously (without undue delay) to the parties

Additional Details of the Investigation Process

Witness responsibilities
Witnesses (as distinguished from the parties) who are faculty or staff of Flint Hills Technical College are expected to cooperate with and participate in Flint Hills Technical College's investigation and resolution process. Failure of a witness to cooperate with and/or participate in the investigation or resolution process constitutes a violation of Policy and may be subject to discipline.

Remote processes
Parties and witnesses may be interviewed remotely by phone, video conferencing, or similar technologies if the Investigator(s) or Decision-maker determine that timeliness or efficiency dictates a need for remote interviewing. Witnesses may also provide written statements in lieu of interviews, or respond to questions in writing, if deemed appropriate by the Investigator(s), though this approach is not ideal. Where remote technologies are used, the Flint Hills Technical College makes reasonable efforts to ensure privacy, and that any technology does not work to the detriment of any party or subject them to unfairness.

Recording
No unauthorized audio or video recording of any kind is permitted during the resolution process. If Investigator(s) elect to audio and/or video record interviews, all involved parties must be made aware of audio and/or video recording.

Evidence
Any evidence that is relevant and credible may be considered, including an individual's prior misconduct history as well as evidence indicating a pattern of misconduct. The process should exclude irrelevant or immaterial evidence and may disregard evidence lacking in credibility or that is improperly prejudicial.

Sexual history/patterns
Unless the Title IX Coordinator determines it is appropriate, the investigation and the finding do not consider: (1) incidents not directly related to the possible violation, unless they evidence a pattern; (2) the sexual history of the parties (though there may be a limited exception made with regard to the sexual history between the parties); or (3) the character of the parties.

Previous allegations/violations
While previous conduct violations by the Respondent are not generally admissible as information supporting the current allegation, the Investigator(s) may supply the Title IX Coordinator with information about previous good faith allegations and/or findings, when that information suggests potential pattern and/or predatory conduct.

Previous disciplinary action of any kind involving the Respondent may be considered in determining the appropriate sanction(s), if the Flint Hills Technical College uses a progressive discipline system.

Character witnesses
Neither the Title IX Coordinator nor the Investigator(s) meet with character witnesses, but the Investigator(s) may accept up to two (2) letters supporting the character of each of the parties. Such letters must be provided to the Investigator(s) prior to the report being finalized; otherwise, the parties have waived their right to provide such letters.

Notification of outcome

If the Respondent admits to the violation(s), or is found in violation, the Title IX Coordinator in consultation with other administrators as appropriate determines sanction(s) and/or responsive actions, which are promptly implemented in order to effectively to stop the harassment, discrimination, and/or retaliation; prevent its recurrence; and remedy the effects of the discriminatory conduct, both on the Complainant and the community.

The Title IX Coordinator informs the parties of the determination within two to three business days of the resolution, ideally simultaneously, but without significant time delay between notifications. Notifications are made in writing and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in official Flint Hills Technical College records; or emailed to the parties' Flint Hills Technical College-issued or designated email account. Once mailed, emailed, and/or received in-person, notice is presumptively delivered.

The Notification of Outcome specifies the finding for each alleged policy violation, any sanction(s) that may result which Flint Hills Technical College is permitted to share pursuant to state or federal law, and the rationale supporting the essential findings to the extent Flint Hills Technical College is permitted to share under state or federal law.

The notice will detail when the determination is considered final and will detail any changes that are made prior to finalization.

Unless based on an acceptance of violation by the Respondent, the determination may be appealed by either party. The Notification of Outcome also includes the grounds on which the parties may appeal and the steps the parties may take to request an appeal of the findings. More information about the appeal procedures can be found in section 11 below.

Sanctions

Factors considered when determining any sanction(s)/responsive action(s) may include, but are not limited to:
- The nature, severity of, and circumstances surrounding the violation

- An individual's disciplinary history
- Previous allegations or allegations involving similar conduct
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community
- The impact on the parties
- Any other information deemed relevant by the Title IX Coordinator

The sanction(s) will be implemented as soon as is feasible. The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken, or sanctions imposed by outside authorities.

Student Sanctions

The following are the sanctions that may be imposed upon students or student organizations singly or in combination:

- *Conduct Warning:* A formal statement that the conduct was unacceptable and a warning that further violation of any Flint Hills Technical College policy, procedure, or directive will result in more severe sanctions/responsive actions.
- *Conduct Probation:* A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
- *Administrative Withdrawal:* A student is withdrawn from all classes/program of study due to failure to meet minimum academic standards.
- *Suspension:* Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at Flint Hills Technical College.
- *Expulsion:* Permanent termination of student status and revocation of rights to be on campus for any reason or to attend Flint Hills Technical College-sponsored events.
- *Other Actions:* In addition to or in place of the above sanctions, the Flint Hills Technical College may assign any other sanctions as deemed appropriate.

Employee Sanctions

Responsive actions for an employee who has engaged in harassment, discrimination, and/or retaliation include:
- *Warning – Verbal or Written*
- *Performance Improvement/Management Process*
- *Required Counseling*
- *Required Training or Education*
- *Probation*
- *Loss of Annual Pay Increase*
- *Loss of Oversight or Supervisory Responsibility*
- *Demotion*
- *Suspension with pay*
- *Suspension without pay*

- *Termination*
- *Other Actions:* In addition to or in place of the above sanctions, Flint Hills Technical College may assign any other sanctions as deemed appropriate.

Withdrawal or Resignation While Charges are Pending

Students: Flint Hills Technical College does not permit a student to withdraw if that student has an allegation pending for violation of the policy on Equal Opportunity, Harassment, and Nondiscrimination. The Flint Hills Technical College may place a hold, bar access to an official transcript, and/or prohibit graduation as necessary to permit the resolution process to be completed.

Employees: Should an employee resign with unresolved allegations pending, the records of the Title IX Coordinator will reflect that status, and any Flint Hills Technical College responses to future inquiries regarding employment references for that individual will include the former employee's unresolved status.

Appeals

All requests for appeal consideration must be submitted in writing to the Title IX Coordinator within 5 business days of the delivery of the written finding of the Title IX Coordinator. Any party may appeal the findings only under the grounds described below.

A three-member appeals panel OR Appeal Decision-maker chosen from the Pool will be designated by the Title IX Coordinator from those who have not been involved in the process previously. Any party may appeal, but appeals are limited to the following grounds:

- A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures, failure to correctly apply the evidentiary standard).
- To consider new evidence, unknown or unavailable during the investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
- The sanctions imposed fall outside the range of sanctions Flint Hills Technical College has designated for this offense and the cumulative record of the Respondent.

When any party requests an appeal, the Title IX Coordinator will share the appeal request with the other party(ies) or other appropriate persons such as the Investigator(s), who may file a response within three (3) business days. The other party may also bring their own appeal on separate grounds.

If new grounds are raised, the original appealing party will be permitted to submit a written response to these new grounds within 5 business days. These responses or appeal requests will be shared with each party. The Appeals Officer will review the appeal request(s) within 5 business days of completing the pre-appeal exchange of materials. If grounds are not sufficient for an appeal, or the appeal is not timely, the Appeals Officer will dismisses the appeal.

When the Appeals Officer finds that at least one of the grounds is met by at least one party, additional principles governing the review of appeals include the following:

- Decisions by the Appeals Officer are to be deferential to the original decision, making changes to the finding only

when there is clear error and to the sanction(s)/responsive action(s) only if there is compelling justification to do so.

- Appeals are not intended to be full re-hearings (de novo) of the allegation(s). In most cases, appeals are confined to a review of the written documentation or record of the investigation and pertinent documentation regarding the grounds for appeal.
- An appeal is not an opportunity for the Appeals Officer to substitute their judgment for that of the original Investigator(s) or Title IX Coordinator merely because they disagree with the finding and/or sanction(s).
- Appeals granted based on new evidence should normally be remanded to the Investigator(s) for reconsideration. Other appeals should be remanded at the discretion of the Appeals Officer.
- Sanctions imposed as the result of Administrative Resolution are implemented immediately unless the Title IX Coordinator stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
  - o For students: Graduation, study abroad, internships/ externships, etc., do NOT in and of themselves constitute exigent circumstances, and students may not be able to participate in those activities during their appeal.
- All parties will be informed in writing within 5 business days of the outcome of the appeal without significant time delay between notifications, and in accordance with the standards for Notice of Outcome as defined above.
- Once an appeal is decided, the outcome is final; further appeals are not permitted, even if a decision or sanction is changed on remand. When appeals result in no change to the finding or sanction, that decision is final. When an appeal results in a new finding or sanction, that finding or sanction can be appealed one final time on the grounds listed above, and in accordance with these procedures.
- In rare cases when a procedural [or substantive] error cannot be cured by the original Investigator(s) and/or Title IX Coordinator (as in cases of bias), the Appeals Officer may recommend a new investigation and/or Administrative Resolution process, including a new resolution administrator.
- The results of a new Administrative Resolution process can be appealed once, on any of the three applicable grounds for appeals.
- In cases in which the appeal results in Respondent's reinstatement to Flint Hills Technical College or resumption of privileges, all reasonable attempts will be made to restore the Respondent to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

Long-Term Remedies/Actions

Following the conclusion of the resolution process, and in addition to any sanctions implemented, the Title IX Coordinator may implement long-term remedies or actions with respect to the parties and/or the campus community to stop the harassment, discrimination, and/or retaliation; remedy its effects; and prevent its reoccurrence.

These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Education to the community
- Permanent alteration of housing assignments
- Permanent alteration of work arrangements for employees

- Provision of campus safety escorts
- Climate surveys
- Policy modification
- Provision of transportation accommodations
- Implementation of long-term contact limitations between the parties
- Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Coordinator, long-term remedies may also be provided to the Complainant even if no policy violation is found.

When no policy violation is found, the Title IX Coordinator will address any remedial requirements owed by the Flint Hills Technical College to the Respondent.

Failure to Complete Sanctions/Comply with Interim and Long-term Remedies/Responsive Actions

All Respondents are expected to comply with conduct sanctions, responsive actions, and corrective actions within the timeframe specified by the Title IX Coordinator.

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/responsive/corrective action(s), including suspension, expulsion, and/or termination from Flint Hills Technical College and may be noted on a student's official transcript.

A suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX Coordinator.

Recordkeeping

In implementing this policy, records of all allegations, investigations, resolutions, and hearings will be kept indefinitely, or as required by state or federal law or institutional policy, by the Title IX Coordinator in the Title IX case database.

Statement of the Rights of the Parties

(see Appendix)

Disabilities Accommodation in the Resolution Process

Flint Hills Technical College is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to the resolution process at Flint Hills Technical College. Anyone needing such accommodations or support should contact the Dean of Enrollment Management, who will review the request and, in consultation with the person requesting the accommodation, and the Title IX Coordinator, determine which accommodations are appropriate and necessary for full participation in the process.

Revision

These policies and procedures will be reviewed and updated annually by the Title IX Coordinator. The Flint Hills Technical College reserves the right to make changes to this document as necessary and once those changes are posted online, they are in effect.

The Title IX Coordinator may make minor modifications to these procedures that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules.

The Title IX Coordinator may also vary procedures materially with notice (on the Flint Hills Technical College website, with the appropriate effective date identified) upon determining that changes

to law or regulation require policy or procedural alterations not reflected in this policy and procedure.

Procedures in effect at the time of the resolution will apply to resolution of incidents, regardless of when the incident occurred.

Policy in effect at the time of the offense will apply even if the policy is changed subsequently but prior to resolution, unless the parties consent to be bound by the current policy.

If government regulations change in a way that impacts this document, this document will be construed to comply with the most recent government regulations.

This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such policies and codes, generally.

This policy and procedure was implemented in August 14, 2020.

APPENDIX:
STATEMENT OF RIGHTS OF THE PARTIES

- The right to an equitable investigation and resolution of all credible allegations of prohibited harassment or discrimination made in good faith to Flint Hills Technical College officials.
- The right to timely written notice of all alleged violations, including the identity of the parties involved (if known), the precise misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated policies and procedures, and possible sanctions.
- The right to timely written notice of any material adjustments to the allegations (e.g., additional incidents or allegations, additional Complainants, unsubstantiated allegations) and any attendant adjustments needed to clarify potentially implicated policy violations.
- The right to be informed in advance of any public release of information regarding the allegation(s) or underlying incident(s), whenever possible.
- The right not to have any personally identifiable information released to the public without consent provided, except to the extent permitted by law.
- The right to be treated with respect by Flint Hills Technical College officials.
- The right to have Flint Hills Technical College policies and procedures followed without material deviation.
- The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence.
- The right not to be discouraged by Flint Hills Technical College officials from reporting sexual misconduct or discrimination to both on-campus and off-campus authorities.
- The right to be informed by Flint Hills Technical College officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option(s) to be assisted by Flint Hills Technical College authorities in notifying such authorities, if the party so chooses. This also includes the right not to be pressured to report, as well.
- The right to have allegations of violations of this Policy responded to promptly and with sensitivity by Flint Hills Technical College law enforcement and/or other Flint Hills Technical College officials.
- The right to be informed of available interim actions and supportive measures, such as counseling; advocacy; health care; legal, student financial aid, visa, and immigration assistance; or other services, both on campus and in the community.

- The right to a Flint Hills Technical College-implemented no contact order or no-trespass order when a person has engaged in or threatens to engage in stalking, threatening, harassing, or other improper conduct that presents a danger to the welfare of the party or others.
- The right to be informed of available assistance in changing academic, living, and/or working situations after an alleged incident of discrimination, harassment, and/or retaliation, if such changes are reasonably available. No formal report, or investigation, either campus or criminal, needs to occur before this option is available. Such actions may include, but are not limited to: o Changing an employee's work environment (e.g., reporting structure, office/workspace relocation)
    - Transportation accommodations
    - Exam, paper, and/or assignment rescheduling or adjustment
    - Receiving an incomplete in, or a withdrawal from, a class (may be retroactive)
    - Transferring class sections if available
    - Temporary withdrawal/leave of absence (may be retroactive)
    - Campus safety escorts
    - Alternative course completion options.

- The right to have the Flint Hills Technical College maintain such actions for as long as necessary and for supportive measures to remain private, provided privacy does not impair the Flint Hills Technical College's ability to provide the supportive measures.
- The right to receive sufficiently advanced, written notice of any meeting or interview involving the other party, when possible.
- The right to ask the Investigator(s) and Hearing Officer/Decision Maker to identify and question relevant witnesses, including expert witnesses.
- The right to provide the Investigator(s)/Hearing Officer/Decision Maker with a list of questions that, if deemed relevant by the Investigator(s)/Title IX Coordinator/Facilitator, may be asked of any party or witness.
- The right not to have irrelevant prior sexual history or character admitted as evidence.
- The right to know the relevant and directly related evidence obtained and to respond to that evidence.
- The right to a fair opportunity to provide the Investigator(s) with their account of the alleged misconduct and have that account be on the record.
- The right to receive a copy of the investigation report, including all factual, policy, and/or credibility analyses performed, and all relevant and directly related evidence available and used to produce the investigation report, subject to the privacy limitations imposed by state and federal law, prior to the hearing, and the right to have at least ten (10) business days to review the report prior to the hearing.
- The right to respond to the investigation report, including comments providing any additional relevant evidence after the opportunity to review the investigation report, and to have that response on the record.
- The right to be informed of the names of all witnesses whose information will be used to make a finding, in advance of that finding, when relevant.
- The right to regular updates on the status of the investigation and/or resolution.
- The right to have reports of alleged Policy violations addressed by Investigators, Title IX Coordinators, and Hearing Officer/Decision Maker who have received relevant annual training.

- The right to preservation of privacy, to the extent possible and permitted by law.
- The right to meetings, interviews, and/or hearings that are closed to the public.
- The right to petition that any Flint Hills Technical College representative in the process be recused on the basis of disqualifying bias and/or conflict of interest.
- The right to have an Advisor of their choice to accompany and assist the party in all meetings and/or interviews associated with the resolution process.
- The right to the use of the appropriate standard of evidence to make a finding after an objective evaluation of all relevant evidence.
- The right to be present, including presence via remote technology, during all testimony given and evidence presented during any formal grievance hearing.
- The right to have an impact statement considered by the Hearing Officer/Decision Maker following a determination of responsibility for any allegation, but prior to sanctioning.
- The right to be promptly informed in a written Notice of Outcome letter of the finding(s) and sanction(s) of the resolution process and a detailed rationale therefor (including an explanation of how credibility was assessed), delivered simultaneously (without undue delay) to the parties.
- The right to be informed in writing of when a decision by the Flint Hills Technical College is considered final and any changes to the sanction(s) that occur before the decision is finalized.
- The right to be informed of the opportunity to appeal the finding(s) and sanction(s) of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by the Flint Hills Technical College.
- The right to a fundamentally fair resolution as defined in these procedures.

DRUG-FREE COLLEGE POLICY

Policy 6.36

The unlawful possession, use or distribution of illicit or simulator drugs and alcohol by students on College premises or as a part of any College activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928. (Cf. LDD). As a condition of continued enrollment in the College, students shall abide by the terms of the following policies:

Alcohol and Drugs

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

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

The exception to this policy is limited to students under the supervision of an instructor or supervisor in order to fulfill curriculum learning requirements or approved learning outcomes.

Any violation of this policy, which also violates federal, state or local law, may result in the student being reported to the appropriate law enforcement officials. Violation of this policy may result in the student being suspended or expelled.

Enforcement of Drug-Free College Policy

A student or employee who violates this policy shall be subject to disciplinary action, including, but not limited to, suspension or expulsion. Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in the FHTC Student Handbook and Catalog and Kansas statutes, K.S.A. 728901. Nothing in this policy is intended to diminish the ability of the College to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program shall be the responsibility of the student, or in the case of a student under the age of 18, his or her parents shall contact the directors of programs to determine the cost and length of the program.

A copy of this policy and a list of available drug and alcohol counseling programs will be provided to all students and employees.

FHTC Drug Testing Procedure

Flint Hills Technical College promotes an atmosphere conducive to a healthy, safe and secure learning environment, and is a zero tolerance, drug free institution. In order to ensure the safety of everyone involved, including but not limited to those engaging in activities such as operating equipment or treating patients, Flint Hills Technical College enforces a drug testing procedure. If an instructor suspects that a student is under the influence of drugs or alcohol anytime during the school year, the student will not be allowed to participate in classes, operate equipment or treat patients until they prove they are drug free by voluntarily being drug tested. The cost of the drug test will be incurred by the College.

If the student agrees to a voluntary drug test and drug and alcohol usage is not verified, the student will be allowed return to classes. If drug or alcohol usage is verified through the drug test, the student will be reported to the appropriate law enforcement officials, and be subject to further disciplinary action including but not limited to suspension or expulsion in accordance with the FHTC Drug-Free College Policy.

If the student does not agree to a voluntary drug test, the student will be asked to leave class for the day and will be counted as absent until they prove they are drug free by voluntarily being drug tested, and may be suspended or expelled in accordance with the FHTC DrugFree College Policy. In the case of a secondary student, the high school counselor and/ or principal will also be contacted regarding the incident.

Tobacco Use Free and Smoke Free Campus Policy

Flint Hills Technical College (FHTC) is a tobacco use free campus. The intention of this policy is to support the goal of creating a safe, healthy, respectful learning and working environment for students, faculty, staff, guests and visitors.

FHTC prohibits the use of any form of tobacco on campus. This includes, but is not limited to, all college buildings, facilities, grounds, parking lots, and any other property leased to or managed by the college. Tobacco use in college vehicles is prohibited, regardless of location.

Furthermore, the sale and distribution of tobacco related items in all college facilities, or all college owned, or leased grounds is

prohibited. This policy applies to anyone on the FHTC campus including students, faculty, staff, guests, visitors, consultants, vendors, patients, volunteers, and contractor employees.

For the purpose of this policy, tobacco is defined as any product derived from, smoked, or containing products of tobacco. This includes, but is not limited to cigarettes (cloves, bidis, kreteks), chewing tobacco (spit, spitless, smokeless, chew, snuff, and snus), cigars and cigarillos, hookah and hookah-smoked products, pipes, blunts, smokeless tobacco, and similar products. Electronic cigarettes or e-cigarettes are prohibited. This policy also prohibits the use of any product simulating the previously mentioned products.

FHTC is a smoke-free campus. Smoking is defined as lighting, burning, or use of tobacco in addition to any other material mentioned previously in this policy. Anyone violating this policy may be issued a citation from Flint Hills Technical College. Visitors who do not comply with the policy will be asked to leave the College property. If the visitor refuses to leave or cease using tobacco products, they will be summarily denied access to all College educational facilities and events.

WEAPONS POLICY
Policy 6.30

Weapons (excluding carry concealed handguns) are not allowed at any campus site. A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon:

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

Violation of this policy shall result in the student being reported to the appropriate law enforcement officials, and suspended or expelled. FHTC fully complies with requirements outlined in The Personal and Family Protection Act, K.S.A. 75-7c01 et. Seq

Policy 4.09
Carry Concealed Handguns (CCH) and Open Carry Handguns

Flint Hills Technical College (FHTC) seeks to maintain a safe and secure environment in which to conduct educational, research and training activities. Carry Concealed Handgun (CCH) is a handgun that a person who is not prohibited from possessing a firearm, under either federal or state law, may carry in a concealed fashion, except where as prohibited in certain locations as detailed in state law (KSA 75- 7c10) and by any applicable federal law. CCH laws refer to firearms defined as handguns, (NOT Rifles or SBRs) that meet the states requirements (Pistols and/ or revolvers).

The display or "open carry" of any handgun is strictly prohibited by college policy with the exception of or in defense on one's self or an immediate third person as stated above. Display is defined as the intentional showing, presenting, exhibiting and/or drawing of a handgun from a position of concealment on one's person. Other than for authorized security and/or law enforcement, no handguns or firearms shall be openly carried on any college property or at college events. On July 1st, 2017, CCH became legal on Flint Hills Technical College property, in accordance with State and Federal Laws. CCH individuals who carry a handgun on campus must carry it on or about their person at all times or secure their handgun in a locked, privately-owned or leased motor vehicle. A CCH individual may not carry a partially or wholly visible handgun on campus premises or on any college driveway, street, sidewalk or walkway, parking lot, or other parking area.

CCH individuals who carry a handgun on campus must carry it in a holster that completely covers the trigger and the entire trigger guard area. The holster must have sufficient tension on the handgun to retain it in the holster. Any person may be held responsible to disciplinary action including but not limited to dismissal from the college and/or criminal prosecution for:
1. Intentionally displaying a concealed handgun without cause or reason
2. Possession of a handgun under the influence of alcohol or mind-altering drugs
3. Leaving or storing, intentionally or unintentionally, a firearm in a location not authorized by this policy
4. Accidental or unintentional discharge of a firearm on college property
5. Threatening or verbalizing, even in jest, to shoot another person with a concealed handgun (other than in self-defense)

Flint Hills Technical College will not maintain a list of concealed carry license holders. This information is not a matter of public record. Flint Hills Technical College employees may not, under any circumstances, require students or other employees to disclose their concealed carry license status. Students and guests are also prohibited from storing a firearm on college property other than in a secured compartment in their vehicle.

Persons who chose to store their weapons in their vehicles are encouraged to do so in a concealed manner in compliance with local, State and Federal laws, preferably in a locked compartment inside their vehicle. It is also advisable not to disclose the presence of said weapon to anyone other than authorities if asked.

Anyone, whether authorized by statute or not, CCH on property under FHTC control assumes all legal responsibility for any consequences arising therefrom, and agrees to hold FHTC and USD 253, their boards, administrators, instructors, employees and agents harmless for any claims, including but not limited to the cost of defense, any damages assessed, and further agrees to subrogate FHTC and USD 253 for all expenses or costs incurred as a result of their CCH. Any person(s) found to violate this policy may have their firearm seized and secured by college security and /or law enforcement and will be subject to all appropriate penalties under college policy and applicable local and state laws. Severity of offense dictates severity of penalty, including, but not limited to suspension/expulsion, termination of employment, immediate removal from premises/pressing charges for criminal trespass, or referral to law enforcement. Flint Hills Technical College reserves the right to change, modify or adapt this policy at any time for the safety of its students and staff.

CAMPUS POLICIES
Safety and Use
Searches of College Property (Policy 6.31)

Lockers are the property of the College and the College reserves the right to open and conduct a locker search at any time upon reasonable belief that the locker contains illegal firearms, liquor, flammable material, dangerous weapons, narcotics, or other matter prohibited by law or College regulations from being on College property. Such search may be made without notice to the student to whom such locker has been assigned. Prohibited items recovered from a student's locker shall remain in the custody of the College administration

unless such items are turned over to law enforcement officials. If it has been determined that there is reasonable cause to believe that a student is in possession of an object which can jeopardize the health, welfare or safety of other students or College employees, that student shall be required to meet with administration. This determination may be based on any information received by administration or the staff. The student shall be advised of the reason for the meeting and requested to empty items such as, but not limited to, pockets, purses, shoulder bags and briefcases. A search of the person will not be conducted. Any evidence recovered shall be turned over to the appropriate law enforcement authorities.

Access to Campus Facilities (Policy 6.32)
Campus facilities are restricted to those who have a legitimate purpose for being on the premises. Facilities will be secured and locked when classes are not in session. After-hours building access is limited. Locks and other equipment necessary to provide security to building, contents and occupants are checked regularly.

Parking (Policy 6.37)
Flint Hills Technical College will provide designated parking areas for vehicles, motorcycles, and bicycles. Handicapped parking will be designated and clearly marked. Students are to park in the east, west, and south parking lots of the main campus and to have their hanging parking permits clearly visible on their rear-view mirrors. Violators are subject to fines and towing. Parking in the front (north) lot on the main campus is reserved for visitors. Students at the Welding Building, Downtown Campus or Adult Education Center may park in designated areas other than those reserved as Handicapped Parking. In the absence of their issued parking permit, faculty, staff and student are eligible to get a temporary parking permit (available in the Reeble Student Success Center).

Food and Beverages (Policy 6.38)
At the discretion of each instructor, the consumption of non-alcoholic beverages may be permitted in classrooms. The consumption of food items is restricted to the commons area. Under no conditions will food or beverages be permitted in computer labs or in labs containing sensitive electronic equipment or instruments. Students are expected to dispose of food and beverage containers in proper trash receptacles and to keep their areas clean.

Littering (Policy 6.39)
All students are expected to dispose of waste properly in designated receptacles and refrain from littering on campus grounds. Littering includes, but is not limited to, dropping trash on sidewalks, pathways, lawns, parking lots, or any other outdoor area.

Personal Electronic Devices (Policy 6.40)
Disruption from electronic communication devices such as cellular telephones and pagers will not be tolerated in class. Use of electronic communication devices by students in the classroom is up to the discretion of the instructor.

Emergency Protocol (Policy 6.45)
First aid in the event of injuries shall follow the guidelines for medical emergencies as outlined in the FHTC Emergency Protocols. If the injury is of a more serious nature the ambulance service will be called (by calling 911). All programs maintain first aid kits. The appropriate paper work (Student Incident Report Form) will be completed and given to the Executive Vice President of Student Services and Academic Affairs. Parents of minors will be notified by the Student Services staff. Appropriate family members will be notified by Administration or a designee.

Display of Information (Policy 6.41)
Information can be displayed and posted on campus with the approval of the Reeble Student Success Center. Information must be displayed only in designated areas. A student or visitor can request to display information in Flint Hills Technical College buildings through the Reeble Student Success Center. The requested information must be reviewed by the Reeble Student Success Center to determine appropriate content and stamped with a "Posted" date.

Soliciting (Policy 6.42)
Without prior approval of the Executive Vice President of Student Services and Academic Affairs, student organizations, clubs, community groups and commercial enterprises may not solicit students, staff or campus visitors. Such activities, if approved, will be restricted to those public areas specified by the Executive Vice President of Student Services and Academic Affairs. (For the purpose of this policy, public areas on the campus are defined as the commons area and the courtyard.)

Dress Standard
Students and employees are expected to dress in a manner that is appropriate for a College environment. Individual departments may have their own dress standard, including the requirement to wear prescribed uniforms.

Program Specific Handbooks
Students in the Division of Health and Human Services will receive a program specific policy and procedure handbook on the first day's orientation.

COMPLIANCE PROCEDURES
Release of Student Information (Policy 6.43)
FHTC affords all its students their full rights as provided by the Family Educational Rights and Privacy Act (FERPA). Unless specified in writing by the student, FHTC may release to anyone requesting such information the following "directory information" about the student:

- Name
- Current address and telephone number
- Permanent address and telephone number
- E-mail address
- Date of birth
- Year of school (i.e., freshman/sophomore)
- Program of study
- Enrollment status (i.e., full-time, half-time)
- Country of citizenship
- Participation in student clubs
- Dates of attendance
- Certificates or degrees awarded
- Most recent educational institution attended other than FHTC

The College will not release any other information or records of a student to another party, except as explained below, without the written consent of the student. Such consent shall include the specific information or records to be released, the purpose(s) of such release, the party or parties to whom the information or records is/are to be released, the date of the request, and the student's signature.

"Personally identifiable" information includes the name of the student, the student's parent(s), other family members, the address of the student's parent(s), personal identifiers such as social security or student numbers, personal characteristics or other

information that would make the student's identity easily traceable.

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

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

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

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

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

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

The College must inform the parties to whom personally identifiable information is given that they are not permitted to disclose that information to others without the written consent of the student and that the information is to be used only for the purpose(s) intended. If it is learned by the College that a third party outside the College permits access to personally identifiable information, the College shall not permit access to information from education records to that third party for a period of not less than five years.

College students wishing to restrict disclosure of any of the above information should make such a request through the Dean of Enrollment Management. FHTC will not release any other information or records of a student, except as provided in FHTC policy, without the written consent of the student.

Student/Parent(s) Review of Records (Policy 6.44)
A student has the right and shall be afforded the opportunity to inspect, review, and/or receive copies of their FHTC educational records upon written request to the Dean of Enrollment Management. The rights under FERPA transfer from the parents/ guardians to the student, once the student turns 18 years old or enters a postsecondary institution at any age. However, although the rights under FERPA have now transferred to the student, a College may disclose information from an "eligible student's education records to the parent/guardian of the student, without the student's consent, if the student is a dependent for tax purposes". Neither the age of the student nor the parent's/guardian's status as a custodial parent is relevant. If a student is claimed as a dependent by either parent/guardian for tax purposes, then either parent/guardian may have access under this provision. Documentation of dependent status will be required. The College will comply with the request within a reasonable period of time, but in no case more than 45 days after the request has been made. The Dean of Enrollment Management will make a record of the documents, which were copied. The review of a student's records by the student/parent shall be conducted in a private setting with a College official present. A student who is financially indebted to the College will not be allowed to receive a copy of their transcript, nor will a person or agency request be honored as long as the debt remains; however, the student will be permitted to review the transcript in accordance with the provisions of this policy. Transcript request may also be denied in connection with disciplinary action.

Civil Rights Compliance (Policy 6.26)
Flint Hills Technical College fully complies with the requirements as outlined in Title VI of the Civil Rights Act of 1964 and with all requirements in accordance with the regulations of the Department of Health, Education and Welfare to the extent that no person shall, on the grounds of race, color or national origin be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity conducted by this institution.

Title IX Compliance (Policy 7.01)
Students, their parents, and employees of Flint Hills Technical College are hereby notified that the College does not discriminate on the basis of gender and is required by Title IX of the Education Amendments of 1972 not to discriminate on the basis of gender in its educational activities and employment practices. Any person having inquiries concerning Flint Hills Technical College compliance with Title IX should contact the Executive Vice President of Student Services and Academic Affairs, Flint Hills Technical College, 3301 West 18th Avenue, Emporia, KS 66801, Tel. (620)- 341-1384. The Executive Vice President of Student Services and Academic Affairs has been designated to coordinate the institution's efforts to comply with Title IX.

Rehabilitation Act of 1973 (Policy 6.28)
Flint Hills Technical College does not discriminate on the basis of handicap and is required by Section 504 of the Rehabilitation Act of 1973 and as directed by the Department of Health, Education and Welfare not to discriminate on the basis of handicap in its educational activities and employment practices. Any person having inquiries concerning Flint Hills Technical College compliance with Section 504 of the Rehabilitation Act of 1973 should contact the Director of Human Resources, Flint Hills Technical College, 3301 West 18th Avenue, Emporia, KS 66801, Tel. (620)-341-1384.The Director of Human Resources has been designated to coordinate the institution's efforts to comply with Section 504 of the Rehabilitation Act of 1973.

Americans with Disabilities Act of 1990 (Policy 6.29)

Flint Hills Technical College is committed to comply fully with the Americans with Disabilities Act and to make its facilities accessible to students, staff and visitors and to make the various instructional programs accessible to all people or to provide reasonable accommodations according to law. The policy of Flint Hills Technical College provides that no individual shall be discriminated against on the basis of disability in the full and equal enjoyment of goods, services, facilities, privileges, advantages or accommodations at the College.

Non-Discrimination (Policy 6.59)

Full statement with contact information:

Flint Hills Technical College does not discriminate on the basis of sex including pregnant and parenting students, sexual orientation, gender identity, gender expression, genetic information, disability status, veteran or military status, race, color, age, religion, marital status, or national or ethnic origin or any other factors which cannot lawfully be considered in educational programs, admissions policies, employment policies, financial aid or other college-administered programs. For inquiries regarding Flint Hills Technical College's nondiscrimination policies or compliance with Title IX and/or Section 504 contact Lisa Kirmer, Title IX Coordinator and EVP of Student Services/Academic Affairs, 3301 West 18th Avenue, Emporia, KS 66801, 620-341-1325, lkirmer@fhtc.edu or Nancy Thompson, Director of Human Resources and VP of Administrative Services, 3301 West 18th Avenue, Emporia, KS 66801, 620-341-1304, nthompson@fhtc.edu.

Statement without contact information:

Flint Hills Technical College does not discriminate on the basis of sex including pregnant and parenting students, sexual orientation, gender identity, gender expression, genetic information, disability status, veteran or military status, race, color, age, religion, marital status, or national or ethnic origin or any other factors which cannot lawfully be considered in educational programs, admissions policies, employment policies, financial aid or other college-administered programs.

.

FLINT HILLS TECHNICAL COLLEGE
PROGRAMS OF STUDY

ALLIED HEALTH TECHNOLGY

The Allied Health Technology program provides foundational education in the Healthcare field. The one-year program allows graduates to receive their technical certificate and embedded field certifications. This program can lead into pathways in health programs such as Nursing, Emergency Medical Technician, Dental, or directly into employment opportunities such as Certified Nursing Assistant and Home Health Aide. This program is open to students of all ages including high school juniors and seniors. During the educational experience, students will perform health-related measures with precision, safety, and efficiency consistent with fundamental health practices through interactive learning, clinical experience, and job shadowing.

Program Mission:
Through comprehensive training in the Allied Health Technology Program, students gain the skills to assess critical situations, provide immediate care, and recognize complications related to immobility, aging, or chronic illness. This program cultivates competent, compassionate professionals dedicated to improving patient outcomes and enhancing community well-being.

Technical Certificate Outcomes:
- TC 1 Apply fundamental nursing care skills in various healthcare settings with competency.
- TC 2 Describe the various healthcare roles in relation to legal and ethical requirements.
- TC 3 Demonstrate effective communication skills with patients, families, and care teams.
- TC 4 Assess medical emergencies, responding appropriately using life-saving techniques based on changes related to aging.
- TC 5 Exhibit professional behavior that adheres to the level of expectation found in the field.

Program Options:
Allied Health Certifications offer a variety of industry certification courses for credit as well as refresher courses for continuing education needs in the nursing filed. The industry certification courses provide micro-credentials that can transition directly to the industry, or stack towards the technical certificate programs in Allied Health Technology and Practical Nursing.

Allied Health Technology Technical Certificate offers a one-year technical certificate option. Through a variety of introductory courses, students are prepared for full-time college health programs and receive training for career focused employment opportunities. Students participate in planned and supervised experiences directed toward performing health-related measures with precision, safety and efficiency consistent with fundamental health concepts and practices. Clinical practice is correlated with basic therapeutic knowledge and skills needed for employment.

 Licensure/Certification:
The Kansas Department of Aging and Disability Services (KDADS) oversees the certification of training and state testing. Students will take the Kansas State Medication Aide Certification Exam for CMA certification in Kansas. Students will take the Kansas Home Health Aide exam for HHA certification in Kansas. Students will take the Kansas NATCEP Nurse Aid State Exam for CNA certification for Kansas. CNA Reciprocity agreements may allow students to be employed in other states with a Kansas certification, but regulations and requirements vary by state.

ALLIED HEALTH TECHNOLOGY

YEAR ONE - TECHNICAL CERTIFICATE COURSES .... CREDIT HOURS

PDV 001	First Year Experience	0
BI 250	Anatomy and Physiology I	3
BI 203	Anatomy and Physiology Lab I	1
HHS 102	Healthcare Careers	2
HHS 115	Medical Terminology	1
HHS 125	Certified Nurse Aide	5
HHS 261	First Aid/CPR	1
HHS 151	Home Health Aide	1
HHS 152	Restorative Aide	3
BI 250	Anatomy and Physiology II	3
BI 203	Anatomy and Physiology Lab II	1
PDV 101	Professional Development	1

TOTAL YEAR ONE-TECHNICAL CERTIFICATE CREDIT HOURS 22

STAND ALONE COURSES

COURSES ……………………………………………………………….. CREDIT HOURS

HHS 250	IV Therapy	2
HHS 151*	Home Health Aide	1
HHS 125*	Certified Nurse Aide	5
HHS 265*	Medication Aide	3

*Certification Courses

CONTINUING EDUCATION COURSES

COURSES ……………………………………………………………….. CREDIT HOURS

CED 139	Phlebotomy	0
CED 135	Medication Aide Update	0
CED 140	CPR Healthcare Provider	0
CED 988	Certified Nurse Aide Skills Update	0
CED 989	Certified Nurse Aide Refresher Course	0

APPLIED TECHNOLOGIES

The Applied Technologies degree allows students to design an individualized program of study in order to fulfill a unique career goal that cannot be met through any single technology program offered by a college. Students completing this degree must complete a minimum of 45 credit hours from at least two disciplines and develop a coherent technical program with a focus directly related to the student's career objective.

Program Mission:

Applied Technologies offers a two-year Associate of Applied Science degree option. This degree is two years in length and utilizes previously approved courses in KBOR approved programs. Students must meet the admissions criteria for the programs of choice. Some program combination options could include:

- Business Technology/Interactive Multimedia Design
- Graphic Arts Technology/Business Technology
- Industrial Engineering Technology/Graphic Arts Technology
- Interactive Multimedia Design/Graphic Arts Technology
- Network Technology/Industrial Engineering Technology
- Nursing/Business Technology
- Dental Hygiene/Business Technology
- Nursing/Health Occupations Technology

Associate Degree Outcomes:

- AAS 1 Learn how to quickly identify, analyze, and solve technical problems.
- AAS 2 Communicate well verbally, graphically, and in writing.
- AAS 3 Formulate and apply critical thinking skills to troubleshoot systems.
- AAS 4 Communicate and function effectively in teams.
- AAS 5 Demonstrate knowledge of fundamental safety behaviors and safety equipment.
- AAS 6 Demonstrate the technical skills applicable to each technical field included in the degree plan.

Program Options:

The Applied Technologies associate of applied science program can allow students to blend elements from similar programs that allow for direct to workforce flexibility. The degree can also provide a diverse course experience for continuing academic pursuits at partnership institutions.

> **AAS 2+2 Options:**
> Fort Hays State University- Bachelor of Technology Leadership
> Kansas State University- Bachelor of Science in Technology Management
> Ottawa University- Bachelor of Science
> Pittsburg State University- Bachelor of Applied Science
> Washburn University- Bachelor of Applied Science

APPLIED TECHNOLOGIES

YEAR ONE – ASSOCIATE DEGREE COURSES .... CREDIT HOURS
   PDV 001   First Year Experience.. 0
   Program #1/#2   4-12 Courses.. 30
TOTAL YEAR ONE- CREDIT HOURS..30

YEAR TWO - ASSOCIATE DEGREE COURSES .... CREDIT HOURS
   Program #1/#2   3-5 Courses 15
   EG   English Credit (EG 100 or higher) 3
   SP   Communication Credit 3
   MA   Math Credit (MA 100 or higher) 4-5
   BI/CH/PS   Science Credit (with lab) 3
   HI/PY/SO   Social Science Credit... 3
TOTAL ASSOCIATES DEGREE PROGRAM CREDIT HOURS 61-62

AUTOMOTIVE TECHNOLOGY

Led by ASE-certified instructors, the Automotive Technology program provides interactive, hands-on instruction on state-of- the-art automotive service repair techniques. Real-life working conditions and equipment prepare students for employment as automotive technicians at dealerships or independent repair shops. Students spend 80 percent of their instruction time in the lab.

Program Mission:
Students successfully completing courses in the Automotive Technology Department should develop an ability to understand and apply the concepts and practical application needed to obtain and maintain a career in the automotive industry. The student will develop the knowledge necessary for continued professional growth.

Technical Certificate Outcomes:
- TC 1 Diagnose, service, and repair major automotive systems including electrical, brakes, suspension, steering, engines, transmissions, drivetrains, axels, heating and cooling.
- TC 2 Demonstrates proficiency of workplace skills.
- TC 3 Verifies through documentation, assessment and diagnosis what repairs were performed on the automobile.
- TC 4 Participates as an integral team member.

Associate Degree Outcomes:
- AAS 1 Demonstrates advanced proficiency of workplace skills.
- AAS 2 Verifies through documentation, assessment and diagnosis what repairs were performed on the advance automotive systems.
- AAS 3 Participates in a leadership role of the team.
- AAS 4 Advanced skill in diagnostic, service and repair of major automotive systems.

Program Options:
Automotive Technology offers an associate of applied science degree and a technical certificate option. The technical certificate is a one-year program. Graduates will have the knowledge and skills needed to apply theoretical concepts and perform diagnostic and repair procedures. For graduates opting to continue their education, these courses are transferable to the Automotive Technology AAS degree program. The associate of applied science degree is a two-year program that contains technical and general education courses. Graduates will be prepared for a wide variety of careers or may choose to continue their education through our academic partnerships.

AAS 2+2 Options:
Fort Hays State University- Bachelor of Technology Leadership
Kansas State University- Bachelor of Science in Technology Management
Ottawa University- Bachelor of Science
Pittsburg State University- Bachelor of Applied Science
Washburn University- Bachelor of Applied Science

KBOR Alignment:
The Automotive Technology Alignment was originally approved by the Kansas Board of Regents on April 14, 2010. During the 2013 summer, the National Automotive Technicians Education Foundation (NATEF) made changes to accreditation policies and procedures resulting in the alignment changes. On August 21, 2014 the Technical Education Authority approved the amended Automotive Technology Alignment.

AUTOMOTIVE TECHNOLOGY

YEAR ONE - TECHNICAL CERTIFICATE COURSES .... CREDIT HOURS

PDV 001	First Year Experience	0
AMT 101	Electrical 1	3
AMT 103	Electrical 2	2
AMT 107	Engine Performance I	3
AMT 112	Automotive Engines	4
AMT 116	Brakes 1	3
AMT 118	Manual Power Trains/ Four-Wheel Drive	4
AMT 213	Climate Control Systems	3
AMT 214	Automatic Transmission/Transaxles	4
AMT 218	Engine Performance 2	4
AMT 219	Suspension and Steering I	3
HHS 268	FA/Heartsaver CPR	2
PDV 101	Professional Development I	1

TOTAL YEAR ONE-TECHNICAL CERTIFICATE CREDIT HOURS **36**

YEAR TWO - ASSOCIATE DEGREE COURSES .... CREDIT HOURS

AMT 232	Electronic Fuel Injection	4
AMT 234	Light Duty Diesel	4
AMT 241	Service Management	4
AMT 242	Alternative Fuel Systems	4
EG	English Credit (EG 100 or higher)	3
SP	Communication Credit	3
MA	Math Credit (MA 100 or higher)	3
BI/CH/PS	Science Credit (with lab)	4-5
HI/PY/SO	Social Science Credit	3

TOTAL ASSOCIATE DEGREE PROGRAM CREDIT HOURS **68-69**

ELECTIVE/SKILLS COURSE .... CREDIT HOURS

AMT 100	Understanding the Automobile	2

BUSINESS TECHNOLOGY

From a one-person office to large organizations, individuals trained in office management, computer software, accounting, transcription and legal assisting are in high demand. Students learn how to be productive and efficient leaders within an office setting and are provided real-life working situations as an administrative assistant, office professional, office manager, financial assistant, and payroll clerk through internship opportunities.

Program Mission:
Students completing courses in the Business Technology curriculum will participate in office activities, use technology essential to business, and apply business knowledge in a diverse and changing global society.

Technical Certificate Outcomes:
- TC 1 Demonstrates proficiency in business software.
- TC 2 Demonstrates proficiency in verbal and written business communication.
- TC 3 Accurately edit and create error-free documents.
- TC 4 Apply accounting principles to a business environment.
- TC 5 Demonstrate professionalism through personal conduct and effective teamwork.

Associate Degree Outcomes:
- AAS 1 Apply classroom knowledge in a professional business environment.
- AAS 2 Evaluate and solve business problems in a specialized field.

Program Options:
Business Technology offers a technical certificate and associate of applied science degree option. The technical certificate is a one-year program. Graduates will have the knowledge and skills to perform numerous office activities (accounting, filing, transcription) and use the latest technology (computers software, internet). For graduates wanting to continue their education, Business Technology also offers an AAS degree program. The associate of applied science degree is a two-year program that contains technical and general education courses. This program is available completely online.

> **AAS 2+2 Options:**
> Emporia State University- Bachelor of Science in Business
>   Bachelor of Science in Business Education
> Fort Hays State University- Bachelor of Technology Leadership
> Ottawa University- Bachelor of Science
> Pittsburg State University- Bachelor of Applied Science
> Washburn University- Bachelor of Applied Science

BUSINESS TECHNOLOGY

YEAR ONE - TECHNICAL CERTIFICATE COURSES .... CREDIT HOURS

PDV 001	First Year Experience	0
BUS 113	Business Accounting	3
BUS 131	Computer Applications	3
BUS 133	Office Procedures	3
BUS 134	Leadership Development	3
BUS 135	Introduction to Business	3
BUS 137	Marketing	3
BUS 139	Internship I	3
BUS 150	Personal Finance	3
BUS 151	Business Communication	3
BUS 152	Computerized Accounting	3
SP 100	Public Speaking	3

TOTAL YEAR ONE-TECHNICAL CERTIFICATE CREDIT HOURS **33**

YEAR TWO - ASSOCIATE DEGREE COURSES .... CREDIT HOURS

BUS 217	Management	3
BUS 237	Internship II	3
BUS 218	Business Law	3
BUS 242	Entrepreneurship	3
BUS 254	HR Management	3
BUS	Elective Credit	3
EG 103	English Composition I	3
MA	Math Credit (MA 100 or higher)	3
BI/CH/PS	Science Credit (with lab)	4-5
PY or SO	Social Science Credit	3

TOTAL ASSOCIATE DEGREE PROGRAM CREDIT HOURS **64-65**

ELECTIVE COURSE .... CREDIT HOURS

BUS 219	Financial Accounting	3
BUS 238	Internship III	3

COMPUTER PROGRAM DESIGN

Computer programmers are the builders and problem solvers of the 21st century. With technology integrated into nearly every aspect of daily life, hands-on training in Computer Program Design prepares students for a fast-paced, high- demand career that focuses on design, programming languages, troubleshooting and repair using the latest technology and software.

Program Mission:

Students successfully completing the Computer Program Design curriculum will recognize and identify real-life problems and apply object-oriented design principles to develop appropriate solutions. These solutions will be developed and applied throughout the use of current programming languages and productivity software. The students will also utilize and apply their knowledge of computer hardware for the purpose of troubleshooting, repairing, maintaining and supporting the appropriate technology. Students will apply this knowledge to current business and industry standards.

Technical Certificate Outcomes:
- TC 1 Demonstrates an ability to problem solve using the programming tools provided.
- TC 2 Utilizes correct syntax while writing code.
- TC 3 Demonstrates a working knowledge of programming structures.
- TC 4 Analyze code for the purpose of debugging.

Associate Degree Outcomes:
- AAS 1 Demonstrates use of professional and team behavior in classroom and lab situations.
- AAS 2 Demonstrates excellent communication and leadership skills.
- AAS 3 Utilizes & applies knowledge of computer hardware for the purpose of troubleshooting, repairing, maintaining and supporting the appropriate technology.
- AAS 4 Independently able to analyze and apply computer programming language skills & structures creatively & ethically.
- AAS 5 Applies effectively computer language concepts and transfers skills from one language to another language.

Program Options:

Computer Program Design offers technical certificate or an associate of applied science degree option. The associate of applied science degree is a two-year program that contains technical and general education courses. Graduates will have the knowledge and skills needed to identify operational problems and design solutions using programming languages and productivity software. Graduates will also be able to troubleshoot, repair, maintain and support computer hardware in accordance with business and industry standards.

AAS 2+2 Options:

Fort Hays State University- Bachelor of Technology Leadership

Kansas State University- Bachelor of Science in Technology Management

Ottawa University- Bachelor of Science

Pittsburg State University- Bachelor of Applied Science

Washburn University- Bachelor of Applied Science

COMPUTER PROGRAM DESIGN

YEAR ONE – TECHNICAL CERTIFICATE COURSES .... CREDIT HOURS

PDV 001	First Year Experience	0
CPD 110	Web Design I	3
CPD 111	Program Logic & Design	3
CPD 112	JAVA Programming	3
CPD 113	SQL I	3
CPD 115	Web Design II	3
CPD 150	Mobile App Development II	3
CPD 151	SQL II	3
CPD 152	C# Programming I	3
CPD153	Software Development	3
PDV 101	Professional Development	1
SP 100	Public Speaking	3

TOTAL YEAR ONE- TECHNICAL CERTIFICATE CREDIT HOURS **31**

YEAR TWO - ASSOCIATE DEGREE COURSES .... CREDIT HOURS

CPD 200	C# Programming II	3
CPD 201	ASP.NET	3
CPD 202	Mobile App Development II	3
CPD 250	Data Analytics & Business Intelligence	3
EG 103	English Composition I	3
MA 110	College Algebra	3
BI/CH/PS	Science Credit (with lab)	4-5
HI/PY/SO	Social Science Credit	3

PATHWAY OPTION #1   (*Select One)

CPD 251	Network Concepts for Coders	3
*CPD 252	Internship	3
*BUS 242	Entrepreneurship	3

PATHWAY OPTION #2

NET 115	Digital Electronics	3
NET 116	PC Servicing and Troubleshooting	3
NET 117	Network Concepts	3

TOTAL ASSOCIATE DEGREE PROGRAM CREDIT HOURS... **62-66**

COMPUTERIZED MACHINE TOOL ENGINEERING

From space shuttles to plastic products, machine tool technicians play a vital role in the design, fabrication and manufacturing of quality parts. Graduates of the CMTE program are prepared for a highly-skilled job working with special inspection tools and manufacturing equipment in a reliable industry.

Program Mission:

Students successfully completing Machine Tool Engineering courses will have the knowledge and skills necessary to compete in the global workplace. Students will demonstrate skills in Manual Machining, Computer Numerical Controlled Machining, Computer Numerical Controlled Programming and Fabrication.

Technical Certificate Outcomes:

- TC 1 Produce parts utilizing manual mill and lathe machinery to industry standards.
- TC 2 Preform proper setup and operation of CNC mill and lathe equipment.
- TC 3 Demonstrate proficiency of programming operation for CNC lathe and mill.
- TC 4 Demonstrate proper machining process for conversational CNC lathe operations.
- TC 5 Create Mastercam digital programming for machine sequencing that can be executed.

Associate Degree Outcomes:

- AAS 1 Execute proper programming operations for 5 and 3 axis mill machines.
- AAS 2 Demonstrate professional interpersonal skills appropriate for the workplace.
- AAS 3 Demonstrate workplace leadership skills through clear communication with classmates or co-workers.

Program Options:

Computerized Machine Tool Engineering offers a technical certificate and an associate of applied science degree option. The technical certificate is a one- year program. Graduates will possess the knowledge and skills needed to program, tool and operate CNC (Computer Numerically Controlled) mills and lathes. The associate degree is an 18-month or two-year program depending on general education course completion. Graduates will possess the knowledge and skills needed to program, tool and operate CNC (Computer Numerically Controlled) mills and lathes, as well as the ability to draw and program in Mastercam.

> **AAS 2+2 Options:**
> Fort Hays State University- Bachelor of Technology Leadership
> Kansas State University- Bachelor of Science in Technology Management
> Ottawa University- Bachelor of Science
> Pittsburg State University- Bachelor of Applied Science
> Washburn University- Bachelor of Applied Science

COMPUTERIZED MACHINE TOOL ENGINEERING

YEAR ONE - TECHNICAL CERTIFICATE COURSES .... CREDIT HOURS

PDV 001	First Year Experience	0
HHS 268	FA/Heartsaver	2
MTE 113	Manual Machining I	4
MTE 115	Computerized Machine Operation	4
MTE 116	Computerized Machine Operations II	4
MTE 150	Introduction into Mastercam	2
MTE 128	Conversational Lathe Programming	4
MTE 211	Basic Mill and Lathe Programming	4
MTE 231	Advanced Mill & Computer Measurement	4
MTE 232	Advanced Lathe Programming	4
PDV 101	Professional Development I	1

TOTAL YEAR ONE-TECHNICAL CERTIFICATE CREDIT HOURS **33**

YEAR TWO - ASSOCIATE DEGREE COURSES .... CREDIT HOURS

MTE 234	Computer-Aided Machine Development	4
MTE 235	5 Axis Machine Operation	4
*MTE 243	Advanced Machine Operation	6
*MTE 246	Internship	4
EG	English Credit (EG 100 or higher)	3
SP	Communication Credit	3
MA	Math Credit (MA 100 or higher)	3
BI/CH/PS	Science Credit (with lab)	4-5
HI/PY/SO	Social Science Credit	3

TOTAL ASSOCIATE DEGREE PROGRAM CREDIT HOURS **65-68**

*Only one of these courses is needed to fulfill requirements

DENTAL ASSISTING

Dental Assistants are an important part of the team within a dental office, providing support during examinations and procedures. Through the Dental Assisting program, interactive training focuses on dental concepts and practices, chairside assisting, radiography, office management and real-world internship experience.

Program Mission:

Students of the Dental Assisting Department will participate in planned supervised experiences directed toward teaching students to perform dental assisting techniques with precision, safety and efficiency. They will demonstrate assisting skills and integrate these skills into the total curriculum. Students will be active in team cooperation and develop personal growth toward life-long learning.

Technical Certificate Outcomes:

- TC 1 Apply professional code of ethics in all endeavors.
- TC 2 Provide dental assisting care to promote patient/client health and wellness using critical thinking skills.
- TC 3 Demonstrate the specific and related skills and knowledge necessary to the duties of a dental assistant.
- TC 4 Promote the dental assisting profession through service activities and affiliations with professional organizations.
- TC 5 Develop a spirit of cooperation, individual initiative, and self-reliance.
- TC 6 Continuously perform self-assessment for lifelong learning and professional growth.
- TC 7 Provide care to all clients using an individualized approach that is humane, empathetic, and caring within the scope of the dental assistant.
- TC 8 Communicate effectively with individuals and groups from diverse populations.
- TC 9 Students will relate overall nutritional criteria to dental health.
- TC 10 Students will recognize various oral/facial anatomical features.

Associate Degree Outcomes:

- AAS 1 Identify the ethical and social standards of conduct regarding the use of information and technology.
- AAS 2 Identify the role of ethics and social responsibility in business.

Special Notes:

Students are required to complete a pre-enrollment interview with faculty to determine program acceptance.

Students admitted to the FHTC Dental Programs are subject to contact with blood and/or body fluids. FHTC Dental Programs follow all OSHA Bloodborne Pathogen, Exposure Control Guidelines, and the Universal and Standard precautions throughout the pre-clinical, lab and clinical experiences.

Program Options:

Dental Assisting offers a technical certificate and associate of applied science degree option. The technical certificate is a one-year program. Graduates will have the knowledge and skills (chair side functions and management) necessary for entry-level employment in dental offices. Certificate courses also fulfill many of the requirements of the Dental Assisting AAS degree program. The associate of applied science degree is a two-year program that contains technical and general education courses. These planned and supervised experiences—classroom, laboratory, clinical internship—help graduates develop the knowledge and skills needed to perform procedures with precision, safety and efficiency consistent with proven dental concepts and practices.

AAS 2+2 Options:

Fort Hays State University- Bachelor of Technology Leadership
Kansas State University- Bachelor of Science in Technology Management
Ottawa University- Bachelor of Science
Pittsburg State University- Bachelor of Applied Science
Washburn University- Bachelor of Applied Science

Licensure/Certification:

Those who complete the Dental Assisting program can sit for the DANB (Dental Assisting National Board) Exam which is recognized across the nation.

KBOR Alignment:

The Dental Assisting Alignment was approved by the Kansas Board of Regents on May 17, 2012. The Flint Hills Technical College Dental Assisting program is in alignment with the National Center for Education Statistics (NCES) CIP code 51.0601 and meets the Commission on Dental Accreditation (CODA) requirements.

DENTAL ASSISTING

YEAR ONE - TECHNICAL CERTIFICATE COURSES .... CREDIT HOURS

PDV 001	First Year Experience	0
DNA 103	Chairside Assisting, I	4
DNA 104	Infection Control for the Dental Practice	2
DNA 116	Human Anatomy	1
DNA 117	Oral Anatomy	1
DNA 118	Dental Radiology I...	3
DNA 119	Dental Materials I	4
DNA 120	Preventative Dentistry	1
DNA 202	OSHA Compliance for the Dental Practice	2
DNA 203	Clinical Chairside	1
DNA 205	Dental Radiology II	1
DNA 206	Dental Materials II	1
DNA 215	Dental Practice Management	3
DNA 219	Management of Medical Emergencies and Pharmacology	1
DNA 220	Clinical Internship	7
HHS 261	First Aid/CPR	1
HYG 112	Nutrition and Oral Health	2
HYG 215	Nitrous Oxide Sedation	1
PDV 108	Professional Development..	1

TOTAL YEAR ONE-TECHNICAL CERTIFICATE CREDIT HOURS **37**

YEAR TWO - ASSOCIATE DEGREE COURSES .... CREDIT HOURS

BUS 113	Business Accounting..	3
BUS 131	Computer Applications	3
BUS 135	Introduction to Business	3
DNA 243	Dental Office Management Clinical Internship (by arrangement)	5
EG 103	English Composition I	3
SP	Communication Credit	3
MA	Math Credit (MA 100 or higher)	3
BI/CH/PS	Science Credit (with lab)	4-5
PY or SO	Social Science Credit..	3

TOTAL ASSOCIATE DEGREE PROGRAM CREDIT HOURS **67-68**

DENTAL HYGIENE

The accredited Dental Hygiene program prepares students for a challenging and rewarding career as a primary care oral health professional. Students participate in interactive experiences directed toward performing dental hygiene diagnosis and assessment with precision, safety and efficiency while focusing on team cooperation and personal growth.

Program Mission:

Students of the Dental Hygiene Program participate in planned and supervised experiences as directed toward teaching students to perform dental hygiene techniques with precision, safety, and efficiency. They will demonstrate dental hygiene skills and integrate these skills into the total curriculum. Students will participate in patient care and make decisions regarding appropriate services to meet the needs of those patients. Students will be active in team cooperation and develop skills to protect and care for patient during clinical application.

Associate Degree Outcomes:
- AAS 1 Apply professional code of ethics in all endeavors.
- AAS 2 Provide dental hygiene care to promote patient/client health and wellness using critical thinking in provision of evidence-based practices.
- AAS 3 Assume responsibility for dental hygiene actions and care based on accepted standards of practice.
- AAS 4 Continuously perform self-assessment for lifelong learning and professional growth.
- AAS 5 Advance the profession through service activities and affiliations with professional organizations.
- AAS 6 Communicate effectively with individuals and groups from diverse populations.
- AAS 7 Provide documentation for assessment, diagnosis, planning, implementation and evaluation of dental hygiene services.
- AAS 8 Provide care to all clients using an individualized approach that is humane, empathetic and caring.

Special Notes:

Admission into the program is competitive. Students are required to complete a pre-enrollment application process determine program acceptance. Student must have a 2.8 or higher GPA in all college courses.

Students admitted to the FHTC Dental Programs are subject to contact with blood and/or body fluids. FHTC Dental Programs follow all OSHA Bloodborne Pathogen, Exposure Control Guidelines, and the Universal and Standard precautions throughout the pre-clinical, lab and clinical experiences.

Program Options:

Dental Hygiene offers an associate of applied science degree option. The associate of applied science degree is a two-year program that contains technical and general education courses. Students will participate in planned and supervised experiences directed toward performing dental hygiene diagnosis and assessment with precision, safety and efficiency. They will demonstrate hygiene skills and integrate these skills into the total curriculum. Students will be active in team cooperation and develop personal growth toward life-long learning. Acceptance into the program is contingent upon completing the necessary prerequisite courses.

> **AAS 2+2 Options:**
> Wichita State University- Bachelor of Science in Dental Hygiene
> Fort Hays State University- Bachelor of Technology Leadership
> Kansas State University- Bachelor of Science in Technology Management
> Ottawa University- Bachelor of Science
> Pittsburg State University- Bachelor of Applied Science
> Washburn University- Bachelor of Applied Science

Licensure/Certification:

The services provided by Dental Hygienist vary based on state regulations and supervisory requirements. Students are required to sit for the National Dental Hygiene Board exam, State Dental Hygiene licensure exam and American Board of Dental Examiners test (*formally Regional Examining Board -WREB*). More comprehensive details on the scope of practice for dental hygienists by state can be found on the ADHA website.

KBOR Alignment:

The Dental Hygiene Alignment was approved by the Kansas Board of Regents on April 17, 2014. State and National licensure was used in lieu of a Business and Industry Committee. All programs must be accredited by the American Association Commission on Dental Accreditation (CODA). All students are required to sit for the National Dental Hygiene Board exam, State Dental Hygiene licensure exam and one of the following Regional Clinical Board exams: Central Regional Dental Testing (CRDTS) or Western Regional Examining Board (WREB).

DENTAL HYGIENE

REQUIRED PREREQUISITE COURSES .... CREDIT HOURS

CH 125/126	Chemistry I with Lab	5
BI	Anatomy & Physiology I & II with Lab (or equivalent 5 credit course)	5-8
BI 205/206	Microbiology with Lab	4-5
EG 103	English Composition I	3

TOTAL REQUIRED PREREQUISITE CREDIT HOURS **17-21**

YEAR ONE - ASSOCIATE DEGREE COURSES .... CREDIT HOURS

PDV 001	First Year Experience	0
HYG 110	Dental Radiography	2
HYG 111	Dental Materials	2
HYG 112	Nutrition and Oral Health	2
HYG 113	CPR/First Aid/Medical Emergency	1
HYG 120	Clinical Dental Hygiene I: Pre-Clinic	5
HYG 125	Embryology/Histology and Oral Anatomy	4
HYG 204	Periodontics	3
HYG 205	Hygiene Education and Prevention	2
HYG 212	Clinical Dental Hygiene II	4
HYG 213	General & Oral Pathology	3

TOTAL YEAR ONE- CREDIT HOURS **28**

YEAR TWO - ASSOCIATE DEGREE COURSES .... CREDIT HOURS

HYG 215	Nitrous Oxide Sedation	1
HYG 217	Dental Analgesics and Therapeutics	2
HYG 219	Dental Public Health	2
HYG 220	Clinical Dental Hygiene III	6
HYG 221	Pharmacology of Dental Hygiene	3
HYG 230	Clinical Dental Hygiene IV	6
HYG 232	Special Needs	2
HYG 233	HYG Board Review	1
SP	Communication Credit	3
MA 110	College Algebra	3
PY 100	Introduction to Psychology	3
SO 100	Introduction to Sociology	3

TOTAL ASSOCIATE DEGREE PROGRAM CREDIT HOURS **80-84**

ELECTIVE/SKILLS COURSE .... CREDIT HOURS

CED 131	Supragingival Scaling	0

EARLY CHILDHOOD EDUCATION

The Early Childhood Education program prepares students for a challenging and rewarding career as an assistant or primary care professional for infant to PreK children. Students participate in interactive experiences directed toward the social, cognitive, physical, and emotional development of children in care settings.

Program Mission:

Early Childhood Education students will be prepared to work as professionals in various infant to Pre-K child care settings with the skills and knowledge of early childhood development, education, and care.

Technical Certificate Outcomes:
- TC 1 Students will apply learned skills in real-world settings.
- TC 2 Students will demonstrate a knowledge of health, safety, and nutrition within early childhood settings.
- TC 3 Students will describe child development from conception to age 6.
- TC 4 Students will recognize the importance of family engagement to the overall development of the child
- TC 5 Students will plan developmentally appropriate activities for interacting with young children.

Associate Degree Outcomes:
- AAS 1 Students will apply the Kansas Early Learning Standards to create developmentally appropriate activities through planned classroom activities.
- AAS 2 Students will summarize child care licensing laws and regulations as they apply to the Kansas Department of Health and Environment Bureau of Family Health Child Care Licensing Program.
- AAS 3 Students will demonstrate an understanding of budget management, facilities management, and general supervisory skills of employees.
- AAS 4 Students will apply language and literacy techniques to developmentally appropriate practices with young children.
- AAS 5 Students will apply higher order thinking strategies to developmentally appropriate practices with young children.

Special Notes:

Admission into the program requires additional paperwork beyond standard admissions process. Students are required to complete a "Certified Health Assessment" through the Kansas Department of Health and Environment (KDHE). The "Certificate of Health Assessment CCL 009" must be completed by a licensed physician or a nurse trained to perform health assessments.

Additionally, every student is required to complete a Background Check through the Kansas Bureau of Investigations (KBI). The process has a $20 fee and can be completed following the instructions at the "Criminal History Record Search Kansas Bureau of Investigation" Website (http://www.kansas.gov/kbi/criminalhistory/.

Program Options:

The Early Childhood Education program offers both a technical certificate and an associate of applied science degree option. The technical certificate is a one-year program that will prepare students to work as an assistant in childcare settings. The associate of applied science degree is a two-year program that will prepare students to assist, lead, or supervise childcare settings.

AAS 2+2 Options:
Fort Hays State University- Bachelor of Technology Leadership
Kansas State University- Bachelor of Science in Technology Management
Ottawa University- Bachelor of Science
Pittsburg State University- Bachelor of Applied Science
Washburn University- Bachelor of Applied Science

EARLY CHILDHOOD EDUCATION

YEAR ONE – TECHNICAL CERTIFICATE COURSES .... CREDIT HOURS

PDV 001	First Year Experience	0
ECE 100	Introduction to Early Childhood Education	3
ECE 101	Child Nutrition, Health, and Safety	3
ECE 102	Child Development and Care	3
ECE 103	Building Relationships with Families and Communities	3
ECE 150	Creative play for Child Development	3
ECE 151	Teaching and Caring for the Exceptional Child	3
ECE 152	Interaction Techniques in Early Childhood Settings	3
ECE 153	Child Care Internship I	2
HHS 268	FA/Heartsaver	2
PY 100	Introduction to Psychology	3
PY 150	Developmental Psychology	3
SP	Communication Credit	3

TOTAL YEAR ONE- TECHNICAL CERTIFICATE CREDIT HOURS **34**

YEAR TWO - ASSOCIATE DEGREE COURSES .... CREDIT HOURS

ECE 200	Laws, Regulations, and Operations of a Childcare Facility	3
ECE 201	Supervision and Management in Childcare Facilities	3
ECE 250	Early Numeracy and Science	3
ECE 251	Early Childhood Language and Literacy	3
ECE 252	Childcare Internship II	3
PY 200	Childhood Growth and Development	3
EG	English Credit (EG 100 or higher)	3
MA	Math Credit (MA 100 or higher)	3
BI/CH/PS	Science Credit (with lab)	4-5
SO 100	Introduction to Sociology	3

TOTAL ASSOCIATE DEGREE PROGRAM CREDIT HOURS **65-66**

EMERGENCY SERVICES TECHNOLOGY

Emergency services providers function in the uncontrolled, pre-hospital environment that includes patient stabilization, basic and advanced life support, and safe transport to the appropriate healthcare facility. Students in the EST program are prepared for these intense situations, through hands-on, real-world experience and Dispatch/EMT/AEMT certification.

Program Mission:

The mission of the Emergency Medical Services Technology program is to prepare students for entry-level positions in the EMS profession and advancement in their chosen career. Students will participate in planned experiences directed toward performing pre-hospital care activities with precision, safety and efficiency consistent with concepts and practices of health care entities and disciplines.

Technical Certificate and Associate Degree Outcomes:

- EST 1 Apply fundamental knowledge of the EMS system, safety/wellbeing of the EMT, medical/legal, and ethical issues to the provision of emergency care.
- EST 2 Apply fundamental knowledge of the anatomy and physiology of all human systems to the practice of EMS.
- EST 3 Use foundational anatomical and medical terms and abbreviations in written and oral communication with colleagues and other health care professionals.
- EST 4 Apply fundamental knowledge of the pathophysiology of respiration and perfusion to and knowledge of life span development to patient assessment and management.
- EST 5 Use knowledge of the principles of illness and injury prevention in emergency care.
- EST 6 Apply scene information and patient assessment findings to guide emergency management.
- EST 7 Apply a fundamental knowledge of the causes, pathophysiology, and management of shock, respiratory failure or arrest, cardiac failure or arrest, and post-resuscitation.
- EST 8 Apply fundamental knowledge to provide basic emergency care and transportation based on assessment findings to provide emergency care and transportation for a patient with special needs.
- EST 9 Apply fundamental knowledge of growth, development, aging and assessment findings to provide emergency care and transportation for a patient with special needs.
- EST 10 Apply knowledge of operational roles and responsibilities to ensure patient, public, and personnel safety

Special Notes:

Students must pass a criminal background check for this program of study and be 17 years of age or older. Students admitted to the FHTC Emergency Services Technology programs are subject to contact with blood and/or body fluids. FHTC follow all OSHA Bloodborne Pathogen, Exposure Control Guidelines, and the Universal and Standard precautions throughout the lab and clinical experiences.

Program Options:

Technical Certificate A is a one-year program with First Responder and Emergency Medical Technician courses. Emergency Services Technology Technical Certificate B is a one-year program with an inclusive curriculum for basic medical knowledge as well as Emergency Service training. Emergency Services Technology offers a two-year associate of applied science degree option. The associate of applied science degree combines general education and technical education courses, in addition to Emergency Medical Technician and Advanced Emergency Medical Technician certification. Graduates are prepared for both entry-level and advanced training positions in emergency services fields.

> **AAS 2+2 Options:**
> Fort Hays State University- Bachelor of Technology Leadership
> Kansas State University- Bachelor of Science in Technology Management
> Ottawa University- Bachelor of Science
> Pittsburg State University- Bachelor of Applied Science
> Washburn University- Bachelor of Applied Science

Licensure/Certification:

Students can complete First Responder (EMR), Emergency Medical Technician (EMT) and Advanced Emergency Medical Technician (AEMT) certification testing meeting the requirements for the Kansas Board of Emergency Medical Services. Once students have passed state certification requirements they can apply through the National Registry of Emergency Medical Technicians for national certification.

EMERGENCY SERVICES TECHNOLOGY

EMT TECHNICAL CERTIFICATE A..CREDIT HOURS

PDV 001	First Year Experience	0
EMS 100	First Responder (EMR)	6
EMS 103	Emergency Medical Technician (EMT)	12

TOTAL TECHNICAL CERTIFICATE A CREDIT HOURS **18**

AEMT TECHNICAL CERTIFICATE A

REQUIRED PREREQUISITE *COURSES* .... *CREDIT HOURS*

EMS 103	*Emergency Medical Technician (EMT)*	*12*

CERTIFICATE COURSES...CREDIT HOURS

PDV 001	First Year Experience	0
EMS 200	AEMT I	10
EMS 250	AEMT II	9

TOTAL TECHNICAL CERTIFICATE A CREDIT HOURS **19**

EMS TECHNICAL CERTIFICATE B...CREDIT HOURS

PDV 001	First Year Experience	0
BI	Anatomy & Physiology I with Lab	4
BI	Anatomy & Physiology II with Lab	4
EMS 100	First Responder (EMR)	6
EMS 103	Emergency Medical Technician (EMT)	12
EMS 108	Hazardous Materials Awareness & Operations	2
EMS 119	Medical Report Writing	2
HHS 115	Medical Terminology	1
HHS 261	First Aid CPR	1
PDV 101	Professional Development I	1
SP 200	Interpersonal Communications	3

TOTAL TECHNICAL CERTIFICATE B CREDIT HOURS.. **36**

EMS ASSOCIATES YEAR ONE..CREDIT HOURS

PDV 001	First Year Experience	0
EMS 100	First Responder (EMR)	6
EMS 103	Emergency Medical Technician (EMT)	12
EMS 108	Hazardous Materials Awareness & Operations	2
EMS 119	Medical Report Writing	2
HHS 115	Medical Terminology	1
HHS 261	First Aid CPR	1
EG	English Credit (EG 100 or higher)	3
MA	Math Credit (MA 100 or higher)	3
PDV 101	Professional Development I	1

TOTAL YEAR ONE CREDIT HOURS.. **31**

YEAR TWO- ASSOCIATE OF APPLIED SCIENCE... CREDIT HOURS

EMS 200	AEMT I	10
EMS 250	AEMT II	9
HHS 113	Nitrous Oxide Sedation	1
BI	Anatomy & Physiology I with Lab	4
BI	Anatomy & Physiology II with Lab	4
PY 100	Introduction to Psychology	3
SP 200	Interpersonal Communications	3

TOTAL ASSOCIATE DEGREE PROGRAM CREDIT HOURS **65**

STAND ALONE CERTIFICATIONS (*) & CONTINUING EDUCATION COURSES .... CREDIT HOURS

CED 231	First Aid/CPR	0
EMS 100*	First Responder	6
EMS 103*	Emergency Medical Technician (EMT)	12

GRAPHIC ARTS TECHNOLOGY

Graphic Artists are in the business of visual communication. Whether traditional "ink-on-paper" printing or on the Internet, graphic artists use some of the most current technology and advanced communications tools to produce ideas, images, and messages. Students will learn to apply graphic art concepts, formulas, operational procedures and production principles, preparing them for a creative and exciting career.

Program Mission:

To be the preferred Graphic Arts Training Center within the State of Kansas, by providing demonstrated educational leadership through the integration of new technology and the development of appropriate business and industry partnerships while meeting customer's expectations.

Technical Certificate Outcomes:
- TC 1 Demonstrate use of industry standard software for digital file creation and pre-press functions.
- TC 2 Apply graphic design principles in the ideation, development, and production of visual messages.
- TC 3 Demonstrate knowledge of printing standards and techniques.
- TC 4 Operate print production equipment to specification in a safe manner.
- TC 5 Demonstrate use of finishing and binding processes.
- TC 6 Solve various challenges encountered in the design and print production processes.

Associate Degree Outcomes:
- AAS 1 Demonstrate advanced techniques for digital file creation.
- AAS 2 Demonstrate advanced knowledge of printing standards and techniques.
- AAS 3 Independently analyze customer needs and translate those needs to visual form.
- AAS 4 Demonstrate skills to complete an order from concept development through order fulfillment.

Program Options:

Graphic Arts Technology offers a technical certificate and associate of applied science degree option. The technical certificate is one-year program. Graduates will have an understanding and skills to apply graphic art concepts, formulas, operational procedures and production principles in accordance with industry standards. These experiences prepare graduates for entry-level positions in the graphic arts industry. Graduates seeking to continue their education can transfer certificate courses to the Graphic Arts Technology AAS degree program. The associate of applied science degree is a two-year program that contains technical and general education courses. Graduates will have an understanding and ability to apply graphic art concepts, formulas, operational procedures and production principles in accordance with industry standards.

     AAS 2+2 Options:

Emporia State University- Bachelor of Arts in Graphic Design

Fort Hays State University- Bachelor of Technology Leadership

Kansas State University- Bachelor of Fine Arts in Printmaking

                    Bachelor of Science in Technology Management

Ottawa University- Bachelor of Science

Pittsburg State University- Bachelor of Applied Science in Graphics & Imaging Technology

Washburn University- Bachelor of Applied Science

GRAPHIC ARTS TECHNOLOGY

YEAR ONE - TECHNICAL CERTIFICATE COURSES .... CREDIT HOURS

PDV 001	First Year Experience	0
GAT 120	Introduction to Graphic Communication	3
GAT 122	Printing Technologies I	3
GAT 121	Graphic Design I	3
GAT 128	Apparel Decoration I	3
GAT 123	Page Layout Software	3
GAT 125	Illustration Software	3
GAT 126	Finishing and Binding	3
GAT 129	Photo Software	3
EG	English Credit (EG 100 or higher)	3
SP	Communication Credit	3

TOTAL YEAR ONE-TECHNICAL CERTIFICATE CREDIT HOURS **30**

YEAR TWO - ASSOCIATE DEGREE COURSES .... CREDIT HOURS

GAT 200	Printing Technologies II	3
GAT 201	Graphic Design II	3
GAT 202	Substrates and Ink	3
GAT 203	Graphic Design III	3
GAT 204	Apparel Decoration II	3
GAT 205	Digital Photography	3
GAT	Elective Credit	3
MA	Math Credit (MA 100 or higher)	3
BI/CH/PS	Science Credit (with lab)	4-5
HI/PY/SO	Social Science Credit	3

TOTAL ASSOCIATE DEGREE PROGRAM CREDIT HOURS **61-62**

ELECTIVE/SKILLS COURSE .... CREDIT HOURS

GAT 242	Technical Internship	3
BUS 242	Entrepreneurship	3

HOSPITALITY/CULINARY ARTS

The Hospitality/Culinary Arts major is a unique program that combines culinary and baking arts as well as hospitality management. Students will have real-world catering experiences and the opportunity to utilize the Fusion Food Truck, the only food truck curriculum in Kansas. This program teaches the skills needed to become entrepreneurs in the food industry.

Program Mission:

Students completing the Hospitality/Culinary Arts Program will demonstrate the knowledge, skills and technical abilities that meet or exceed an industry acceptable level for entry-level positions in the Hospitality and Culinary Arts fields. Students will demonstrate their ability to safely and properly operate a variety of commercial foodservice equipment, knife skills, understanding and application of nutrition, cooking methods and techniques, personnel supervision, and have the ability to read and interpret basic financial statements, as well as understand the importance of catering administrative functions, such as Banquet Event Orders, and contracts, and will successfully complete the Food Sanitation course, while earning the ServSafe certification. Students will also understand related Hospitality/ Culinary Arts subjects such as Human Resources, and an understanding of food ordering, receiving, storage, rotation, and product identification and utilization.

Hospitality/Culinary Arts Technical Certificate Outcomes:

- TC 1 Practice and demonstrate industry standard knowledge and skills regarding sanitation, personal hygiene and safety procedures.
- TC 2 Practice and demonstrate proficiency and knowledge required of professional culinarians in the basic disciplines of baking, pastries and culinary production and management.
- TC 3 Develops employable skills required to contribute in a professional foodservice operation.
- TC 4 Demonstrate an ability to work individually and as a team member in a professional manner.

Associate Degree Outcomes:

- AAS 1 Identify and apply rigorous industry standard knowledge and skills regarding sanitation, personal hygiene, safety procedures and professionalism.
- AAS 2 Display competency of preparation and time management and culinary skills that meet industry standards through successful completion of written and practical exams.
- AAS 3 Provide a common body of knowledge in hospitality/culinary management coupled with a broad education and awareness of skills which will prepare students for responsible leadership in the hospitality industry.
- AAS 4 Practice and demonstrate proficiency and knowledge required of professional culinarians in the disciplines of baking, pastries and culinary production and catering; including flavor profiling, ingredient selection, nutrition, and presentation principles.
- AAS 5 Students practice team concepts in planning, purchasing, preparing and serving food items in a variety of professional food service environments.
- AAS 6 Develops employable skills required to contribute in a professional foodservice operation. Including, food and beverage management principles, leadership, customer service and interpersonal skills.

Hospitality/Culinary Arts Program Options:

Hospitality/Culinary Arts offers a technical certificate and associate of applied science degree option. The technical certificate is a one-year program. Graduates will be able to prepare and serve cuisine found in fine dining establishments, practice sanitation and safety, and efficiently utilize equipment, supplies and manage personnel. Certificate courses are transferable to the AAS degree program. The associate of applied science degree is a two-year program that contains technical and general education courses. Graduates will be able to apply the principles of supervision and human resource management including employee recruitment, selection, orientation, productivity and labor controls. Graduates will also have the knowledge to exert a higher level of control over the cooking process, prepare American and international cuisine and learn the elements of garde manager, baking, pastries and confections. Graduates will be prepared for a wide variety of careers or may choose to continue their education through our academic partnerships.

AAS 2+2 Options:

Fort Hays State University- Bachelor of Technology Leadership
Kansas State University- Bachelor of Science in Hospitality Management
                                             Bachelor of Science in Technology Management
Ottawa University- Bachelor of Science
Pittsburg State University- Bachelor of Applied Science
Washburn University- Bachelor of Applied Science

HOSPITALITY/CULINARY ARTS

YEAR ONE - HOSPITALITY/CULINARY ARTS TECHNICAL CERTIFICATE COURSES		CREDIT HOURS
PDV 001	First Year Experience	0
HCA 104	Culinary Techniques & Theory	3
HCA 106	Introduction to Baking and Pastries	3
HCA 107	Sustainability and Environmental Issues	1
HCA 109	Introduction to Garde Manger	3
HCA 110	Restaurant Management & Leadership	3
HCA 128	Food Sanitation	1
HCA 131	Baking Theory, Pastry and Confections	3
HCA 132	Intermediate Culinary Techniques & Theory	3
HCA 133	Catering and Banquet Production	3
HCA 134	Advanced Garde Manger	3
HCA 135	Hospitality Accounting, Purchasing and Cost Controls	3
HCA 216	Culinary Nutrition	3
HHS 268	F/A Heartsaver CPR	2
TOTAL YEAR ONE- TECHNICAL CERTIFICATE CREDIT HOURS		**34**

YEAR TWO - HOSPITALITY/CULINARY ARTS ASSOCIATE DEGREE COURSES		CREDIT HOURS
HCA 200	American Regional Cuisine	3
HCA 201	Food Truck Practicum	2
HCA 202	Hospitality Supervision & Marketing	3
HCA 203	World Cuisine	3
HCA	Technical Internship	2-4
HCA	HCA Elective Credit	2
EG	English Credit (EG100 or higher)	3
SP	Communication Credit	3
MA	Math Credit (MA 100 or higher)	3
BI/CH/PS	Science Credit (with lab)	4-5
HI/PY/SO	Social Science Credit	3
TOTAL ASSOCIATE DEGREE PROGRAM CREDIT HOURS		**65-72**

ELECTIVE/SKILLS COURSE		CREDIT HOURS
HCA 210	Advanced Pastry Arts	2
HCA 221	Technical Internship	2
HCA 222	Technical Internship	3
HCA 223	Technical Internship	4
HCA 233	Elective: Modern Gastronomy	2
HCA 235	Elective: Advanced Baking & Retail Production	2

INDUSTRIAL ENGINEERING TECHNOLOGY

Training in Industrial Engineering opens doors for a variety of careers working with mechanical systems, robotics, electrical circuits, fluid control systems and advanced conveyors. Students receive several industry-recognized certifications, including OSHA 10, while learning in a high-tech, hands-on environment.

Program Mission:

Students successfully completing courses in the Industrial Engineering Program will develop the skills to install, service, troubleshoot, and repair machines and equipment common to all industries. Demand exists for professionals who have the skill and ability to perform advanced maintenance for industrial facilities.

Technical Certificate Outcomes:

- TC 1 Demonstrates proficiency of workplace skills and safety.
- TC 2 Understands OSHA requirements for industrial facilities.
- TC 3 Utilizes the correct tools used by industrial mechanics.
- TC 4 Applies NEC regulations to residential wiring.
- TC 5 Demonstrates proficiency in industrial electricity and motor control operations.
- • TC 6 Applies troubleshooting procedures to electrical systems.

Associate Degree Outcomes:

- AAS 1 Applies troubleshooting knowledge to solve problems common to industrial facilities.
- AAS 2 Demonstrates proficiency in PLC programming and operations.
- AAS 3 Demonstrates proficiency in servo and motion control fundamentals

Program Options:

Industrial Engineering Technology offers a technical certificate and associate of applied science degree option. Several IET classes are offered in a hybrid- online format. The technical certificate is a one-year program. Students will have the opportunity to achieve an OSHA 10 General Industry certification. The associate of applied science degree is a two-year program that contains technical and general education courses. Graduates will have the knowledge and skills needed to install, service and repair machines and equipment common to all industries.

AAS 2+2 Options:
Fort Hays State University- Bachelor of Technology Leadership
Kansas State University- Bachelor of Science in Technology Management
Ottawa University- Bachelor of Science
Pittsburg State University- Bachelor of Applied Science
Washburn University- Bachelor of Applied Science

INDUSTRIAL ENGINEERING TECHNOLOGY

YEAR ONE - TECHNICAL CERTIFICATE COURSES .... CREDIT HOURS

PDV 001	First Year Experience	0
HHS 268	FA/Heartsaver	2
IET 113	Industrial Electricity	4
IET 114	Industrial Wiring	4
IET 115	Residential Wiring, I	4
IET 120	Electrical Troubleshooting	4
IET 213	Motor Controls	4
IET 231	Mechatronics	4
IET 233	Industrial Mechanical Principles	4
IET 243	Hydraulics and Pneumatics	4
PDV 101	Professional Development I	1

TOTAL YEAR ONE-TECHNICAL CERTIFICATE CREDIT HOURS **35**

YEAR TWO - ASSOCIATE DEGREE COURSES .... CREDIT HOURS

IET 214	Programmable Controllers	4
IET 246	Engineering Energy Applications	4
IET 253	Introduction to Industrial Motion & Robotics	4
*IET 254	Troubleshooting	4
TCH 231	Introduction to Welding	1
EG	English Credit (EG 100 or higher)	3
SP	Communication Credit	3
MA	Math Credit (MA 100 or higher)	3
BI/CH/PS	Science Credit (with lab)	4-5
HI/PY/SO	Social Science Credit	3

TOTAL ASSOCIATE DEGREE PROGRAM CREDIT HOURS **68-69**

ELECTIVE/SKILLS COURSE .... CREDIT HOURS

TCH 124	Elective: OSHA	1
*IET 250	Internship (can substitute for IET 254)	4

MULTIMEDIA DESIGN

The MMD program allow students to be creative while perfecting their technical skills in video production, animation, web content, instructional design, and the production workflow process. All classes provide students hands-on experience while creating multimedia projects, by completing pre-production, production, and post-production tasks.

Program Mission:

Students entering into the broad field of Multimedia will gain an overall view of how the various components of video production, web production, computer graphics and presentation work together to educate the audience. The destination for content creation has expanded to include not only the Internet but handheld devices and new presentation mediums. Students will learn how to present information for these new venues. Students will learn the skills to produce content in various media standards and how to present their work to a variety of audiences.

Technical Certificate Outcomes:

- TC 1 Utilizes knowledge of graphics standards and techniques.
- TC 2 Demonstrates use of various graphics software to create imagery.
- TC 3 Utilizes image composition and design principles to complete multimedia projects.
- TC 4 Demonstrates knowledge of encoding video for the web.
- TC 5 Utilizes correct data flow between software packages.
- TC 6 Applies ethical standards when designing graphics.
- TC 7 Demonstrates creative abilities when developing a video project, animation or interactive media.

Associate Degree Outcomes:

- AAS 1 Demonstrates professional and team behavior in classroom and lab situations.
- AAS 2 Demonstrates excellent communication and leadership skills.
- AAS 3 Utilizes and applies knowledge of computer software for the purpose of communicating a message, story or information visually.
- AAS 4 Independently able to analyze client needs and translate them into visual form.
- AAS 5 Applies data management skills for the purpose of efficient project flow and archiving.

Program Options:

Multimedia Design offers a technical certificate and associate of applied science degree option. Classes are available online or face-to-face. The technical certificate is a one-year program. The courses provide students with a foundation in multimedia development fundamentals including animation, video productions, and creation of digital graphics for a variety of purposes. The associate of applied science degree is a two-year program that offers students a wide variety of training in various areas of producing interactive digital content including video production, animation, content for the internet and digital media for electronic devices/platforms. Students completing the program will gain cross-platform skills and a complete understanding of the production pipeline (workflow process) including digital video production, interactive presentations and media for multiple formats/devices and content for the web.

> **AAS 2+2 Options:**
> Emporia State University- Bachelor of Arts in Communication
> Fort Hays State University- Bachelor of Technology Leadership
> Kansas State University- Bachelor of Science in Technology Management
> Ottawa University- Bachelor of Science
> Pittsburg State University- Bachelor of Applied Science
> Washburn University- Bachelor of Applied Science

MULTIMEDIA DESIGN

YEAR ONE - TECHNICAL CERTIFICATE COURSES .... CREDIT HOURS

PDV 001	First Year Experience	0
MMD 120	Principles of Computer Graphics	3
MMD 125	Digital Storytelling	3
MMD 131	3D Graphics & Animation I	3
MMD 140	Digital Video Production I	3
MMD 150	Photoshop for Multimedia	3
MMD 161	3D Graphics & Animation II	3
MMD 170	Digital Video Production II	3
MMD 180	Interactive Multimedia I	3
MMD 181	Composition and Lighting	3
MMD 190	Compositing 1	3

TOTAL YEAR ONE-TECHNICAL CERTIFICATE CREDIT HOURS **30**

YEAR TWO - ASSOCIATE DEGREE COURSES .... CREDIT HOURS

MMD 222	Compositing II	2
MMD 230	Interactive Multimedia II	3
MMD 240	Multimedia Project Design	2
MMD 252	Advanced Media Production	3
MMD 260	Production Portfolio	3
MMD 270	Project Management and Client Management	2
MMD 285	Digital Video Production Projects	3
PDV 101	Professional Development I	1
EG	English Credit (EG 100 or higher)	3
SP	Communication Credit	3
MA	Math Credit (MA 100 or higher)	3
BI/CH/PS	Science Credit (with lab)	4-5
HI/PY/SO	Social Science Credit	3

TOTAL ASSOCIATE DEGREE PROGRAM CREDIT HOURS **65-66**

ELECTIVE/SKILLS COURSE .... CREDIT HOURS

MMD 273	Production Internship	1

NETWORK TECHNOLOGY

A degree in Network Technology prepares students for a career in a dynamic and high-demand industry. Through hands-on training, students develop skills to build, install, maintain and repair computers and the computer networks to which they are attached.

Program Mission:
Students successfully completing the Network Technology curriculum will develop professional skills that prepare them for immediate employment in the field of computer or IT (Information Technology) network support and administration. In developing these skills, students will:
Install, configure, and troubleshoot computer networks using industry standard hardware and software technologies.
Manage, maintain, and secure common network services using industry standard network operating systems and protocols.

Associate Degree Outcomes:
- AAS 1 Apply best practices in the management and administration of industry-standard client and server operating systems.
- AAS 2 Demonstrate effective troubleshooting techniques in solving computer technology problems.
- AAS 3 Demonstrate the ability to install and configure computer software and hardware devices.
- AAS 4 Design and maintain a computer network.
- • AAS 5 Apply effective security practices in a network environment.

Program Options:
Network Technology offers an associate of applied science degree option. The associate of applied science degree, with a major in Network Technology, is a two-year program that contains technical and general education courses. Graduates will develop the professional knowledge and skills needed to establish, maintain, manage and secure computer networks and provide computer user support. These skills and certifications will prepare them for immediate employment in the field of computer or IT network support and administration.

>**AAS 2+2 Options:**
>Fort Hays State University- Bachelor of Technology Leadership
>Kansas State University- Bachelor of Science in Technology Management
>Ottawa University- Bachelor of Science
>Pittsburg State University- Bachelor of Applied Science
>Washburn University- Bachelor of Applied Science

NETWORK TECHNOLOGY

YEAR ONE - ASSOCIATE DEGREE COURSES .... CREDIT HOURS

PDV 001	First Year Experience	0
NET 100	Windows Command-Line Interface Fund	1
NET 115	Digital Electronics	3
NET 116	PC Servicing and Troubleshooting	3
NET 117	Network Concepts	3
NET 230	Microsoft Client Administration	2
NET 248	Microsoft Server Administration I	3
NET 272	Linux Administration I	3
NET 273	Linux Administration II	3
NET 275	Microsoft Server Administration II	3
EG	English Credit (EG 100 or higher)	3
MA	Math Credit (MA 100 or higher)	3

TOTAL YEAR ONE CREDIT HOURS 30

YEAR TWO - ASSOCIATE DEGREE COURSES .... CREDIT HOURS

NET 235	Virtual Datacenter	4
NET 236	Virtual Datacenter II	4
NET 274	Network Security	5
NET 280	Cisco Network Administration I	4
NET 281	Network Technology Internship	2
NET 282	Cisco Network Administration II	4
PDV 101	Professional Development I	1
SP	Communication Credit	3
BI/CH/PS	Science Credit (with lab)	4-5
HI/PY/SO	Social Science Credit	3

TOTAL ASSOCIATE DEGREE PROGRAM CREDIT HOURS 64-65

PRACTICAL NURSING

The program contains technical education courses and is a one-year, two semester program. Students participate in planned and supervised experiences—classroom, laboratory, clinical experience—directed toward performing nursing measures with precision, safety and efficiency consistent with nursing concepts and standards. Students will learn to give skilled bedside care to patients with less complex conditions in structured care settings. Upon graduation, students will be prepared for an entry-level position as an LPN.

Program Mission:

The mission of Flint Hills Technical College Practical Nursing Program is to provide a diverse community of learners with life-long educational opportunities for personal growth and to prepare graduates to be competent, caring, culturally sensitive nurses who promote ethics, safety, and patient centered care within their scope of practice to meet the needs of the ever-changing healthcare environment.

Practical Nurse Technical Certificate Outcomes:
- TC 1 Provide nursing care that is relationship-centered, caring, and culturally sensitive and based on the physiological, psychosocial and spiritual needs of clients with commonly occurring health alterations that have predictable outcomes.
- TC 2 Collaborate with the client and members of the interprofessional health care team to promote continuity of client care and shared decision making.
- TC 3 Use current evidence as a basis for nursing practice.
- TC 4 Use information and client care technology to support the delivery of safe, quality client care.
- TC 5 Participate in quality improvement activities assessing their effect on client outcomes.
- TC 6 Provide an environment that is safe and reduces risk of harm for clients, self, and others.
- TC 7 Demonstrate accountability for client care that incorporates legal and ethical principles, regulatory guidelines, and standards of nursing practice.
- TC 8 Use leadership skills that support the provision and coordination of client care.

Practical Nursing Program Options:

The Practical Nursing program offers a technical certificate. The technical certificate is a one-year program. Students participate in planned and supervised experiences—classroom, laboratory, clinical experience—directed toward performing nursing measures with precision, safety and efficiency consistent with nursing concepts and standards. Students will learn to give skilled bedside care   to patients with less complex conditions in structured care settings. Upon graduation, students will be prepared for an entry-level position as an LPN. Students may begin the nursing program in August (Fall Semester) or January (Spring Semester).

Healthcare Administration/Management Associate Degree Outcomes:
- AAS 1 Integrate knowledge from basic concepts of disease processes and how it relates to health management.
- AAS 2 Relate current advances and theories to healthcare management.
- AAS 3 Analyze principles of safety and risk reduction for the management of potential optimal outcomes.

Healthcare Administration and Management Program Options:

Healthcare Administration and Management offers a two-year associate of applied science degree option. The AAS degree emphasizes practical nursing standards and skills in the first year. In the second year, the program focuses on the necessary skills required for an entry-level administrative or management position in healthcare and general education requirements. Graduates are prepared for both entry-level nursing and management positions in healthcare.

    AAS 2+2 Options:
    Emporia State University- Bachelor of Science in Nursing
    Fort Hays State University- Bachelor of Technology Leadership
    Kansas State University- Bachelor of Science in Technology Management
    Ottawa University- Bachelor of Science
    Pittsburg State University- Bachelor of Applied Science
    Washburn University- Bachelor of Applied Science

Licensure/Certification:

Students will sit for the National Council Licensure Examination for Practical Nurses (NCLEX- PN) exam to be a Licensed Practical Nurse allowing them to practice in Kansas. Students can then apply to the National Council of State Board of Nursing (NCSBN) for a multi-state nursing license through the Nurse Licensure Compact.

KBOR Alignment:

The Practical Nursing Alignment was approved by the Kansas Board of Regents in June 2008. After going through the realignment process with the Kansas Council of Practical Nurse Educators (KCPNE), the Kansas Board of Nursing (KSBN) approved the amended Practical Nursing Program Alignment on July 28, 2023, and the Technical Education Authority on November 16, 2023. The Kansas State Board of Nursing recommends the current curriculum requirements for accredited nursing programs as defined in the Nurse Practice Act be utilized as the basis for alignment. Participants must sit for the National Council Licensure Examination for Practical Nurses (NCLEX- PN) exam. All students should obtain the Practical Nurse (PN) credential which is required for employment. Colleges may choose to require an active Certified Nurse Aide credential for entrance into PN programs.

PRACTICAL NURSING

REQUIRED PREREQUISITE COURSES .... CREDIT HOURS

HHS 270	Certified Nurse Aide	5
BI	Anatomy & Physiology(s) with Lab	5-8
PY 100	Introduction to Psychology	3
HHS 119	Nutrition	3

TOTAL REQUIRED PREREQUISITE CREDIT HOURS..16-19

YEAR ONE - PRACTICAL NURSING TECHNICAL CERTIFICATE COURSES .... CREDIT HOURS

PDV 001	First Year Experience	0
PY 150	Developmental Psychology	3
HHS 261	First Aid/CPR	1
NSG 101	KSPN Fundamentals of Pharmacology & Safe Medical Administration	2
NSG 121	KSPN Foundations of Nursing	4
NSG 122	KSPN Foundations of Nursing Clinical	2
NSG 125	KSPN Nursing Care of Adults I	4
NSG 127	KSPN Nursing Care of Adults I Clinical	2
NSG 202	KSPN Maternal/Child Nursing	2
NSG 203	KSPN Maternal/Child Nursing Clinical	1
NSG 204	KSPN Mental Health Nursing	2
NSG 206	Seminar in Nursing	1
NSG 222	KSPN Nursing Care of Adults I1	4
NSG 223	KSPN Nursing Care of Adults II Clinical	3
NSG 224	KSPN Care of Aging Adults	2
NSG 225	KSPN Leadership, Roles and Issues	2
NSG 226	Seminar in Nursing II	1

TOTAL YEAR ONE- TECHNICAL CERTIFICATE CREDIT HOURS 52-55

HEALTHCARE ADMINISTRATION AND MANAGEMENT

YEAR ONE- PRACTICAL NURSING TECHNICAL CERTIFICATE CREDIT HOURS ……………………………………...........**52-55**

YEAR TWO - ASSOCIATE DEGREE COURSES .... CREDIT HOURS

BI 205	Microbiology	3
BI 206	Microbiology Lab	2
BI 207	Human Pathophysiology	3
EG 103	English Composition I	3
SP 100	Public Speaking	3
MA 110	College Algebra	3

TOTAL PROGRAM CREDIT HOURS 69-72

PRECISION AGRICULTURE

The Precision Agriculture Technology program at Flint Hills Technical College equips students with cutting-edge skills to enhance agricultural practices through technology, data analytics, and sustainable solutions. Focused on maximizing efficiency, productivity, and environmental stewardship, this program prepares graduates to meet the evolving needs of the global agriculture, food, fiber, and natural resource sectors.

Program Mission:

The Precision Agriculture Program will develop the skills to revolutionize agricultural practices through the innovative application of technology, data analytics, and sustainable practices, maximizing efficiency, productivity, and environmental stewardship for global agriculture, food, fiber, and natural resource systems.

Technical Certificate Outcomes:

- TC1 Students will collect, analyze, and interpret agricultural data using precision technologies to make informed decisions.
- TC 2 Students will investigate crop management techniques while applying environmental best management practices (BMP).
- TC 3 Students will operate, diagnose equipment issues, and perform routine maintenance tasks to ensure optimal performance of precision agriculture equipment.
- TC 4 Students will understand how to integrate precision agriculture technologies into overall agricultural operations to maximize efficiency and profitability.
- TC 5 Students will implement strategies to reduce chemical usage, conserve water resources, and promote soil health and biodiversity.

Associate Degree Outcomes

- AAS 1 Students will interpret data to identify trends, make predictions, and optimize agricultural management practices for improved productivity and sustainability.
- AAS 2 Students will work collaboratively to solve complex agricultural challenges.
- AAS 3 Students will understand the importance of ethical behavior in their interactions with clients, colleagues, and the agricultural community.
- AAS 4 Students will apply precision agriculture principles to diverse scenarios, spanning commercial enterprises and private ventures.

Program Options:

Precision Agriculture Technology program offers a technical certificate that will develop skills in data analysis, crop management, equipment diagnostics, and sustainable practices. For technical certificate graduates wanting to continue their education, Precision Agriculture Technology program also offers an Associate's of Applied Science degree that will expand on technical skills to optimize agricultural management, collaborate on complex problems, and apply precision agriculture principles across various sectors.

   AAS 2+2 Options:
   Fort Hays State University- Bachelor of Technology Leadership
   Kansas State University- Bachelor of Science in Technology Management
   Ottawa University- Bachelor of Science
   Pittsburg State University- Bachelor of Applied Science
   Washburn University- Bachelor of Applied Science

KBOR Alignment:

This degree program is not aligned with any KBOR Program Alignment.

PRECISION AGRICULTURE

YEAR ONE - TECHNICAL CERTIFICATE COURSES .... CREDIT HOURS

PDV 001	First Year Experience	0
AG 101	Into to Precision Agriculture……………………………………………………..	1
AG 102	Agricultural Computer Applications………………………………………………...	3
AG 103	Precision Farming Technology…………………………………………………….....	3
AG 121	Introduction to Crop Science (Lecture)……… …………...………………………......	3
AG 122	Introduction to Crop Science Lab……………………………………………………..	1
AG 151	Agricultural Spatial Analysis………………………………………………………..	3
AG 152	Applications of GIS in Agriculture…………………………………………………..	3
AG 153	Precision Hardware Systems………………………………………………………..	2
AG 171	Introduction to Soil Science (Lecture)……………………………………………....	3
AG 172	Introduction to Soil Science Lab……………………………………………………..	1
EG	English Credit………………………………………………………………………..	3
MA	Math Credit...	3
PDV 101	Professional Development	1

TOTAL YEAR ONE-TECHNICAL CERTIFICATE CREDIT HOURS **30**

YEAR TWO - TECHNICAL CERTIFICATE COURSES .... CREDIT HOURS

AG 211	Introduction to Agricultural Economics…………………………………………..	3
AG 212	Plant Pest Identification & Control………………………………………………….	3
AG 221	Precision Data Analytics……………………………………………………………..	3
AG 222	Commercial Drone Ground School………………………………………………….	3
AG 251	Soil Fertility and Fertilizers………………………………………………………….	3
AG 252	Remote Sensing Applications……………………………………………………….	3
AG 271	Agricultural Internship……………………………………………………………….	3
BI/CH/PS	Science Credit (with lab)	4-5
SP	Oral Communication Credit………………………………………………………...	3
HI/PY/SO	Social Science Credit..	3

TOTAL YEAR ONE-TECHNICAL CERTIFICATE CREDIT HOURS **61-62**

POWER PLANT TECHNOLOGY

Understand the generation process of power plants to fill positions in coal, nuclear, gas, hydroelectric, and solar power generating facilities that are both technically challenging and rewarding. Energy companies across Kansas have partnered with Power Plant Technology to offer advanced industry-sponsored training for the operation, installation, servicing and repairing of power plant equipment. FHTC offers the only power plant training program in the state of Kansas.

Program Mission:

To provide educational opportunities directed toward performing power plant-related activities with sustainability, reliability, and efficiency consistent with the concepts and practices of the industry.

Technical Certificate Outcomes:

- TC 1 Calculates and transposes metric and SI units of measure.
- TC 2 Applies mechanical principles.
- TC 3 Knowledgeable of basic electrical laws, power sources, and circuits.
- TC 4 Demonstrates knowledge of power production methods.
- TC 5 Knowledgeable of power plant system configuration and operation.
- TC 6 Knowledgeable of corrosion chemistry and pH.
- TC 7 Demonstrates foundation for computer skills.

Associate Degree Outcomes:

- AAS 1 Explains fission and other combustion processes.
- AAS 2 Demonstrates knowledge of renewable energy sources.

Program Options:

Power Plant Technology offers a technical certificate and associate of applied science degree option. Classes are available online or face-to-face. The technical certificate is a one-year program that contains technical courses related to the basic skills and knowledge needed for entry level employment opportunities in a high-demand industry. For graduates wanting to continue their education, certificate courses are transferable to the Power Plant AAS degree program. The associate of applied science degree, with a major in Power Plant Technology, is a one and a half year accelerated program that contains technical and general education courses. The program can also be completed during a two-year span. Graduates will possess the knowledge and skills, acquired through classroom, laboratory and internship experiences, needed to partake of advanced industry-sponsored training for the operation, installation, servicing and repairing of power plant equipment.

AAS 2+2 Options:

Fort Hays State University- Bachelor of Technology Leadership
Kansas State University- Bachelor of Science in Technology Management
Ottawa University- Bachelor of Science
Pittsburg State University- Bachelor of Applied Science
Washburn University- Bachelor of Applied Science

POWER PLANT TECHNOLOGY

YEAR ONE - TECHNICAL CERTIFICATE COURSES .... CREDIT HOURS

PDV 001	First Year Experience	0
PPT 111	Power Plant Equipment Fundamentals	3
PPT 112	Power Plant Safety & Work Performance	1
PPT 123	Basic Mechanics	1
PPT 124	Introduction to Scaffolding	1
PPT 126	Basic Electricity	4
PPT 128	Basic Print Reading	2
PPT 131	Introduction to Power Plant Systems	2
PPT 132	Electrical Equipment	2
PPT 134	Power Plant Mathematics	2
PPT 140	Power Plant Physics	3
PPT 136	Fuel/Water Chemistry Control	2
PPT 138	OSHA – 10 Certification	1

TOTAL YEAR ONE-TECHNICAL CERTIFICATE CREDIT HOURS **24**

YEAR TWO - ASSOCIATE DEGREE COURSES .... CREDIT HOURS

HHS 268	FA Heartsaver	2
PDV 101	Professional Development I	1
PDV 203	Management Principles in Technology	3
PDV 204	Leadership and Teamwork	1
PPT 107	Properties of Materials	1
PPT 109	Energy Industry Fundamentals	3
PPT 226	Internship (or approved 4 credit technology course)	4
PPT 230	Heat Transfer & Fluid Flow	2
PPT 240	Introduction to Atomic & Nuclear Physics	2
PPT 251	Rigging and Lift Equipment	1
TCH 243	Introduction to Wind & Alternative Energy Sources	2
EG	English Credit (EG 100 or higher)	3
SP	Communication Credit	3
MA	Math Credit (MA 100 or higher)	3
BI/CH/PS	Science Credit (with lab)	4-5
HI/PY/SO	Social Science	3

TOTAL PROGRAM CREDIT HOURS **62-63**

WELDING TECHNOLOGY

Led by American Welding Society certified instructors, the Welding Technology program provides interactive, hands-on instruction on state-of-the-art welding techniques. Real-life experience and working conditions emphasize industrial welding knowledge and skills for entry-level welding processes and automated welding.

Program Mission:

The mission of the Welding Technology Program is to provide educational opportunities directed toward performing welding-related activities with safety, reliability, and efficiency consistent with the concepts and practices of the industry.

Technical Certificate Outcomes:
- TC 1 Demonstrate proper use of personal protective equipment (PPE).
- TC 2 Demonstrate proper use of welding equipment, setup and shutdown.
- TC 3 Demonstrate proper use of welding technique and procedures in AWS DI.I codes
- TC 4 Read and understand blueprints and weld symbols.

Associate Degree Outcomes:
- AAS 1 Demonstrate proper welding technique and procedures for ASME and API Codes.
- AAS 2 Demonstrate proper setup of, programming procedures for and servicing of robotic welding equipment.

Program Options:

Welding Technology offers a technical certificate and associate of applied science degree option. The technical certificate is a one-year program. The technical certificate emphasizes industrial welding knowledge and skills for entry-level welding processes in SMAW Shielded Metal Arc Welding, GMAW Gas Metal Arc Welding, GTAW Gas Tungsten Arc Welding, and FCAW Flux Cored Arc Welding, with an emphasis in structural steel welding. Graduates seeking to continue their education can transfer certificate courses to the Welding Technology AAS degree program. The associate of applied science degree, with a major in Welding Technology, is a two-year program that contains technical and general education courses. The AAS degree option focuses on the advanced technical knowledge and skills for power plant and refinery construction/repair and on entry-level automated welding.

> **AAS 2+2 Options:**
> Fort Hays State University- Bachelor of Technology Leadership
> Kansas State University- Bachelor of Science in Technology Management
> Ottawa University- Bachelor of Science
> Pittsburg State University- Bachelor of Applied Science
> Washburn University- Bachelor of Applied Science

KBOR Alignment:

The Welding Technology Alignment was originally approved by the Kansas Board of Regents on March 17, 2021. The Flint Hills Technical College Welding Technology program is in alignment with the National Center for Education Statistics (NCES) CIP code 48.0508

WELDING TECHNOLOGY

YEAR ONE - TECHNICAL CERTIFICATE COURSES .... CREDIT HOURS

PDV 001	First Year Experience	0
PDV 101	Professional Development I	1
TCH 101	Welding Safety/OSHA 10	1
WLD 102	Blueprint Reading for Fitters and Welders	3
WLD 103	GMAW Gas Metal Arc Welding	3
WLD 105	GTAW Gas Tungsten Arc Welding	3
WLD 106	Flux Cored Arc Welding	3
WLD 108	SMAW Basic Shielded Metal Arc Welding	3
WLD 110	Welding Procedures Qualification	1
WLD 111	Welding Discontinuity and Defects	1
WLD 112	Destructive Testing Methods	1
WLD 113	SMAW Pre-Pipe	4
WLD 114	GMAW – Advanced	4
WLD 115	Thermal Cutting Process	3

TOTAL YEAR ONE-TECHNICAL CERTIFICATE CREDIT HOURS 31

YEAR TWO - ASSOCIATE DEGREE COURSES .... CREDIT HOURS

WLD 202	Destructive Testing Methods	1
WLD 203	SMAW/GTAW Advanced ASME	4
WLD 204	SMAW Pipe Advanced API	4
WLD 205	GMAW Advanced ASME/API	4
WLD 206	Automated Welding	4
EG	English Credit (EG 100 or higher)	3
SP	Communication Credit	3
MA	Math Credit (MA 100 or higher)	3
BI/CH/PS	Science Credit (with lab)	4-5
PY or SO	Social Science	3

TOTAL PROGRAM CREDIT HOURS. 64-65

FLINT HILLS TECHNICAL COLLEGE
COURSE DESCRIPTIONS

AG: AGRICULTURE

AG 101: INTRODUCTION TO PRECISION AGRICULTURE
1 Credit Hours
Introduction to precision agriculture, including history, applications, terminology, data management, and software. Exploration of precision agriculture career opportunities.

AG 102: AGRICULTURAL COMPUTER APPLICATIONS
3 Credit Hours
Introduction to computer hardware, platform environments, file manipulation, printers, and word processing, electronic presentations and communications, graphics, spreadsheet, and database management software; solution of agriculture data-related problems and use of prepared software and templates.

AG 103: PRECISION FARMING TECHNOLOGY
3 Credit Hours
Introduction to the most common tools used in precision farming: global positioning systems, geographic information systems, unmanned aerial systems (UAS), precision planters, variable rate technology, and yield monitoring.

AG 121: INTRODUCTION TO CROP SCIENCE (LECTURE)
3 Credit Hours
Introduction to the various plant species of economic importance; principles of plant growth, environment, selection, classification, cultural practices; weed, insect, and disease identification and control. CO-REQUISITE: AG 122 Intro to Crop Science Lab

AG 121: INTRODUCTION TO CROP SCIENCE LAB
1 Credit Hours
Practical application of the use of various plant species of economic importance; principles of plant growth, environment, selection, classification, cultural practices; weed, insect, and disease identification and control. CO-REQUISITE: AG 121 Intro to Crop Science Lecture

AG 151: AGRICULTURAL SPATIAL ANALYSIS
3 Credit Hours
Provides a background in the analysis of spatial data. Specific topics include transformation and retrieval of data, analytical techniques, and spatial modeling. Concepts of multivariate and multitemporal analysis.

AG 152: APPLICATIONS OF GIS IN AGRICULTURE
3 Credit Hours
Fundamental processes of geographic information systems (GIS) with application to agriculture. File formats, database management, spatial analysis, and manipulation of data. Georeferenced data from mapping and yield monitoring. PREREQUISITE: AG 102 Agricultural Computer Applications

AG 153: PRECISION HARDWARE SYSTEMS
2 Credit Hours
Introduction to operation, troubleshooting, repair, and calibration of precision agriculture components of auto-guidance systems, planters, combines, and application equipment. PRERESQUISITE: AG 103 Precision Farming Technology

AG 171: INTRODUCTION TO SOIL SCIENCE (LECTURE)
3 Credit Hours
Fundamentals of soil formation, development, texture, structure, color, temperature, moisture, organisms, organic matter, chemical composition, clay minerals, classification, nutrient testing, fertilizer use, conservation, and management. CO-REQUISITE: AG 172 Intro to Soil Science Lab

AG 172: INTRODUCTION TO SOIL SCEINCE LAB
1 Credit Hours
Principles of economics as applied to agriculture; basic economic principles, finance, land, marketing, input allocation, pricing, international trade, agricultural policies, fiscal and monetary policies. CO-REQUISITE: AG 171 Intro to Soil Science Lecture

AG 211: INTRODUCTION TO AGRICULTURAL ECONOMICS
3 Credit Hours
Principles of economics as applied to agriculture; basic economic principles, finance, land, marketing, input allocation, pricing, international trade, agricultural policies, fiscal and monetary policies. PREREQUISITE: MA 108 Essential Math or MA 110 College Algebra with a "C" or better

AG 212: PLANT PEST IDENTIFICATION & CONTROL
3 Credit Hours
Identification and control of weeds, insects, and diseases. Control methods include prevention, biological control, resistant varieties, and pesticides. Pesticide terminology, formulations, calibration, environmental concerns, safe handling, and laws and regulations concerning pesticides. PREREQUISITE: AG 121/122 Intro to Crop Science and Lab

AG 221: PRECISION DATA ANALYTICS
3 Credit Hours
Advanced processes of data mining, analysis, reporting and interpretation of agriculture data from various precision agriculture platforms. PREREQUISITE: AG 102 Agricultural Computer Applications, AG 152 Applications of GIS in Agriculture

AG 222: COMMERCIAL DRONE GROUND SCHOOL
3 Credit Hours
Prepares the student for FAA Commercial Unmanned Aircraft Systems (UAS) Pilot Certification. Covers regulations, airspace, aerodynamics, weather, performance, registration, and aeromedical factors. Commercial UAS certification requires passing an FAA written exam. Possible Certification Connected to this course.

AG 251: SOIL FERTILITY AND FERTILIZERS
3 Credit Hours
Use of fertilizers for peak production at optimum cost; evaluation and comparison of different forms of macro- and micro-nutrients, their manufacture, handling, and application; plant and soil chemistry. PREREQUISITE: AG 171/172: Introduction to Soil Science and Lab

AG 252: REMOTE SENSING APPLICATIONS
3 Credit Hours
Introduction to the characteristics of various sensors, data collection and analysis applicable to remote sensing applications with traditional aerial platforms and civil unmanned aerial system (UAS) operations.

AG 271: AGRICULTURAL INTERNSHIP
3 Credit Hours
Ag Internship provides students to gain knowledge and skills for various Agriculture Careers. Students will provide a detailed log of experiences and hours at an approved agricultural partnership. Internships can be in an industrial, professional, or private setting with direct on-site supervision from an experienced agricultural professional.

AMT: AUTOMOTIVE TECHNOLOGY

AMT 100: UNDERSTANDING THE AUTOMOBILE
2 Credit Hours
Students will demonstrate the understanding of how the automobile has affected today's society. Students will demonstrate the accepted procedures for maintaining a modern automobile as recommended by current automobile manufacturers. Students will explain the basic principles of automobile insurance. Students will demonstrate the ability to identify and how to purchase a good used automobile.

AMT 101: ELECTRICAL 1
3 Credit Hours
In this course students will: Complete service work orders; describe the relationship between voltage, ohms and amperage; perform basic electrical circuit repairs; identify electrical system faults; identify basic wiring diagram symbols, components, and legend information; perform basic electrical circuit measurements using a DVOM; describe basic circuit characteristics of series, parallel and series parallel circuits through a variety of classroom and shop learning and assessment activities.

AMT 103: ELECTRICAL 2
2 Credit Hours
The students will perform battery diagnosis; perform battery service; perform starting system diagnosis; perform starting system repair; perform charging system diagnosis; perform charging system repair; identify current flow on starting and charging system diagrams through a variety of learning and assessment activities. PREREQUISITE: AMT 101 Electrical 1

AMT 107: ENGINE PERFORMANCE 1
3 Credit Hours
The students will identify engine mechanical integrity; explore the fundamentals of fuel system theory; identify fuel system concerns; explore the fundamentals of ignition theory; identify ignition system concerns; identify induction system concerns; identify exhaust system concerns; identify engine mechanical integrity through a variety of learning and assessment activities. PREREQUISITE: AMT 103 Electrical 2.

AMT 112: AUTOMOTIVE ENGINES
4 Credit Hours
Students will demonstrate the accepted procedures in diagnosing, repair and rebuilding of an automotive engine. Students will explain a combination of topics including safety, proper care of tools, measuring instruments, and application of repair manuals.

AMT 116: BRAKES I
3 Credit Hours
The student will use safe working practices and proper techniques to effectively analyze, repair, and recondition Brake Systems. PREREQUISITE: AMT 101 Electrical I and AMT 103 Electrical 2.

AMT 118: MANUAL POWER TRAINS/ FOUR-WHEEL DRIVE
4 Credit Hours
Students will be able to diagnose, remove, and repair modern manual driveline components. Students will be able to describe the operation of and service manual transmissions, clutches, transfer cases, drive shafts, u-joints, CV joints, and differentials. PREREQUISITE: AMT 101 Electrical I and AMT 103 Electrical 2.

AMT 213: CLIMATE CONTROL SYSTEMS
3 Credit Hours
The student will use safe working practices and proper techniques to effectively analyze, repair, and recondition heating and air conditioning systems. PREREQUISITE: AMT 101 Electrical I and AMT 103 Electrical 2.

AMT 214: AUTOMOTIVE TRANSMISSION/ TRANSAXLES
4 Credit Hours
Students will be able to diagnose, remove, and repair modern automatic transmissions. Students will also perform hydraulic pressure tests and make transmission adjustments. PREREQUISITE: AMT 101 Electrical 1 and AMT 103 Electrical 2.

AMT 218: ENGINE PERFORMANCE 2
4 Credit Hours
Students will practice the theory and hands on operation of testing and repair of computerized electrical components found on late model automobiles. Students will be able to develop skills to compete in the high-tech automotive field by diagnosing and demonstrating the repair of electronic parts of an automobile. PREREQUISITE: AMT 107 Engine Performance 1

AMT 219: SUSPENSION AND STEERING I
3 Credit Hours
The student will use safe working practices and proper techniques to effectively analyze, repair, and recondition Wheel and Suspension systems. PREREQUISITE: AMT 101 Electrical I and AMT 103 Electrical 2.

AMT 232: ELECTRONIC FUEL INJECTION
4 Credit Hours
Students will diagnose and repair modern gasoline fuel injection systems. Students will discuss the physical principles involved in the fuel injection process. Students will also demonstrate skill in the diagnoses of drivability concern.

AMT 234: LIGHT DUTY DIESEL
4 Credit Hours
Students will demonstrate the accepted procedures in diagnosing, repair and rebuilding of light duty diesel engines. Students will explain a combination of topics including safety, proper care of tools, measuring instruments, and application of repair manuals. PREREQUISITE: AMT 101 Electrical I and AMT 103 Electrical 2.

AMT 241: SERVICE MANAGEMENT
4 Credit Hours
Students will demonstrate proficiently in the skills necessary for managing an automotive dealership service department. Students will discuss customer relations, service sales, employee relations, service management, and automotive business procedures.

AMT 242: ALTERNATIVE FUEL SYSTEMS
4 Credit Hours
The student will use proper techniques to effectively analyze, repair and recondition alternative fuel systems.

BI: BIOLOGICAL SCIENCE

BI 100: GENERAL BIOLOGY
3 Credit Hours
General Biology introduces the student to basic concepts and principles of biology from the structure and function of the cell to the organization of the biosphere. Through this course students will gain an understanding and appreciation for how life originated and developed on earth. Students will also relate advances in the biological sciences to applications in industry, medicine, and environmental issues. ~KCOG Systemwide Transfer Alignment BIO 1010

BI 101: GENERAL BIOLOGY LAB
1 Credit Hour
General Biology Laboratory provides opportunities to observe and apply the scientific method in the investigation of biological phenomena. The student will relate chemical interactions, microscopic structure, organism specimens, and models to information learned in lecture and read about in the textbook. ~KCOG Systemwide Transfer Alignment BIO 1010 CO-REQUISITE: BI 100 General Biology

BI 205: MICROBIOLOGY
2 Credit Hours
This course is designed to provide students a basic overview of the microbial world. Topics covered will include microbial growth, structure, and metabolism. Special emphasis will be placed on control of microbes, mechanisms of microbial disease, and human/microbial interactions as they relate to human health. ~KCOG Systemwide Transfer Alignment BIO 2040 PREREQUISITE: BI 100/101 General Biology with Lab OR CH 125/126 Chemistry I with Lab

BI 206: MICROBIOLOGY LAB
2 Credit Hours
This course is designed to provide students a basic overview of the techniques involving the culturing, identification, and ecology of microbes. Special emphasis will be placed on aseptic technique, isolation, morphology, differential testing, and laboratory techniques. PREREQUISITE: BI 100/101 General Biology with Lab OR CH 125/126 Chemistry I with Lab CO-REQUISITE: BI 205 Microbiology ~KCOG Systemwide Transfer Alignment BIO 204

BI 207: HUMAN PATHOPHYSIOLOGY
3 Credit Hours
This course is designed to provide students an overview of how the human body responds to the disease process. Emphasis is placed on how the disease process affects homeostatic conditions in organs and organ systems, and how knowledge of these processes can contribute to a better understanding of health, risk reduction, and disease management. PREREQUISITE: BI 100/101 General Biology with Lab OR BI 202/203 Anatomy and Physiology with Lab

BI 250: ANATOMY AND PHYSIOLOGY I
3 Credit Hours
This lecture course focuses on body orientation, body planes, homeostatic mechanisms, chemistry and cell biology, histology, integumentary, skeletal, muscular, and nervous systems. This course covers the macroscopic and microscopic structures and the chemical processes involved in human body cells, tissues, organs, and organ systems. ~KCOG Systemwide Transfer Alignment BIO 2030

BI 251: ANATOMY AND PHYSIOLOGY I LAB
1 Credit Hour
This companion lab for BI 250 Anatomy and Physiology I provide hands-on skill building and application. Selected details of the structure and function of the human integumentary, skeletal, muscular, nervous, and endocrine organ systems are studied by observing models and other appropriate scientific means. CO-REQUISITE: BI 250 Anatomy & Physiology I ~KCOG Systemwide Transfer Alignment BIO 2030

BI 260: ANATOMY AND PHYSIOLOGY II
3 Credit Hours
This lecture course focuses on orientation, special senses, endocrine, cardiovascular, blood, respiratory, lymphatic, digestive, urinary, and reproductive systems. This course covers the macroscopic and microscopic structures and the chemical processes involved in human body cells, tissues, organs, and organ systems. PREREQUISITE: BI 250 Anatomy & Physiology I ~KCOG Systemwide Transfer Alignment BIO 2030

BI 261: ANATOMY AND PHYSIOLOGY II LAB
1 Credit Hour
This companion lab to BI 260 Anatomy and Physiology II provides hands-on skill-building and application. Selected details of the structure and function of the human cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive organ systems are studied by observing models and other appropriate scientific means. CO-REQUISITE: BI 261 Anatomy & Physiology II. ~KCOG Systemwide Transfer Alignment BIO 2030

BUS: BUSINESS TECHNOLOGY

BUS 113: BUSINESS ACCOUNTING
3 Credit Hours
Students will learn to process accounts in service and merchandising industries by applying concepts and theory to worksheets, financial statements, adjusting entries, closing entries, and by using multiple journals, and processing payroll and payroll taxes for employee and employer. Students learn skills and understanding that require creative and critical thinking to problem solve. Students also learn through communication activities to better understand the accounting process and use the GAAP rules that apply to ethical decisions. Students learn by recording transactions and preparing proper financial reports through manual and automated accounting on the computer.

BUS 131: COMPUTER APPLICATIONS
3 Credit Hours
This course is an introduction to computing with emphasis on improving productivity and communication through the effective use of available technology. Students will acquire computing skills to increase personal productivity in problem-solving, critical thinking and information management through the use of available software packages designed for office applications and telecommunications. ~KCOG Systemwide Transfer Alignment CSC 1010

BUS 133: OFFICE PROCEDURES
3 Credit Hours
Students will develop skills and knowledge designed to prepare them for an administrative support role in an office for the twenty-first century office. Students through hands-on activities, Internet activities, presentations, and group activities will learn to be a productive member of an office team, develop skills in technology, communication (written and oral), and critical thinking, teamwork, interpersonal, and leadership (soft skills). PREREQUISITE: BUS131 Computer Applications

BUS 134: LEADERSHIP DEVELOPMENT
3 Credit Hours

This introductory course will actively engage students in the acquisition of information about leadership, including an enhanced understanding of self and human relationships; communication skills, group dynamics, and team concepts; basic concepts of leadership theory and organizational development; and the ability to integrate concepts with applications to current and future leadership situations. Self-evaluations, team projects, case studies, scenarios, field exercises, and class discussions are the major components of this course. ~KCOG Systemwide Transfer Alignment BUS2010

BUS 135: INTRODUCTION TO BUSINESS
3 Credit Hours
Survey of the field of business management, marketing, finance, data processing, and accounting; variety, nature, and interrelationship of problems of business operations. ~KCOG Systemwide Transfer Alignment BUS1020

BUS 137: MARKETING
3 Credit Hours
This course is an integrated and analytical approach to the study of the marketing functions. It includes the means and methods of marketing policies, flow of goods, government influence, and trends in the marketing function. ~KCOG Systemwide Transfer Alignment BUS 1030 Principles of Marketing

BUS 139: INTERNSHIP I
3 Credit Hours
Students will work in an office environment (145 clock hours). The students will secure employment and demonstrate skills required for successful performance. The student will display the ability to communicate effectively with others and perform job tasks accurately and efficiently. Integration of classroom training with on-the-job experience will allow the student to relate more meaningfully to their future office careers. PREREQUISITE: BUS 132 Office Procedures

BUS 150: PERSONAL FINANCE
3 Credit Hours
Money tends to manage the lives of most individuals. We will work to reverse this condition by learning how we can manage our money toward accomplishing our personal short-and long-term life goals. Through both direct personal application and theoretical scenarios, you will come to understand the changing function of money as a tool in the different phases of life. In the end, you will be endowed with greater financial clarity in an increasingly uncertain world. ~KCOG Systemwide Transfer Alignment BUS 1010 Personal Finance

BUS 151: BUSINESS COMMUNICATION
3 Credit Hours
Students will learn successful writing techniques and evaluation tools for effective communication in the workplace. Students will learn both effective communication principles and the use of current technology to succeed in a high-tech, global work environment in written and oral communication and presentations. ~KCOG Systemwide Transfer Alignment BUS 2040 Business Communications

BUS 152: COMPUTERIZED ACCOUNTING
3 Credit Hours
Students will extend and apply their knowledge of accounting by using computer software such as QuickBooks. Students will participate in hands-on activities in QuickBooks to maintain a general ledger, track vendor, customer, and inventory activities; process payroll for company employees, prepare bank reconciliations, track time for employees and jobs, customize the appearance of reports and invoices, view graphs, export information in Excel and Word, and utilize the memorizing features of QuickBooks. PREREQUISITE: BUS 113 Business Accounting

BUS 217: MANAGEMENT
3 Credit Hours
This course is an introduction to organizations; how the individual relates to the basic management functions of planning, organizing, leading, and controlling. ~KCOG Systemwide Transfer Alignment BUS 2020 Principles of Management

BUS 218: BUSINESS LAW
3 Credit Hours
This course surveys the field of business law. Topics given special consideration are law of contracts in general, law of sales, negotiable instruments, and bailments. This course is based on the Universal Commercial Code and is designed to help the student avoid basic problems and to know when to ask for professional help. ~KCOG Systemwide Transfer Alignment BUS 2030

BUS 219: FINANCIAL ACCOUNTING
3 Credit Hours
Financial Accounting covers five major segments of accounting. The first is a study of different groups of balance sheet accounts, including notes, accounts receivable, merchandise inventory, and plant assets. The second is an in-depth coverage of accruals and deferrals of both revenue and expenses. The third segment of the course moves into different forms of ownership, specifically, the partnership and the corporation. Following is a study of the statement of cash flows and the process of analyzing financial statements. The final part of the course studies a business in its segments, focusing on cost accounting systems and the analysis of costs. ~KCOG Systemwide Transfer Alignment ACC 1010 PREREQUISITE: BUS 113 Business Accounting

BUS 237: INTERNSHIP II
3 Credit Hours
Students will be introduced to traditional supervisory office management practices, learn about human relations and how to succeed in all areas of their lives, and how to handle change and conflict in a diverse work force. PREREQUISITE: BUS 139 Internship I

BUS 238: INTERNSHIP III
3 Credit Hours
Students will be introduced to traditional supervisory office management practices, learn about human relations and how to succeed in all areas of their lives, and how to handle change and conflict in a diverse work force. PREREQUISITE: BUS 237 Internship II

BUS 242: ENTREPRENEURSHIP
3 Credit Hours
This course covers the fundamentals required to form or manage a small business and the considerations that must be made in forming a new business. Topics covered in this course include startup options, capital acquisition, facilities planning, human resource management, financial management, and business plan development.

BUS 254: HR Management
3 Credit Hours
This course will introduce and overview the major topics in Human Resource Management (HRM). HRM is a fundamental component of the competitiveness, effectiveness, and sustainability of any organization as it influences who is hired, how they are trained, evaluated, compensated, and what steps are taken to retain them. In

turn, HRM plays a critical role in predicting employees' attitudes, behavior, and performance. In other words, if an organization wants good people, it must practice good HRM.

CED: CONTINUING EDUCATION

CED 131: SUPRAGINGIVAL SCALING
0 Credit Hours
This Continuing Education course covers an advanced, delegable duty for experienced dental assistants. Instruction in didactics and clinical activities is limited to supragingival scaling. Course completers are awarded certification in supragingival scaling. Health and Human Service Continuing Education courses is offered at various points throughout the year. PREREQUISITE: Dental Assistant.

CED 135: MEDICATION AIDE UPDATE
0 Credit Hours
This Continuing Education course is to update CMAs on new medications, review of scope or practice, role and response of CMAs, review select group of commonly used medications, side effects and implications for care. A review of nursing home regulations and new regulations for assisted living will also be covered. Health and Human Service Continuing Education courses are offered at various points throughout the year PREREQUISITE: Certified Medication Aide; Certified Nurse Aide;

CED 139: PHLEBOTOMY
0 Credit Hours
This Continuing Education course will demonstrate an understanding of the basic concepts of phlebotomy and will demonstrate entry-level competency of phlebotomy procedures. Health and Human Service Continuing Education courses are offered at various points throughout the year

CED 140: CPR HEALTHCARE PROVIDER
0 Credit Hours
This Continuing Education course will provide students with knowledge and skills to administer basic life support based on American Heart Association Standards. Health and Human Service Continuing Education courses is offered at various points throughout the year

CED 231: FIRST AID/ CPR
0 Credit Hours
This Continuing Education course will teach students critical skills needed to respond to and manage a first aid, choking or sudden cardiac arrest emergency in the first few minutes until EMS arrives. The class covers first aid basics, medical and injury emergencies, Adult and Child CPR and AED use, and infant CPR. This course is designed for individuals with limited or no medical training. Health and Human Service Continuing Education courses are offered at various points throughout the year

CED 988: CERTIFIED NURSE AIDE SKILLS UPDATE
0 Credit Hours
This Continuing Education course is set up as a one to one experience where the student demonstrates proficiency in various CNA skills to an RN to renew their certification. This is an option that can be done instead of attending a CNA Refresher Course. Health and Human Service Continuing Education courses are offered at various points throughout the year

CED 989 CERTIFIED NURSE AIDE REFRESHER COURSE
0 Credit Hours

This Continuing Education course is intended as a refresher course for those who have been previously certified as a CNA in the state of Kansas, but who have had their certification lapse. It will consist of a review of communication techniques, resident rights, safety and infection control and the basic nursing skills required for the 40-hour checklist.

CH: CHEMISTRY

CH 125: CHEMISTRY I
3 Credit Hours
Systematic treatment of fundamental chemical and physical principles and their applications to the properties and transformations of materials, including the concept of energy and its uses, gas laws, kinetic molecular theory, laws of chemical combination, atomic and molecular structure, periodic classification of the elements, and chemical bonding. ~KCOG Systemwide Transfer Alignment CHM 1010 PRE/CO-REQUISITE: MA 110 College Algebra

CH 126: CHEMISTRY LAB I
2 Credit hours
Introduction to basic quantitative chemical laboratory techniques. Principles of chemical reactions and physical measurements are illustrated. ~KCOG Systemwide Transfer Alignment CHM 1010 CO-REQUISITE: CH 125 Chemistry I; PRE/CO REQUISITE: MA 110 College Algebra

CPD: COMPUTER PROGRAM DESIGN

CPD 110: WEB DESIGN I
3 Credit Hours
Students will Learn HTML5 web development, focusing on addressing issues with previous HTML versions and improving integration with XHTML and XML. Practice using Windows-based text editors to create web pages. Cover topics including browsers, URLs, HTTP, FTP, CSS3, and mobile app development.

CPD 111: PROGRAM LOGIC & DESIGN
3 Credit Hours
This course aims to teach students the fundamental logic and problem-solving skills needed for programming, without focusing on a specific language. It emphasizes visual and written planning methods (flowcharts and pseudocode) to help students think through programming problems systematically. ~KCOG Systemwide Transfer Alignment CSC 1020

CPD 112: JAVA PROGRAMMING
3 Credit Hours
Students will apply object-oriented programming to develop Java applications, using class objects, control structures, arrays, collections, and inheritance.
CO-REQUISITE or PREREQUISITE: CPD 111 Program Logic & Design

CPD 113: SQL I
3 Credit Hours
Students learn how to create and maintain database objects and how to store, retrieve, and manipulate the data. Students also create SQL blocks of application code that will be shared by multiple forms, reports, and data management in many different applications. Students learn many different types of query development using aggregate functions, sorting options, subqueries, grouping, having,

nulls, joins, set operations, views, indexes, and security. Students learn how to apply this to high-end databases like MYSQL, Oracle and SQL Server and to incorporate SQL into computer programs. CO-REQUISITE or PREREQUISITE: CPD 111 Program Logic & Design

CPD 115: WEB DESIGN II
3 Credit Hours
Students will expand on the learning from CPD 124 Web Design I to create websites using contemporary programming languages, focus on responsive design for various devices, learn both client-side and server-side technologies and develop skills in database-backed website creation. PREREQUISITE: CPD 110 Web Design I, CPD 111 Program Logic & Design

CPD 150: MOBILE APP DEVELOPMENT I
3 Credit Hours
CPD 130 is an advanced course where students will leverage their skills to create a dynamic mobile application with a creative front-end, robust back-end, and supporting database. The course covers XML, Android Studio, and app monetization, emphasizing the integration of skills learned in previous classes. PREREQUISITE: CPD 111 Program Logic & Design, CPD 112 Java Programming

CPD 151: SQL II
3 Credit Hours
Students learn to create and maintain database objects, as well as store, retrieve, and manipulate data. They develop SQL blocks for use across various forms and reports and explore query development techniques, including aggregate functions, sorting, subqueries, joins, and security. The course emphasizes application in high-end databases like MySQL, Oracle, and SQL Server, and incorporates SQL into programming. PREREQUISITE: CPD 113 SQL I

CPD 152: C# PROGRAMMING I
3 Credit Hours
C# Programming is an introductory course that teaches programming concepts and how to create well-structured programs. Students will learn to use sequence, selection, and repetition structures, as well as work with files, classes, strings, data types, functions, arrays, and generic collections. Emphasizing a framework class-oriented approach within the .NET Framework, students will leverage Visual Studio to develop reusable components for web-based and database-driven applications, engaging in projects that enhance program design, problem-solving, and debugging skills for the job market. .
~KCOG System wide Transfer Alignment CSC 1030
PREREQUISITE: CPD 111 Program Logic & Design

CPD 153: SOFTWARE DEVELOPMENT
3 Credit Hours
This course provides a comprehensive introduction to modern software development practices and methodologies. Students will explore the entire software development lifecycle (SDLC), from initial planning and requirements gathering to implementation, testing, and maintenance. The course covers both traditional and agile development approaches, emphasizing practical skills in coding, debugging, and project management. PREREQUISITE: CPD 111 Program Logic & Design

CPD 200: C# PROGRAMMING II
3 Credit Hours
Students will build on foundational programming concepts from CPD 132, focusing on advanced topics like classes, indexers, events, and inheritance using an object-oriented approach. They will work on database-driven projects, applying realistic case scenarios to develop problem-solving, debugging, and effective programming skills relevant to the job market. PREREQUISITE: CPD 152 C# Programming I

CPD 201: ASP.NET
3 Credit Hours
This Capstone course integrates skills from the CPD program into a single project. Students will use ASP.NET, C#, SQL, HTML, CSS3, and programming logic to design and implement a dynamic, database-driven website, applying knowledge from multiple disciplines.

CPD 202: MOBILE APP DEVELOPMENT II
3 Credit Hours
Building on the fundamentals covered in CPD 130 Mobile App Development, this advanced course delves deeper into modern Android app development practices and technologies. Students will enhance their skills and knowledge to create more sophisticated, efficient, and user-friendly mobile applications. PREREQUISITE: CPD 150 Mobile App Development I

CPD 250: DATA ANALYTICS & BUSINESS INTELLEGENCE
3 Credit Hours
Data Analytics and Business Intelligence provides a comprehensive introduction to the principles and practices of Business Intelligence (BI) and Data Analysis. Students will learn how to transform raw data into meaningful insights that drive strategic business decisions. PREREQUISITE: CPD 111 Program Logic & Design

CPD 251: NETWORK CONCEPTS FOR CODERS
3 Credit Hours
This comprehensive course introduces essential networking concepts crucial for modern software development. Designed for programmers with little to no networking background, it bridges the gap between application development and the underlying network infrastructure. PREREQUISITE: CPD 111 Program Logic & Design

CPD 252: INTERNSHIP
3 Credit Hours
This internship involves applying design, coding, and systems knowledge in real-world programming scenarios. Students will deepen their understanding of course concepts by working in a career field related to their studies. A detailed list of goals and objectives must be approved by a CPD faculty instructor. PREREQUISITE: CPD 111 Program Logic & Design; CPD 110 Web Design I; CPD 137 Web Design II; CPD 112 Java Programming; CPD 226 SQL I; CPD 152 C# Programming I

DNA: DENTAL ASSISTING

DNA 103: CHAIRSIDE ASSISTING
4 Credit Hours
Students will perform according to safe and ethical standards of the dental profession. This course delivers the basic background for orientation to dental assisting and the Dental Assisting Program. The Dental Assisting Program Handbook is reviewed and all safety practices are studied. Dental ethics and jurisprudence are highlighted throughout the course. DA principles also encompass the principle of working as a team member, the operation and maintenance of dental equipment, positioning of the dental team and patient, identification of instruments and instrument transfer, protection of the oral cavity

during dental procedures, and the application of expanded functions in Kansas. As part of DNA103, students will be required to serve 4 hours of community service.

DNA 104: INFECTION CONTROL
2 Credit Hours

The course provides students with basic concepts, step-by-step procedures, and the current regulatory aspects related to infection control and office safety in the dental practice. Students will acquire the knowledge and skills to apply infection control concepts across the curriculum for the protection of self, patients and other dental team members. This course also discusses disease agents common in a dental practice, basic characteristics of disease-producing microorganisms, and the development of infectious diseases as it relates to the dental setting.

DNA 116: HUMAN ANATOMY
1 Credit Hour

This course will cover the body systems, physiology and anatomy of those systems and the relationship of the systems to dental treatments.

DNA 117: ORAL ANATOMY
1 Credit Hour

This course covers the study of tooth morphology, embryology and histology, including coverage of the dental arches, tooth numbering systems, and dental anatomy.

DNA 118: DENTAL RADIOGRAPHY I
3 Credit Hours

Prepares dental auxiliary students to operate x-ray units and expose bitewing, periapical, extra oral, and occlusal radiographs. Emphasis is placed on protection against x-ray hazards. Students also process, mount, and evaluate radiographs for diagnostic value. In this course students demonstrate competency on a manikin. Students gain further experience in exposing radiographs on patients in the clinical portion of their program. This course also provides the background in radiographic theory required for students to make informed decisions and adjustments

DNA 119: DENTAL MATERIALS I
4 Credit Hours

This course is designed to provide students with a knowledge base of the science and physical properties of dental materials. Through laboratory exercises, students will have hands-on experience with dental materials used in dentistry and students will manipulate and compare various dental materials. Each student will produce diagnostic impressions and models as well as recognize the properties and manipulation of gypsum products. Skills are developed concerning the properties and manipulation of temporary and permanent dental cements, materials used in tooth restoration and dental impression materials

DNA 120: PREVENTATIVE DENTISTRY
1 Credit Hour

The objective of preventive dentistry is help people of all ages attain optimal oral health throughout their lives. This course emphasizes how dental professionals must work together with their patients to achieve and maintain optimal oral health through patient education, oral hygiene practices, and additional preventive measures as needed.

DNA 202: OSHA COMPLIANCE DENTAL
2 Credit Hours

This course is a review of DNA 104 and Infection Control. Students will create an OSHA Compliance Notebook reflecting current OSHA regulations in dentistry. Significant regulatory actions by federal, state, and local agencies for the protection of both patients and dental

healthcare workers are covered. Basic concepts, specific step-by-step procedures, and the current regulatory mandates related to infection control and the management of hazardous diseases of primary concern to the dental health team is also reviewed. PREREQUISITE: Completion of 1st Semester Course with "C" or better.

DNA 203: CLINICAL CHAIRSIDE
1 Credit Hour

Students will apply knowledge and skills learned in the first semester and will provide treatments in the clinical setting under direct supervision of the clinical dentist. DANB (Dental Assisting National Board) certified faculty members will be present to ensure OSHA regulations are followed. All students will participate in clinical activities to meet competencies to proficiency prior to internship assignments.

DNA 205: DENTAL RADIOGRAPHY II
1 Credit Hour

Students will recognize anatomical structures, diseases of the dental pulp and the oral soft tissues on radiographs. This course also includes a review of X-ray production, quality control and assurance of diagnostic radiographs. PREREQUISITE: DNA 118 Dental Radiography I.

DNA 206: DENTAL MATERIALS II
1 Credit Hour

This course covers required materials for dental specialties. Students will determine the selection and manipulation of a variety of materials for clinical practice. PREREQUISITE: DNA 119 Dental Materials I.

DNA 215: DENTAL PRACTICE MANAGEMENT
3 Credit Hours

This course introduces students to the concepts of the business of dentistry as a service profession, patient management, legal and ethical issues, and technology in the dental office. Emphasis is placed on using technology as a primary mode for records management, office correspondence, general bookkeeping systems, dental insurance claims management, appointment scheduling, and patient charting. Students will explore ways to strengthen their communication skills for proper telephone etiquette, interoffice communications, and patient

DNA 219: MANAGEMENT OF MEDICAL EMERGENCIES & PHARMACOLOGY
1 Credit Hour

This course will introduce the fundamental science and steps for the dental team to apply for the prevention, recognition, diagnosis, intervention and treatment of medical emergencies in the dental office setting. Students will engage in discussion and emergency scenario drills to acquire skills necessary for the management of such emergencies. This course also discusses the basic principles of pharmacology as it relates to the dental practice setting including drugs used in treatment and prescribed medications.

DNA 220: CLINICAL INTERNSHIP
7 Credit Hours

Students participate in clinical activities at participating dental offices as assigned. Two clinical internships are required in this semester. Criteria are established for evaluation of student performances with the dentist or designated dental team member and the program director. PREREQUISITE: Successful Completion of all 1st Semester Courses.

DNA 243: DENTAL OFFICE MANAGEMENT
5 Credit Hours
Students will study the principles of business office management including accounts management, insurance submissions, data entry to electronic record keeping, and patient management. This course requires an internship period as a business manager assistant. This internship will provide the student with the opportunities to develop and utilize the skills acquired through this course.

EC: ECONOMICS

EC 101: MICROECONOMICS
3 Credit Hours
This course introduces microeconomic concepts and analysis, supply and demand analysis, theories of the firm and individual behavior, competition and monopoly, and welfare economics. Students will also be introduced to the use of microeconomic applications to address problems in current economic policy throughout the semester
~KCOG Systemwide Transfer Alignment ECO 1010

EG: ENGLISH

EG 099: ENGLISH COMPOSITION I WITH REVIEW
2 Credit Hours
English Composition I Review is a co-requisite course designed to provide a foundation in writing fundamentals that will aid students in successfully completing EG 103 English Composition I.

EG 100: ENGLISH FOR THE TECHNICAL PROFESSIONS
3 Credit Hours
Students will learn successful writing techniques and evaluation tools for effective communication in the workplace. Students will learn both effective communication principles and the use of current technology to succeed in a high-tech, global work environment in written and oral communication and presentations

EG 103: ENGLISH COMPOSITION I
3 Credit Hours
English Composition provides students with research and writing experiences that allow them to improve their knowledge, skills, and understanding of the writing process. It will emphasize prewriting, planning, drafting, and revision techniques essential to effective writing and communication. Students should recognize the importance of the grammatical and rhetorical structure of language, and utilize the process of creating clear and accurate documents through the writing of at least four graded essays and a number of inclass writing exercises. ~KCOG Systemwide Transfer Alignment ENG 1010 PREREQUISITE: EG 100 English for Technical Professions or a qualifying score on ACT, ACCUPLACER, or similar.

EG 104: ENGLISH COMPOSITION II
3 Credit Hours
English Composition II expands and refines the objectives of English Composition I. The class emphasizes critical/logical thinking and reading. Students will learn research strategies and write analytical, evaluative, and papers that synthesize research. Informative and persuasive forms of composition will be used. ~KCOG Systemwide Transfer Alignment ENG 1020. PREREQUISITE: EG 103 English Composition I with a "C" or above.

ECE: EARLY CHILDHOOD EDUCATION

ECE 100: INTRODUCTION TO EARLY CHILDHOOD
3 Credit Hours
The students will demonstrate knowledge of early childhood education through history, philosophies, program models, and common teaching approaches as demonstrated through planned classroom activities. Students will review the current trends, issues, professional expectations, and community resources related to childcare in the United States. This course includes 10 hours of observation in a certified early childhood classroom and will require students to obtain a background check and Tuberculin skin test.
~KCOG Systemwide Transfer Alignment ECE1010

ECE 101: CHILD NUTRITION, HEALTH, AND SAFETY
3 Credit Hours
Students will cover the importance of a safe and healthy environment in the growth and development of a child. Students will look at factors of nutrition in the physical development of a child and the core nutrition guidelines in developing menu planning, as well as food program participation. Key environmental health and safety factors for the care and activity of children including the observation, documentation, and reporting of abuse or neglect will also be covered.

ECE 102: CHILD DEVLEOPMENT AND CARE
3 Credit Hours
Students will gain knowledge about human development from conception to age six. Students will be able to demonstrate the fluidity of developmental milestones in the domains of physical skills, speech and language development, cognitive and intellectual skills, and social and emotional growth of the child and developmentally appropriate practices relating to those domains through planned classroom activities. Child development will be studied in the context of societal roles and economic standing, culture and diversity.

ECE 103: BUILDING RELATIONSHIPS WITH FAMILIES AND COMMUNITIES
3 Credit Hours
Students will appraise how creating interpersonal relationships that support and empower families in the care team process increases children's overall success in education. Strategies for involving families in the development and learning progress of the child will be evaluated. Family dynamics in the larger societal role in regard to family values, child-rearing expectations, discipline, parenting styles, diversity and biases will be discussed.

ECE 150: CREATIVE PLAY FOR CHILD DEVELOPMENT
3 Credit Hours
Students will focus on age-appropriate experiences for physical health and development, social-emotional development, and creativity skills of the young child. The course will cover both fine and gross motor movement, artistic expression, social-emotional development through imaginative play, and musicality. Students will develop methods and materials that incorporate creative experiences into curriculum building, use of technology, and family engagement.

ECE 151: TEACHING AND CAREING FOR THE EXCEPTIONAL CHILD
3 Credit Hours
Students will examine the caring for and working with children who have exceptionalities in regard to neuro development, physical development, emotional development, or impacts of chronic health conditions. Legal cases, laws, regulations, and guidelines that affect

the delivery of care and learning services to this population will be researched. Observation procedures, use of findings and collaboration with existing service providers, adaptation techniques, accommodations, inclusion, acceleration, and assessments will be employed through planned activities.

ECE 152: INTERACTION TECHNIQUES IN EARLY CHILDHOOD SETTINGS
3 Credit Hours
Students will apply principles and techniques for observing and guiding children ages birth to six. The emphasis will be in developing and creating positive learning environments with positive expectations for groups of children. Students will also apply techniques and guidelines for managing difficult behaviors in young children. Students will design developmentally appropriate curriculum and activities including the use of technology.
COREQUISITE: ECE 153 Childcare Internship I.

ECE 153: CHILDCARE INTERNSHIP I
2 Credit Hours
Students will apply skills learned in the technical certificate level courses in a childcare environment. Students will begin the semester with observation and documentation skill building. Students will then assist with the development and execution of activities and curriculum. CO-REQUISITE: ECE 152 Interaction Techniques in Early Childhood Settings.

ECE 200: LAW, REGULATIONS, AND OPERATIONS OF CHILDCARE FACILITIES
3 Credit Hours
Students will evaluate the laws and regulations that define the different levels and types of childcare environments. The licensure process for facilities, Child Development Associate (CDA) certification, continued education or certification requirements, as well as health and safety inspections will be covered. This course is intended to help both those students looking to work in an establish facility as well as those looking to open a home care service.

ECE 201: SUPERVISION AND MANAGEMENT OF CHILDCARE FACILITIES
3 Credit Hours
Students will demonstrate an understanding of budget management, facilities management, and general supervisory skills of employees. This course will cover an in depth look at professional and ethical responsibilities related to the care of children. Topics will include morality of the childcare professional, ethical responsibilities to the family, social expectations of decorum, and perceptions of others in a professional setting.

ECE 250: EARLY NUMERACY AND SCIENCE
3 Credit Hours
Students will understand the development in the young child and apply this knowledge in the areas of: early numeracy and science. Techniques for observing, developing, and advancing of higher order thinking in young children will be demonstrated through planned activities. Students will use developmentally appropriate activities to build a differentiated learning environment. This course will include a lesson demonstration, by the student, with a child of their choosing.
CO-REQUISITE: ECE 252 Child Care Internship II

ECE 251: EARLY CHILDHOOD LANGUAGE AND LITERACY
3 Credit Hours
Students will cover the development of language and literacy skills in the young child, including techniques for observing, developing, and advancing language acquisition and pronunciation. Students will also utilize a selection of developmentally appropriate reading material, games, and other literacy building tools. This course will include a lesson demonstration, by the student, with a child of their choosing.
CO-REQUISITE: ECE 252 Child Care Internship II

ECE 252: CHILDCARE INTERNSHIP II
3 Credit Hours
Students will apply the content and skills developed throughout the program of study in a childcare setting. Students will be expected to demonstrate skill and ability to work independently in a childcare setting that supports child development and well-being.
COREQUISITE: ECE 250 Early Numeracy and Science; ECE 251 Early Childhood Language and Literacy

EMS: EMERGENCY SERVICES

EMS 100: FIRST RESPONDER- EMR
6 Credit hours
Students will utilize knowledge of anatomy and physiology. They will also recognize the response needed in acute medical emergencies and trauma related injuries. The students will demonstrate skills in performing CPR, bandaging and splinting, childbirth and other emergency care procedures. ~Kansas Board of Emergency Medical Services Approved

EMS 103: EMERGENCY MEDICAL TECHNICIAN- EMT
12 Credit Hours
The program will provide the participant with opportunities to gain information, skills, and attitudes necessary for certification and practice as an EMT. ~Kansas Board of Emergency Medical Services Approved

EMS 108: HAZARDOUS MATERIALS AWARENESS & OPERATION
2 Credit Hours
This course is designed for individuals who may be first responders to hazardous materials (HAZMAT) incidents within the course of their work in emergency services. First Responders at the Awareness level understand HAZMAT terminology, recognize and identify, and contact appropriate agencies for containment.

EMS 119: MEDICAL REPORT WRITING
2 Credit Hours
Students will learn successful writing techniques and evaluation tools for effective communication in the workplace. Students will learn both effective communication principles and the use of current technology to succeed in a high-tech, global work environment in written communication and presentation.

EMS 200: AEMT I
10 Credit Hours
This course provides the foundational knowledge and technical skills necessary for Advanced EMT-level patient care. Students will develop core competencies in AEMT principles and practices, preparing them to function effectively as part of a medical team. Successful completion of this course and AEMT II course, will qualify students to pursue Kansas and NREMT AEMT certification and excel in AEMT practice. PREREQUISITE: Kansas Certified EMT

EMS 250: AEMT II
9 Credit Hours
This course combines advanced lifesaving techniques, hospital clinical rotations, and field internship hours to prepare students for

AEMT-level patient care. Course training also includes managing cardiopulmonary arrest, acute arrhythmias, stroke, and acute coronary syndromes. Course instruction, simulated cases, and hands-on experience, will allow students to develop critical assessment, treatment, and clinical decision-making skills. Successful completion of AEMT I and AEMT II curriculum prepares students for Kansas and NREMT AEMT certification and effective practice as an AEMT. PREREQUISITE: EMS 200 AEMT I

GAT: GRAPHIC ARTS TECHNOLOGY

GAT 120: INTRODUCTION TO GRAPHIC COMMUNICATION
3 Credit Hours
Providing an overview of the printing industry, this course covers topics such as careers, industry terminology, measurement, safety, typography, design, layout, color, substrates, and ink.

GAT 121: GRAPHIC DESIGN I
3 Credit Hours
This course introduces the fundamental systems and processes used in the fields of graphic design, advertising design, and illustration. Students will demonstrate an understanding of the design process and the design of specific media as well as the history of graphic design and how these disciplines responded to and affected political, cultural, and social changes. Assignments and critiques develop problem-solving and visual storytelling skills with an emphasis on the principles of design and the fundamentals of typography. Students will gain an overview of production file setup and output for specific design applications and utilize those skills to create print ready artwork. PREREQUISITE: GAT 125 Illustration Software, GAT 123 Layout Software.

GAT 122: PRINTING TECHNOLOGIES I
3 Credit Hours
As major printing processes are examined, students will gain insight to various printing methodologies. Skills and techniques used in print production will be developed as students produce a variety of printed products.

GAT 123: PAGE LAYOUT SOFTWARE
3 Credit Hours
This course offers in-depth knowledge of industry standard page layout software. Students will be introduced to the basic functions of industry standard software and basic page layout. Students will gain an understanding of creating frames, importing and editing text, typography, color, styles, importing and linking graphics, creating tables, transparencies, and file output for both single and multi-page documents

GAT 125: ILLUSTRATION SOFTWARE
3 Credit Hours
This course offers in-depth knowledge of industry standard vector based graphics software. Students will be introduced to the basic functions of industry standard software and digital illustration for print and web application. Students will gain an understanding of basic and complex shape rendering, setting and formatting text, applying color and using various methods to create shading, applying basic effects, and the use of clipping masks and transparencies. Students will also be introduced to basic color theory and the appropriate use of vector-based graphics software within the graphic production process.

GAT 126: FINISHING AND BINDING
3 Credit Hours
While performing finishing and binding operations, students will obtain skills used to finish printed products, while meeting customer specifications.

GAT 128: APPAREL DECORATION I
3 Credit Hours
Students will build a foundational knowledge of procedures, equipment, and materials used in the screen-printing industry. Fundamentals of film output, screen preparation and registration techniques for single and multi-color designs are emphasized as students develop skills by producing decorated products. PREREQUISITE: GAT 125 Illustration Software.

GAT 129: PHOTO SOFTWARE
3 Credit Hours
This course offers in-depth knowledge of raster-based graphics software. Students will be introduced to the basic functions of industry standard software and bitmap image editing, illustration, and compositing using industry standard software to create content for print and web. Students will gain an understanding of applying nondestructive digital imaging techniques, using workflows emphasizing layers, using masks and adjustments. Operate raster-based graphics software to generate artwork for graphic reproduction.

GAT 200: PRINTING TECHNOLOGIES II
3 Credit Hours
While completing self-directed projects in a print environment, students will gain decision-making and leadership skills as customer orders are completed. PREREQUISITE: GAT 122 Printing Technologies I.

GAT 201: GRAPHIC DESIGN II
3 Credit Hours
In an examination of design concepts and their applications, students broaden their understanding of effective design as a visual language. Assignments and critiques expand problem-solving skills and involve research and analysis with a focus on type, image, aesthetics, message, audience, and intent. Students will expand their visual literacy and explore the ethical considerations of the design profession including intellectual property, copyright issues, and designer-client relationships. Students in this course will gain an overview of advanced design techniques including illustration as a design tool and creating custom typefaces. PREREQUISITE: GAT 121 Graphic Design I.

GAT 202: SUBSTRATES AND INK
3 Credit Hours
Students will assess substrates, inks, and coatings for the production of graphically produced products across a variety of printing methods. PREREQUISITE: GAT 122 Printing Technologies I.

GAT 203: GRAPHIC DESIGN III
3 Credit Hours
In an increasingly sophisticated examination of design concepts and applications, students will broaden their understanding of the technical considerations of the print production process in both two and three-dimensional projects. Students will develop artwork for final output and will evaluate digital artwork for potential production problems. Students will also explore how to create a visually distinct identity through structured and innovative methodology. Throughout the course, students will develop traditional portfolios, web-portfolios, and career development specific to their industry. PREREQUISITE: GAT 122 Printing Technologies I, GAT 201 Graphic Design II.

GAT 204: APPAREL DECORATION II
3 Credit Hours
While completing self-directed projects in an apparel decorating environment, students will gain decision-making and leadership skills as customer orders are completed. PREREQUISITE: GAT 128 Apparel Decoration I.

GAT 205: DIGITAL PHOTOGRAPHY
3 Credit Hours
This course uses the advanced digital camera to build basic skills in students with no prior experience. Using a combination of lecture, demonstration, hands-on exercises, and critiques, this course will explore the basic photographic techniques and artistic concerns involved in photography including, use of camera controls, exposure, composition, effective use of light, file management, digital image manipulation, and developing a photographic vision. Students will also develop an awareness of the critical issues in contemporary photography and evaluate the ethical considerations of the photography industry. PREREQUISITE: GAT 129 Photo Software.

GAT 242: TECHNICAL INTERNSHIP
3 Credit Hours
By securing employment and demonstrating skills required for successful performance, the student will display the ability to communicate effectively with industry professionals and customers by performing job tasks accurately and efficiently. Together with program training, on-the-job experience will allow the student to thrive in their future career.

HCA: HOSPITALITY/CULINARY ARTS

HCA 104: CULINARY TECHNIQUES
3 Credit Hours
Students will demonstrate knowledge within culinary arts and the role of the professional chef. They will apply safe and sanitary procedures in food preparation and production. Students will learn proper knife skills and cuts and the use of various culinary tools and commercial food production equipment. In addition, students will develop a foundation in culinary techniques, principles and the ability to develop the senses to properly season and flavor food. Students will also demonstrate the ability to identify classes of products and proper cooking methods for dairy, eggs, meats and poultry.

HCA 106: INTRODUCTION TO BAKING & PASTRIES
3 Credit Hours
Students will be able to explain key bakeshop terminology and demonstrate fundamental baking techniques needed in small retail shops and restaurants. They will demonstrate correct use of bakeshop ingredients, hand tools and equipment. Students will prepare quick breads, yeast breads, laminated doughs and a variety of cookies and candies. They will evaluate finished products prepared both in the FHTC kitchen. They will analyze causes for success and failure in products.

HCA 107: SUSTAINABILITY & ENVIRONMENTAL ISSUES
1 Credit Hour
Sustainability in the modern kitchen is becoming an essential consideration and focus in the operation of foodservice businesses. This class will focus on sustainable choices in food production and the impact it has on "green commitment" in our society. Students will explain how chefs can be catalysts for positive change in the food industry by utilizing and promoting locally grown food and how principles of sustainability in the environment affect all of us.

HCA 109: INTRODUCTION TO GARDE MANAGER
3 Credit Hours
Students will prepare food used in the cold side of the kitchen. These dishes include: cold sauces and soups, salads, vinaigrettes and mayonnaise, sandwiches, hors d'oeuvre's, appetizers, relishes, and compotes will also be prepared. Buffet presentation, platter & design layouts will be created and will demonstrate basic comprehension of edible art and garnishing techniques and visual presentation.

HCA 110: RESTAURANT MANAGEMENT & LEADERSHIP
3 Credit Hours
Hospitality management is a core element to the success of any culinary professional. This course combines the elements of hospitality management and leadership theory. This course is designed to cover all the basic functions of restaurant management as well as a time to discover and evaluate personal leadership philosophy. In addition, certification may be earned from the National Restaurant Association (NRA) in collaboration with the ManageFirst (MFP) credential. This course is one of five (NRAEF) courses that help students earn the MFP certification.

HCA 128: FOOD SANITATION
1 Credit Hour
ServSafe is a leading food safety training and certification program. Students will demonstrate knowledge of food safety procedure in employee hygiene, food handling, receiving, and storage. They will describe sanitary facilities and pest management. They will illustrate knowledge of government food safety regulations and standards. In addition, upon successful completion of the course students will earn a ServSafe® certificate from the National Restaurant Association (NRA) in collaboration with the ManageFirst Professional® (MFP®) credential. This course is one of five (NRAEF) courses that help students earn their MFP® certification. Passing the standardized ServSafe exam with a 75% or above will earn the student the ServSafe certificate and credential. The ServSafe credential is a necessity for professional chefs and typically an expectation from employers

HCA 131: BAKING THEORY, PASTRY, & CONFECTIONS
3 Credit Hours
Students will demonstrate a mastery of skills previously learned in HCA 106, Introduction to Baking and Pastries. Skills included are: "Mise en Place" for the bakeshop, scaling recipes and identifying bakeshop ingredients, understanding basic principles of baking. Students will prepare a variety of decorative desserts, classic pastries, cake batters, custards, creams, and frozen desserts. PREREQUISITE: HCA 128 Food
Sanitation

HCA 132: INTERMEDIATE CULINARY TECHNIQUE & THEORY
3 Credit Hours
Students will demonstrate a mastery of skills previously learned in HCA 104 Culinary Techniques & Theory. Using safe, sanitary, and productive food preparation procedures they will demonstrate the ability to identify various grades of food products, correct purchasing and storage methods and proper cooking techniques. PREREQUISITE: HCA 104 Culinary Techniques & Theory; HCA 106 Introduction to Baking and Pastries; HCA 128 Food Sanitation

HCA 133: CATERING & BANQUET MANAGER
3 Credit Hours
Students will plan, organize, direct, execute, and control a catered event. They will demonstrate attention to details and be able to recognize and deal with problems and emergency situations that arise in the catering and banquet environment. They will understand how to be cost-efficient and financially profitable. They will demonstrate the

use of computer software applications in catering and banquet planning. They will perform front-of-house duties, including enhanced customer service procedures. PREREQUISITE: HCA 104 Culinary Techniques & Theory; HCA 106 Introduction to Baking and Pastries; HCA 128 Food Sanitation

HCA 134: ADVANCED GARDE MANAGER
3 Credit Hours
Students will be preparing food used in the cold side of the kitchen. Students will learn advanced techniques including: Hors d'oeuvre's, appetizers, elements of charcuterie, pates, terrines, and cured and smoked foods. Students will demonstrate advanced techniques edible art, garnishing, fruit, vegetable and ice carvings. PREREQUISITE: HCA 104 Culinary Techniques & Theory; HCA 106 Introduction to Baking & Pastries; HCA 109 Introduction to Garde Manager; HCA 128 Food Sanitation

HCA 135: HOSPITALITY ACCOUNTING, PURCHASING, & COST CONTROL
3 Credit Hours
Students will learn the importance of controlling all costs associated with the operation of a foodservice establishment. Students will also learn how to forecast, budget, manage sales, and how to properly receive, store and prepare food in accordance to an operation's financial goals. In addition, students will prepare for and complete the certificate from the National Restaurant Association (NRA) in collaboration with the Manage First (MFP) credential. This course is one of the five NRA Educational Foundation (NRAEF) courses that help students earn their MFP certification.

HCA 200: AMERICAN REGIONAL CUISINE
3 Credit Hours
Students will demonstrate knowledge of basic culinary skills including knife skills, product identification, application of safety & sanitation practices, and teamwork. Regional Dishes will be prepared each class period, reinforcing the cooking techniques learned in HCA 104 & HCA 132. Plated techniques will be learned. Students will also possess the ability to explain the key features that shape each regional cuisine, including the land, indigenous people, first settlers, immigrants and economic viability. PREREQUISITE: HCA 104 Culinary Techniques & Theory; HCA 106 Introduction to Baking & Pastries; HCA 109 Introduction to Garde Manager; HCA 128 Food Sanitation; HCA 131 Baking Theory, Pastry, and Confections; HCA 132 Intermediate Culinary Techniques & Theory.

HCA 201: FOOD TRUCK PRACTICUM
3 Credit Hours
This is hands on class combines the business side of owning and operating a food truck while gaining practical application at local events and festivals. This class will explore all aspects of a food truck management; equipment needs and uses, food costing, menu planning, proper staffing, product development, marketing & the use of social marketing as well as obtaining permits, licenses and comprehension of legalities involved. Students will create menus designed for ease of service and cost analysis for profit, order food necessary for events, obtain licenses, handle cash flow exchanges, and manage all aspects of food truck management. PREREQUISITE: HCA 104 Culinary Techniques & Theory; HCA 106 Introduction to Baking & Pastries; HCA 109 Introduction to Garde Manager; HCA 128 Food Sanitation; HCA 131 Baking Theory, Pastry, and Confections; HCA 132 Intermediate Culinary Techniques & Theory; HCA 133 Catering and Banquet Production; HCA 135 Hospitality Accounting, Purchasing, & Cost Control

HCA 202: HOSPITALITY SUPERVISION & MARKETING
3 Credit Hours
This course introduces the student to principles of successful restaurant management. It includes the planning stages of marketing, menu design, pricing, and evaluation. It also emphasizes information managers need to know concerning employee recruitment and selection, and legal aspects of restaurant management. In addition, upon successful completion of the course students will earn a certificate from the National Restaurant Association (NRA) in collaboration with the ManageFirst Professional® (MFP®) credential. This course is one of five (NRAEF) courses that help students earn their MFP® certification. PREREQUISITE: HCA 104 Culinary Techniques & Theory; HCA 106 Introduction to Baking & Pastries; HCA 109 Introduction to Garde Manager; HCA 110 Restaurant Management & Leadership; HCA 128 Food Sanitation

HCA 203: WORLD CUISINE
3 Credit Hours
Students will prepare a variety of dishes using food and products reflecting flavors and techniques of international cuisine. Student will cook and prepare specialty dishes throughout the world. This class will prepare students to cook cuisines in bulk quantities and serve the public. Students will be able to describe the differences in each region what make each type of cuisine unique and dynamic. PREREQUISITES: HCA 104 Culinary Techniques & Theory; HCA 106 Introduction to Baking & Pastries; HCA 109 Introduction to Garde Manager; HCA 128 Food Sanitation; HCA 131 Baking Theory, Pastry, and Confections; HCA 132 Intermediate Culinary Techniques & Theory; HCA 133 Catering and Banquet Production; HCA 200 American Regional Cuisine

HCA 210: Advanced Pastry Arts
2 Credit Hours
Advanced Pastry Arts will focus on developing skills in cake design, sugar artistry, and chocolate craftmanship. Instruction in fundamental cake decorating techniques, emphasizing precision, creativity, and the development of a unique artistic style. Layered desserts that showcase multiple textures, flavors, and modern design. Techniques for tempering chocolate, creating pralines, bonbons, and mastering sugar art (pulled, blown, and poured sugar).

HCA 216: CULINARY NUTRITION
3 Credit Hours
Students will identify a healthy diet as it applies to gender, age, activity level, and the status of an individual's health. Students will illustrate the ability to select healthy ingredients for food preparation. They will evaluate various cooking techniques and assess how they affect the flavor and quality of finished dishes. They will analyze recipes and develop healthy menu options. PREREQUISITE: HCA 128 Food Sanitation

HCA 221: TECHNICAL INTERNSHIP
2 Credit Hours
This course is designed for the student to gain practical experience in the food service industry, in both hands-on production, and management functions. Students successfully completing the internship should be well prepared to take on entry-level positions in the field. This ideal scenario is for the internship to provide supervision in a hands-on learning environment. Students may focus on one of three main disciplines: Culinary Arts, Baking/Pastries, Front of the house service or management. This course can be used as a substitute for (up to 5 hours) designated technical education courses at the discretion of program instructors. PREREQUISITE: Successful Completion of Technical Certificate. This internship is only available to students in the Associate's degree program. Students must pre-enroll in this course and a pre-approved internship site.

HCA 222: TECHNICAL INTERNSHIP

3 Credit Hours

This course is designed for the student to gain practical experience in the food service industry, in both hands-on production, and management functions. Students successfully completing the internship should be well prepared to take on entry-level positions in the field. This ideal scenario is for the internship to provide supervision in a hands-on learning environment. Students may focus on one of three main disciplines: Culinary Arts, Baking/Pastries, Front of the house service or management. This course can be used as a substitute for (up to 5 hours) designated technical education courses at the discretion of program instructors. PREREQUISITE (Unless Specifically Declared for Hospitality Dietary Manager Technical Certificate): Successful Completion of Technical Certificate. This internship is only available to students in the Associate's degree program. Students must pre-enroll in this course and a pre-approved internship site.

HCA 223: TECHNICAL INTERNSHIP

4 Credit Hours

This course is designed for the student to gain practical experience in the food service industry, in both hands-on production, and management functions. Students successfully completing the internship should be well prepared to take on entry-level positions in the field. This ideal scenario is for the internship to provide supervision in a hands-on learning environment. Students may focus on one of three main disciplines:
Culinary Arts, Baking/Pastries, Front of the house service or management. This course can be used as a substitute for (up to 5 hours) designated technical education courses at the discretion of program instructors. PREREQUISITE: Successful Completion of Technical Certificate. This internship is only available to students in the Associate's degree program. Students must pre-enroll in this course and a pre-approved internship site.

HCA 233: MODERN GASTRONOMY

2 Credit Hours

Students will demonstrate knowledge within culinary arts and correlate the connection between food preparation & scientific principles within modern cuisine and will explore the scientific side of food. Students will gain perspective as to how & why food reacts and understand the science behind cooking. Students will effectively demonstrate techniques such as sous vide, dehydration, the use of gums, powders, solidifiers and binding agents; centrifugal cooking, rapid infusion, adding smoke, specification, carbonation, foams, airs & multi-sensory taste-perception. PREREQUISITE: HCA 104 Culinary Techniques & Theory; HCA 109 Introduction to Garde Manger; HCA 128 Food Sanitation; HCA 132 Intermediate Culinary Techniques; HCA 133 Catering & Banquet Techniques; HCA 134 Advanced Garde Manger

HCA 235: ADVANCED BAKING & RETAIL PRODUCTION

2 Credit Hours

Students will master previous skills developed from HCA 106 & HCA 131 and will apply them to elaborate pastries, tortes and various desserts. This class incorporates elements of retail baking production, food costing and sales. Students will develop a professional portfolio and create a personalized bakeshop business plan. PREREQUISITE: HCA 104 Culinary Techniques & Theory; HCA 106 Introduction to Baking & Pastries; HCA 110 Restaurant Management & Leadership; HCA 131 Baking Theory, Pastry & Confection; HCA 132 Intermediate Culinary Techniques; HCA 133 Catering & Banquet Production

HHS: HEALTH AND HUMAN SERVICES

HHS 102: HEALTHCARE CAREERS

2 Credit Hours

The student will demonstrate basic knowledge about various career opportunities in the healthcare profession. The student will be able to identify the specific roles and responsibilities of the different health care professionals.

HHS 113: NITROUS OXIDE SEDATION

1 Credit Hour

The students will demonstrate the principles and interpret the physiological aspects of pharmacology to promote rational and optimal drug therapy. The students will continue to reinforce and integrate knowledge of pharmacology in clinical practice.

HHS 115: MEDICAL TERMINOLOGY

1 Credit Hour

The student will demonstrate knowledge of medical terms, roots, abbreviations, and definitions commonly used in the healthcare profession. ~KCOG Systemwide Transfer Alignment HSC1030

HHS 119: NUTRITION

3 Credit Hours

Students will identify, describe and discuss the various nutrients essential to promoting growth and maintenance of the human body. Students will learn about the relationship of nutrients as related to food and the ability of the body to utilize it. Students will learn about nutrition at various life stages including pregnancy, infancy, adulthood and late adulthood. ~KCOG Systemwide Transfer Alignment HSC 1010

HHS 125: CERTIFIED NURSE AIDE

5 Credit Hours

The students will demonstrate the basic principles of direct nursing care. The students will demonstrate knowledge of nursing care in the skills lab and in clinical practice.

HHS 151: HOME HEALTH AIDE

1 Credit Hour

The students will demonstrate the basic principles of direct nursing care. The students will demonstrate knowledge of home nursing care in the skills lab and in the classroom. PREREQUISTE: Certified Nurse Aide

HHS 250: IV THERAPY

2 Credit Hours

The LPN will perform IV therapy procedures as defined in K.A.R. 60-16-102 (b). The student will demonstrate knowledge, skills and competency in the administration of IV fluid therapy in a safe manner.

HHS 261: FIRST AID/ CPR

1 Credit Hour

Students will demonstrate the basics of first aid from breathing and cardiac emergencies to the care of sudden illnesses or injuries.

HHS 265: MEDICATION AIDE

3 Credit Hours

The student will demonstrate the basic principles of medication administration. The students will demonstrate knowledge of nursing care, and medication administration in the skills lab and in clinical practice. PREREQUISITE: Certified Nurse Aide

HHS 268: FA/HEARTSAVER CPR ◁

2 Credit Hours

Students will demonstrate the basics of first aid from breathing and cardiac emergencies to the care of sudden illnesses or injuries. ~KCOG Systemwide Transfer Alignment HSC1040

HI: HISTORY

HI 102: US HISTORY SINCE 1877 ◁

3 Credit Hours

This course is a study of the United States from the end of Reconstruction to the present, analyzing the socioeconomic, political, cultural, and intellectual forces that have shaped American history and contemporary society. ~KCOG Systemwide Transfer Alignment HIS 1020

HYG: DENTAL HYGIENE

HYG 110: DENTAL RADIOGRAPHY

2 Credit Hours

Prepares dental auxiliary students to operate x-ray units and expose bitewing, periapical, extra oral, and occlusal radiographs. Emphasis is placed on protection against x-ray hazards. Students also process, mount, and evaluate radiographs for diagnostic value. In this course students demonstrate competency on a manikin. In addition, students expose bitewing radiographs on a peer, role-play patient. Students gain further experience in exposing radiographs on patients in the clinical portion of their program. This course also provides the background in radiographic theory required for students to make informed decisions and adjustments. Students will manipulate and compare various dental materials. Each student will produce diagnostic impressions and models as well as recognize the properties and manipulation of gypsum products. Skills are developed concerning the properties and manipulation of temporary and permanent dental cements, materials used in tooth restoration and dental impression materials.

HYG 111: DENTAL MATERIALS

2 Credit Hours

This course is designed to provide students with a knowledge base of the science and physical properties of dental materials. Through laboratory exercises, students will have hands-on experience with dental materials used in dental hygiene and dentistry while applying their knowledge of dental material sciences. Students will manipulate and compare various dental materials. Each student will produce diagnostic impressions and models as well as recognize the properties and manipulation of gypsum products. Skills are developed concerning the properties and manipulation of temporary and permanent dental cements, materials used in tooth restoration and dental impression materials. HYG PROGRAM PREREQUISITES

HYG 112: NUTRITION AND ORAL HEALTH

2 Credit Hours

This course introduces ways for dental assistants and dental hygienists to incorporate nutritional counseling into their patient's dental care plan. Basic nutritional information is provided; however, this course is focused on how eating patterns and food choices play an important role in preventing tooth decay and gum disease. Nutritional needs for development, growth, and maintenance of the oral structures is also discussed.

HYG 113: CPR/FIRST AID/ MEDICAL EMERGENCY

1 Credit Hour

Students will demonstrate the basics of first aid from breathing and cardiac emergencies to the care of sudden illnesses or injuries. HYG PROGRAM PREREQUISITES

HYG 120: CLINICAL DENTAL HYGIENE I: PRE-CLINIC

5 Credit Hours

This course introduces the students to the basic principles and theory of clinical dental hygiene. The course will include dental deposits and instrumentation, infection control and safety, as well as disease development and contributing factors. The student's skill and performance in removal of deposits through instrumentation is emphasized utilizing hands on instruction and demonstration. HYG PROGRAM PREREQUISITES

HYG 125: EMBRYOLOGY/ HISTOLOGY AND ORAL ANATOMY

4 Credit Hours

This course will include a study of dental structures, dental anatomy, dental embryology, dental histology, developmental disturbances of the face, oral cavity and related structures, and dental morphology and occlusion. It will provide extensive background for the dental professional in the area of oral biology. 4 hours lecture/lab per week. HYG PROGRAM PREREQUISITES

HYG 204: PERIODONTICS

3 Credit Hours

This course provides the dental hygiene student with an in-depth study of periodontal disease including the inflammatory process and its relationship to the pathogenesis of periodontal disease; identification of etiological factors; classification of periodontal disease following a complete periodontal assessment; recognition of gingival conditions and risk assessment; description of periodontal surgical procedures; the recognition of periodontal emergencies; and the effectiveness of plaque control and nonsurgical periodontal therapy.

HYG 205: HYGIENE EDUCATION & PREVENTION

2 Credit Hours

This course will provide information on oral Health Education & Prevention with clinical applications. Students will be required to provide patient education and preventive measure to varied individuals and in various settings. Students will provide presentation materials on the importance of oral health education and prevention to audiences in public institutions. PREREQUISITE: HYG 112 Nutrition & Oral Health; HYG 120 Clinical Dental Hygiene I; HYG 125 Embryology/ Histology & Oral Anatomy

HYG 212: CLINICAL DENTAL HYGIENE II

4 Credit Hours

Clinical Dental Hygiene II builds upon the fundamental level of the dental hygiene knowledge and skills acquired in Clinical Dental Hygiene I Pre- Clinic. The course will include the dental hygiene process of care, ultrasonic application, instrument sharpening, restorative charting and occlusion, developmental hygiene treatment plan, special needs patient care, advanced instrumentation and periodontal evaluation. An introduction to the dental hygiene process (ADPIE) and working with special-needs patient populations will be provided. This course will require students to travel to enrichment sites as assigned. Two hours lecture per week and eight hours clinical per week is required. PREREQUISITE: HYG 120 Clinical Dental Hygiene

HYG 213: GENERAL & ORAL PATHOLOGY

3 Credit Hours

This course will provide students the concepts related to general systemic and oral pathology. Principles of pathology include inflammation, immunity, neoplasia, and wound healing. Basic pathological processes of oral conditions, their etiologies and treatments will be discussed.

HYG 215: NITROUS OXIDE

1 Credit Hour

The students will demonstrate the principles and interpret the physiological aspects of pharmacology to promote rational and optimal drug therapy. The students will continue to reinforce and integrate knowledge of pharmacology in clinical practice.

HYG 217: DENTAL ANALGESICS & THERAPEUTICS

2 Credit Hours

This course will introduce the basic principles of drug actions, emphasizing dental-related therapeutics and drugs associated with common systemic disorders, information on the selection of professional products, and principles necessary in administering local anesthesia. PREREQUISITE: HYG 204 Periodontics; HYG 212 Clinical Dental Hygiene II.

HYG 219: DENTAL PUBLIC HEALTH

2 Credit Hours

This course facilitates the student's development as a responsible leader in public health programs. Topics include public health structure and global public health access, statistical procedures for critiquing scientific literature and epidemiology. Course content includes emphasis on the role of the dental hygienist in community health promotion, implementation and evaluation using evidence-based research. Community service and public health projects may be required. PREREQUISITE: HYG 204 Periodontics; HYG 212 Clinical Dental Hygiene II.

HYG 220: CLINICAL DENTAL HYGIENE III

6 Credit Hours

Students will continue development in the areas of patient management, preventive dental hygiene treatment and proficiency in clinical techniques through practical application. Current advances in dental hygiene services will also be introduced. This course will offer continued development of proficiency in clinical techniques and current procedural practices of the dental hygienist with emphasis on self-evaluation. Travel to enrichments sites is mandatory and transportation is the responsibility of the student. PREREQUISITE: HYG 204 Periodontics; HYG 212 Clinical Dental Hygiene II.

HYG 221: PHARMACOLOGY FOR DENTAL HYGIENE

3 Credit Hours

The students will demonstrate the principles and interpret the physiological aspects of pharmacology to promote rational and optimal drug therapy. The students will continue to reinforce and integrate knowledge of pharmacology in clinical practice. PREREQUISITE: HYG 120 Clinical Dental Hygiene II: Pre-Clinic; HYG 204 Periodontics; HYG 203 General & Oral Pathology

HYG 230: CLINICAL DENTAL HYGIENE IV

6 Credit Hours

Students will continue development in the areas of patient management, preventive dental hygiene treatment and proficiency in clinical techniques through practical application. Current advances in dental hygiene services will also be introduced. This course will offer continued development of proficiency in clinical techniques and current procedural practices of the dental hygienist with emphasis on self-evaluation. Topics will include ethics, jurisprudence, office management, current dental hygiene issues and preparation for board exams. PREREQUISITE: HYG 220 Clinical Dental Hygiene III

HYG 232: SPECIAL NEEDS

2 Credit Hours

This course is designed to provide the dental hygiene student with the knowledge to identify specific needs of patients and factors affecting their oral health. Students will practice accommodating the needs of special needs patients and perform the precautions and procedures that must be followed to ensure proper care. The students will understand the patient's special needs and apply this understanding in the context of the concept of total health, recognizing the special opportunities for preventative care that arise in such circumstances. PREREQUISITE: HYG221 Pharmacology for Hygiene Majors; HYG215 Nitrous Oxide Sedation; HYG217 Dental Analgesics and Therapeutics; HYG219 Dental Public Health; HYG 220 Clinical Dental Hygiene III

HYG 233: BOARD EXAM REVIEW

1 Credit Hour

Capstone course to integrate students in the overall dental hygiene clinical and board exams. The students will practice board exams in preparation for licensing examinations; included in the course are multiple case studies, class discussions and mock exams.

IET: INDUSTRIAL ENGINEERING TECHNOLOGY

IET 113: INDUSTRIAL ELECTRICITY

4 Credit Hours

Students will identify the proper equipment, materials and tools used in industrial settings. Students will be introduced to industrial symbols, and electrical schematics. The students will define current, voltage, and resistance as they relate to all values of electricity. Students will identify types of fuses and circuit breakers use in industrial settings. Alternating current will be explained.

IET 114: INDUSTRIAL WIRING

4 Credit Hours

Students will calculate the size of electrical loads and determine wiring applications for supply, feeder and branch circuits. Wiring AC circuits will include the wiring of industrial devices such as transformers, relays and timers. Study and application of industrial electrical symbols, solenoids, and single-phase motors will be included. Emphasis will be on developing wiring competencies required by industrial equipment. Applied communications skills will be included. PREREQUISITE: IET 113 Industrial Electricity.

IET 115: RESIDENTIAL WIRING I

4 Credit Hours

Students will identify the proper tools, and develop high standard skills in maintenance, troubleshooting, installing, as well as repairs in residential wiring. Students will use Ohms Law principles to understand the theory of electricity, and practice wiring different circuits common to residential wiring. Students will demonstrate proper method of installing parallel as well as series circuits using multiple switches and loads. Students will utilize the National Electric Code to understand the requirement for installing an electrical system that is essentially free from hazard and safeguards persons and property from hazards arising from the use of electricity.

IET 120: ELECTRICAL TROUBLESHOOTING

4 Credit Hours

This class will cover all aspects of troubleshooting electrical systems. The course will focus on electrical system applications, step-by-step troubleshooting procedures, and hands-on troubleshooting activities

that reinforce the concepts presented. The course will also touch on concepts concerning NFPA 70E® requirements, and motor nameplate interpretation. PREREQUISITE: IET 213 Motor Controls

IET 213: MOTOR CONTROLS
4 Credit Hours
Students will construct typical circuits based on ladder diagrams and wiring diagrams for single-phase and 3-phase electric motors. Control stations will include stop/start pushbuttons, selector switches, photo-eyes, limit switches, and toggle switches. Diagrams of single stations, dual stations, jogging, and reversing push button stations will be included. Interlocking of motor starters will include mechanical, electrical, and push button interlocks. Timers and relays will be used in conjunction with motor control circuits' in general industrial plant applications. Devices such as a pilot light will be added to each circuit as well as proper fuse control, and safety disconnects. PREREQUISITE: IET 113 Industrial Electricity; IET 114 Industrial Wiring

IET 214: PROGRAMMABLE CONTROLLERS
4 Credit Hours
Students will operate and define the capabilities of programmable controllers, applying the latest technology in industrial computer use. Learning to create programs utilizing relays, switches, and BOOL logic will provide opportunities for creating industrial applications. PREREQUISITE: IET 213 Motor Control

IET 231: MECHATRONICS
4 Credit Hours
Students will identify the basic types of conveyer mechanical drives used in industry. This includes the wiring, installation and design of conveyer systems drive systems well as programming the variable drives used to drive the system. PREREQUISITE: Completion/Concurrent enrollment IET 233 Industrial Mechanical Principles.

IET 233: INDUSTRIAL MECHANICAL PRINCIPLES
4 Credit Hours
This course is an overview of mechanical principles used in industry related fields. Topics covered include common precision measurement methods, industrial hand and power tool safety and proper usage, and lubrication techniques. Basic mechanical skills and repair techniques common to most fields of industrial maintenance are covered.

IET 243: HYDRAULICS AND PNEUMATICS
4 Credit Hours
Students will develop skills to construct both hydraulic and pneumatic systems. This course provides comprehensive instruction in the fluid power field, ranging from historical information to details on the design and operation of hydraulic and pneumatic components, circuits, and systems. The approach used throughout this course is based on developing an understanding of the operation of fluid power component parts and circuits.

IET 246: ENGINEERING ENERGY APPLICATIONS
4 Credit Hours
Students will learn the advanced operations and capabilities of programmable logic controllers and logic relays. Programming will include CompactLogix controllers as well as touch screens and variable frequency drives. Rockwell RS Logic software will be applied to actual industrial problems. Software includes Studio 5000 and RSLinx. PREREQUISITE: Completion/ Concurrent Enrollment IET 214 Programmable Controls

IET 250: INTERNSHIP
4 Credit Hours
This course is intended to provide students with training from qualified personnel in an industrial setting that is unavailable in a classroom or even a laboratory. A student's ability to apply the body of theory learned over the course of a year or more of formal training in laboratory and classroom is finally tested in the field. The internship is a practical hands-on experience in a technician position with a systematic approach in a safe, professional manner a student can perfect their skills, attitude and knowledge base. The instructor, the engineering supervisor/coordinator, and the student will agree upon work hours and objectives. Student progress will be gauged by meeting objectives and by a written report from the engineering supervisor/coordinator. Students may elect to enroll in this course in lieu of IET 254 Troubleshooting. This class is available to individuals who are accepted by an internship site that agrees to assist in negotiated evaluations. An internship for IET 25 must be approved by the instructor before the start of IET 254 Troubleshooting so that all agreements may be signed and in place before the beginning of last quarter. PREREQUISITE: Industrial Engineering Technology Technical Certificate

IET 253: INTRODUCTION TO INDUSTRIAL MOTION & ROBOTICS
4 Credit Hours
Upon completion of this course, will be able to demonstrate fundamental motion control concepts common to industrial motion control systems. This course is designed to provide you with an understanding of the concepts, terminology, functionality and applications of motion control. Students will set-up and configure motion systems utilizing hardware and software common to industry. This course also gives participants first-hand experience as they learn about collaborative robot ("cobot") platforms. Safety considerations for implementing robots into their workplace are covered, as well as fundamental applications for robot types. During the in-lab portion of the class, students learn how to program basic moves for cobots, different types of end-of-arm tooling, and their industrial applications are also introduced.

IET 254: TROUBLESHOOTING
4 Credit Hours
Troubleshooting principles and techniques will be developed for all the mechanical, electrical and electronic equipment utilized in the Industrial Engineering Associate of Applied Science degree program. Simulation software is utilized to expose students to many scenarios in a brief amount of time. Troubleshooting basics are taught in a semester but mastered in a career. IET 250: Internship can be taken in place of this course with proper approval of placement. PREREQUISITE: IET 214 Programmable Controllers; IET 217 Instrumentation; IET 246 Engineering Energy Applications

MMD: MULTIMEDIA DESIGN

MMD 120: PRINCIPLES OF COMPUTER GRAPHICS
3 Credit Hours
This course will focus on a variety of multimedia and computer-based graphics fundamentals. These core concepts will be built upon in future Interactive Multimedia Design courses at FTHC. Students will begin by defining multimedia and exploring how computer graphics have evolved over the years. Visual communication, usability and interactive design concepts will be introduced. Static and time-based media will be explored as well as industry standard terms and concepts relating to computer-based graphics.

MMD 125: DIGITAL STORYTELLING

3 Credit Hours

Telling a story through a digital medium presents many challenges and opportunities. Students will learn to combine technical skills with the art of storytelling. Experimenting with a variety of sound, still image, and video editing tools, students will learn to choose the right tool for the job. Students will develop storytelling skills including brainstorming, storyboarding, and developing a digital story. Opportunities to use digital stories in corporate training environments, classrooms, entertainment, game development, and other avenues will be discussed as well as the future of digital storytelling.

MMD 131: 3D GRAPHICS & ANIMATION I

3 Credit Hours

In this course, students will be introduced to concepts in computer modeling and basic animation. Students will complete a project that involves creating standard primitives, polygon modeling, creating materials, lights, and cameras, and finally, animating and rendering a scene. Important techniques in file management and maintenance on the computer workstation will also be covered.

MMD 140: DIGITAL VIDEO PRODUCTION I

3 Credit Hours

Students will be introduced to the basics of videography, the use of tripods and camera heads, lighting, and microphone usage. Basic editing will also be covered. Students will gain hands experience in shooting, composition and editing. The art of storytelling through the use of visual imagery will be covered. The audio portion of a video project will also be introduced, including use of microphones, audio processing software, noise reduction and compression.

MMD 150: PHOTOSHOP FOR MULTIMEDIA

3 Credit Hours

During this course, students will be introduced to Adobe Photoshop and discuss visual communication as a multimedia professional. We will start by getting to know the workspace, tools and panels available in Photoshop. Next, we will explore selection techniques, painting and retouching, layers, smart objects, and filters. Concepts such as RGB vs. CMYK, image resolution, and file formats will be discussed. Finally, we will look at how to effectively create images for web, video, and other multimedia products.

MMD 161: 3D GRAPHICS & ANIMATION II

3 Credit Hours

3D Graphic & Animation II builds on the 3D Graphics & Animation I course. Using current industry software this course will help overcome barriers and fears which are standing between the student and the world of animation and motion design. The course will focus on the animation movement principles bringing the student closer to the desired smoothness and professional appearance. PREREQUISITES: MMD 120 Principles of Computer Graphics; MMD 131 3D Graphics & Animation I; MMD 150 Photoshop for Multimedia

MMD 170: DIGITAL VIDEO PRODUCTION II

3 Credit Hours

This class will explore techniques to improve your digital video productions including workflow, shooting, and non-linear editing techniques. Preproduction tasks such as brainstorming, working with clients, and storyboarding will be practiced. Students will be introduced to new equipment including, dollies, jibs, glide-cams, DSLR cameras for video, and external monitors. Students will experiment by shooting "short films" to improve their storytelling abilities and shooting techniques. A marketing-based video will be produced for a "real-world" client as a team project for the semester. PREREQUISITE: MMD 120 Principles of Computer Graphics; MMD 125 Digital Storytelling; MMD 140 Video Production I; MMD 150 Photoshop for Multimedia

MMD 180: INTERACTIVE MEDIA I

3 Credit Hours

This course will introduce students to Adobe Flash Professional. Students will learn to create vector-based artwork with the tools available in Flash. Importing artwork created in other programs such as Adobe Photoshop and Adobe Illustrator will also be explored. The principles of animation, using the timeline, frames, keyframes, and tweening will be introduced. Students will be introduced the Action Script, the programming language that allows you to design animations that are interactive. Finally, students will practice exporting an animation for a variety of end products. PREREQUISITE: MMD 120 Principles of Computer Graphics; MMD 150 Photoshop for Multimedia

MMD 181: COMPOSITING AND LIGHTING

3 Credit Hours

In this course covering lighting and composition. Participants gain understanding on how to compose a scene and create more successful images. In this course participants find out how to confidently take beautifully composed images as well as apply lighting that will improve the image or scene. PREREQUISITE: MMD 120 Principles of Computer Graphics; MMD 150 Photoshop for Multimedia

MMD 190: COMPOSITING

3 Credit Hours

Students will learn Adobe After Effects and create basic composites, as well as nested composites. They will gain hands on experience combining visual elements through techniques such as "green screen" and combining layered elements in the computer. Creating keyframes on the timeline, masking effects, movable mattes and text animation will be covered, along with selecting the correct resolution and file format to be handed off to the next step in the production pipeline. Students will also discuss the ethical issues involved with compositing. PREREQUISITE: MMD 120 Principles of Computer Graphics; MMD 140 Video Production I; MMD 150 Photoshop for Multimedia

MMD 222: COMPOSITING II

2 Credit Hours

Compositing II will give students the opportunity to expand upon their compositing and animation skills in Adobe After effects. Students will continue to develop their keying, animating, masking, keyframing, and compositing skills. More advanced projects including logo animation and show intro animations will be worked on. Controlling animation through "expressions" will also be introduced. The composites created in this course will be used to supplement projects in the Digital Video Production courses as well. Students will learn to develop a practical "workflow" when working in multiple software packages to complete a project. PREREQUISITE: MMD 190 Compositing I

MMD 230: INTERACTIVE MULTIMEDIA II

3 Credit Hours

This course picks up where IMD 180 Interactive Multimedia leaves off and continues more in depth with Action Script – which is the programming language for Flash. Knowledge of Action Script is a must for control of nearly all advanced features in Flash. Student will focus on creating more complex and interactive projects in Flash. PREREQUISITE: MMD 180 Interactive Multimedia I; MMD181 Composition and Lighting

MMD 240: MULTIMEDIA PROJECT DESIGN

2 Credit Hours

Students will take on the role of Multimedia Project Manager in this course. Various team member roles will be discussed as well as planning, costing, designing, producing, and delivering a final product to the client. A fictional client and multimedia project will be given to each student. Students will form a plan, design a budget, set milestones, define deliverables, write a client proposal, create a production schedule, "hire" talent and crew, produce, and deliver the final product, all within the proposed budget. PREREQUISITE: MMD 170 Video Production II; MMD 185 Introduction to Instructional Training Design

MMD 252 ADVANCED MEDIA PRODUCTION

3 Credit Hours

Advanced Media Production will focus on Live Streaming, Broadcasting, and Unmanned Aircrafts. Learn the history of Livestreaming, Broadcasting and focus on the technology of livestreaming and how it is used in today's businesses. Students will also gain the knowledge to pass the FAA Unmanned Aircraft test. Understanding the rules and laws that exist to help you fly safely in the national airspace that is required to fly an Unmanned Aircraft as a hobbyist or for commercial use. PREREQUISITE: MMD 170 Digital Video Production II, MMD 230 Interactive Multimedia II

MMD 260: PRODUCTION PORTFOLIO

3 Credit Hours

Students will create a portfolio to showcase their work as a multimedia artist. The form of the portfolio can take on many forms including but not limited to a show real, hard copy of graphics, DVD, website, or a combination of many delivery methods. Students will include work created during their time in the IMD programs as well as other work they have created relating to multimedia. PREREQUISITE: MMD 222 Compositing II; MMD 230 Interactive Multimedia II; MMD 240 Multimedia Project Design; MMD 252 Advanced 3D Graphic & Animation

MMD 270: PROJECT MANAGEMENT AND CLIENT MANAGEMENT

2 Credit Hours

Students will take on the role of Multimedia Project manager in this course. As Project Manager, students will design a multimedia project. Students will plan the project and include cost, designing, producing, and deliver the final project to the client. In doing this, students will write a project plan, create a client proposal, develop a storyboard, and submit a final multimedia project. PREREQUISITE: Completion of Technical Certificate

MMD 273: PRODUCTION INTERNSHIP

1 Credit Hour

A faculty-supervised work environment involving research into multimedia design, production and procedures that relate to real world situations in a career field. This course allows a student to investigate in depth some subject matter that has been presented in one of the ordinary courses offered by the College and utilize those competencies in a career or job situation. Such an internship is ordinarily in the area of concentration that the student is especially prepared. A student who desires to pursue an internship must present a list of objectives and goals to be reached during the internship in advance of the pre-registration period to the IMD faculty instructor who agrees to direct and evaluate the internship. PREREQUISITE: MMD 222 Compositing II; MMD 230 Interactive Multimedia II; MMD 240 Multimedia Project Design; MMD 251 Advance 3D Graphics & Animation

MMD 285: DIGITAL VIDEO PRODUCTION PROJECTS

3 Credit Hours

Students in this course will produce one or more video projects that they choose, plan, and produce on an individual basis. They will be in control of all aspects of the workflow from concept through delivery of final product(s). New equipment and advanced shooting techniques will be experimented with throughout the semester. The focus will be on the application of skills learned in Digital Video Production 1 and 2 as well as developing new skills in planning, shooting and editing video. PREREQUISITE: MMD 170 Video Production II; MMD 222 Compositing II; MMD 240 Multimedia Project

MA: MATHEMATICS

MA 094: ESSENTIALS MATH WITH REVIEW

2 Credit Hours

Essentials of Mathematics with Review is a co-requisite course that provides foundational mathematical skills to help students succeed in MA 108, Essentials Math.

MA 095: ELEMENTARY STATISTICS WITH REVIEW

2 Credit Hours

Elementary Statistics with Review is a co-requisite course that strengthens foundational mathematical skills and supports student success in MA 115, Elementary Statistics.

MA 096: COLLEGE ALGEBRA WITH REVIEW

3 Credit Hours

College Algebra with Review is a co-requisite course designed to provide a foundation in writing fundamentals that will aid students in successfully completing College Algebra. An Initial Knowledge Exam will determine the level for each student and students will then work on the identified areas of attention. This course is designed to meet the remedial qualifications for College Algebra, students must be enrolled in MA096 and MA110 during the same semester.

MA 108: ESSENTIAL MATHEMATICS

3 Credit Hours

Students will learn and demonstrate the use of the basics of mathematics, algebra, geometry and trigonometry. Topics will include operations with polynomials, linear equations, systems of equations, right triangle trigonometry and basic statistical concepts. The course is designed to provide the students with the math skills needed in order to succeed in the technical courses they take.
-KCOG Systemwide Transfer Alignment MAT 1040 PREREQUISITE: MA 097 Beginning Algebra with a grade of "C" or higher or appropriate score on the math placement test.

MA 110: COLLEGE ALGEBRA

3 Credit Hours

Students will perform algebraic functions such as basic operations, products and factoring, linear and quadratic equations, graphs, ratio and proportions, inequalities, logarithms, mathematical induction, permutations, combinations and determinants. ~KCOG Systemwide Transfer Alignment MAT 1010 PREREQUISITE: MA 099 Intermediate Algebra with a grade of "C" or higher or appropriate score on the math placement test.

MA 115: Elementary Statistics

3 Credit Hours

This course includes basic concepts of probability and statistics. The course covers measure of central tendency and variation, discrete and continuous distributions, sampling, confidence intervals, hypothesis

tests, regression and correlation. -KCOG Systemwide Transfer Alignment MAT 1020

MTE: COMPUTERIZED MACHINE TOOL ENGINEERING

MTE 113: MANUAL MACHINING I
4 Credit Hours
The student will demonstrate standards of practice and will operate the machine tools to make a series of projects that teach the basics of machine tool operations.

MTE 115: COMPUTERIZED MACHINE OPERATION
4 Credit Hours
The students will operate the Haas (Mitsubishi) milling center and the Daewoo lathe. They will learn to home the machine, do preventive maintenance, set zero, set tool lengths, and run the preprogrammed assigned projects.

MTE 116: COMPUTERIZED MACHINE OPERATION II
4 Credit Hours
The student will demonstrate standards of practice and will operate CNC mills and lathes to make a series of advanced projects that teach advanced machine tool operations. PREREQUISITE: MTE 115 Computerized Machine Operations.

MTE 128: CONVERSATIONAL LATHE PROGRAMMING
4 Credit Hours
The students will operate and program a conversational Mazak lathe. They will learn to home the machine, do preventive maintenance, set zero, set tool length, and program at the work center with the Mazak conversational programming package.

MTE 150: INTRODUCTION TO MASTERCAM
2 Credit Hours
The students will use Mastercam computer-aided programming to generate basic programs for the Haas milling center and the Mitsubishi milling center. They will learn to program, set-up, and run basic Mastercam projects on the CNC mills.

MTE 211: BASIC MILL AND LATHE PROGRAMMING
4 Credit Hours
The students will choose appropriate tooling, use correct "G and M" codes, generate setup sheets and calculate feeds and speeds for mills and lathes. They will translate the assigned blueprints into computer numerical controlled programs.

MTE 231: ADVANCED MILL AND COMPUTER MEASUREMENT PROGRAMMING
4 Credit Hours
The students will use advanced "G: and "M" codes, canned cycles and macros. They will learn to reduce programming time, setup time, and run time on the CNC mill. Projects will be programmed and run complete to exact tolerances. The students will also learn to program the Helmel Check Master. They will learn how to lay out an effective inspection plan with emphasis on future operators being able to understand and run the programs. This course includes an internship option for a portion of the class. PREREQUISITE: MTE 211 Basic Mill & Lathe Programming.

MTE 232: ADVANCED LATHE PROGRAMMING
4 Credit Hours
The students will use the advanced "G" and "M" codes to reduce programming time, setup time, and run time. They will produce programs and manufacture parts to exact tolerances.
PREREQUISITE: MTE 211 Basic mill & Lathe Programming.

MTE 234: COMPUTER-AIDED MACHINE DEVELOPMENT
4 Credit Hours
The students will use MasterCam computer-aided programming to generate programs for the 5 Axis Haas and 3 axis milling centers. They will learn to develop setup sheets, tool sheets, and the ability to produce a program that future operator can run and understand.
PREREQUISITE: Computerized Machine Tool Engineering Technical Certificate

MTE 235: 5-AXIS MACHINE OPERATION
4 Credit Hours
The students will operate the 5 axis Haas milling center. They will learn to home the machine, do preventive maintenance, set zero, set tool length, and run the preprogrammed assigned projects.
PREREQUISITE: Computerized Machine Tool Engineering Technical Certificate

MTE 243: ADVANCED MACHINE OPERATION
6 Credit Hours
The students will program and operate the 308 Bridgeport mill, 6S Daewoo lathe, 200 M Daewoo lathe, M-VC Mitsubishi mill, Haas mill and Mazak lathe. They will learn to home the machine, do preventive maintenance, set zero, set tool lengths, program and produce the assigned projects. PREREQUISITE: Computerized Machine Tool Engineering Technical Certificate

MTE 246: INTERNSHIP
4 Credit Hours
The students will use skills learned from the Machine Tool Technology program in the workplace. It is encouraged that the Intern receive and experience real workplace knowledge. The students will also utilize and apply their knowledge of CNC operation, manual machining, inspection, and if possible CNC programming. Students will apply this knowledge to current business and industry standards. PREREQUISITE: Computerized Machine Tool Engineering Technical Certificate

NET: NETWORK TECHNOLOGY

NET 100: WINDOWS COMMAND-LINE INTERFACE FUNDAMENTALS
1 Credit Hour
Students will utilize DOS commands from the Microsoft Windows command-line interface (CLI) to manipulate the operating system and its file system. This course is an online self-study course delivered through the Internet on the FHTC Online Course website.

NET 115: DIGITAL ELECTRONICS
3 Credit Hours
Students will evaluate and construct common DC and AC circuits. Students will construct, evaluate, and repair common digital circuits and devices which are used in computers. The student will examine the various components and test equipment used in digital electronics. Extensive hands-on application of circuitry is stressed. This course is required for all Network Technology courses 116 or higher. PREREQUISITE: NET 100 Windows Command-Line Interface Fundamentals (Completion; Concurrent Enrollment; successfully Test-out; or Enrolled in Computer Program Design)

NET 116: PC SERVICING & TROUBLESHOOTING
3 Credit Hours
Students will analyze the hardware components of a personal computer and evaluate their relative industry standards in terms of features, performance, and cost. They will analyze and evaluate industry-standard operating systems and their relative software components in terms of features, performance, and cost. Students will perform installations and upgrades of hardware and software components of the PC and demonstrate preventive maintenance techniques on these components. They will interact with customers in order to troubleshoot and repair malfunctioning customer's PCs. This course is required for all Network Technology courses 117 or higher. PREREQUISITE: NET 115 Digital Electronics

NET 117: NETWORKING CONCEPTS
3 Credit Hours
Students will examine the essentials of computer networking by comparing and contrasting industry-standard network models, services, transmission media, protocols, and architectures. They will design and construct computer networks using these models, services, transmission media, protocols, and architectures. Students will also analyze common maintenance, troubleshooting, and security practices used in modern networks. This course is required for all Network Technology courses 200 or higher. PREREQUISITE: NET 116 PC Servicing and Troubleshooting

NET 230: MICROSOFT CLIENT ADMINISTRATION
2 Credit Hours
Students will install, configure, maintain, and troubleshoot the Microsoft Windows client operating system. PREREQUISITE: NET 117 Networking Concepts

NET 235: VIRTUAL DATACENTERS
4 Credit Hours
Students will install, configure, and manage a server virtualization platform. They will then install and configure virtual servers using the server virtualization platform. Students will also install, configure, and manage a SAN (Storage Area Network). PREREQUISITE: NET 117 Networking Concepts

NET 236: VIRTUAL DATACENTERS II
4 Credit Hours
Students will install, configure, and manage both Microsoft SQL and Exchange virtual servers. They will also install, configure, and manage a virtual desktop infrastructure. Students will then use the virtual desktop infrastructure to install and configure virtual desktop clients. PREREQUISITE: NET 235 Virtual Datacenters

NET 248: MICROSOFT SERVER ADMINISTRATION I
3 Credit Hours
Students will install, configure, maintain, and troubleshoot the Microsoft Windows Server operating system and Active Directory. They will also install, configure, and maintain basic network services using Windows Server and Active Directory. PREREQUISITE: NET 230 Microsoft Client Administration

NET 272: LINUX ADMINISTRATION I
3 Credit Hours
Students will install, configure, and troubleshoot the Linux operating system. They will examine and perform fundamental user and file system management tasks utilized by network administrators on Linux servers. PREREQUISITE: NET 117 Networking Concepts

NET 273: LINUX ADMINISTRATION II
3 Credit Hours
Students will install, compile, configure, and troubleshoot common devices and software packages in the Linux operating system. They will examine and perform fundamental network service management tasks utilized by network administrators on Linux servers. Students will also analyze and demonstrate basic preventive maintenance and security practices in a Linux environment. PREREQUISITE: NET 272 Linux Administration I

NET 274: NETWORK SECURITY
5 Credit Hours
Students will examine the essentials of computer network security by analyzing and demonstrating the risks and threats to an organization's data and exploring the methods and technologies used to safeguard this data. PREREQUISITE: NET 273 Linux Administration II; NET 275 Microsoft Server Administration II; NET 282 Cisco Administration II

NET 275: MICROSOFT SERVER ADMINISTRATION II
3 Credit Hours
Students will examine and perform the administrative tasks utilized by network administrators on Windows servers in order to configure and maintain the users, file systems, network services, and network infrastructure of a Microsoft Windows network using Active Directory. PREREQUISITE: NET 248 Microsoft Server Administration I

NET 280: CISCO NETWORK ADMINISTRATION I
4 Credit Hours
Students will analyze and demonstrate the procedures required to install, configure, secure and troubleshoot Cisco switches and routers in an internetwork environment. They will examine and perform fundamental management tasks using the Cisco IOS software. PREREQUISITE: NET 117 Networking Concepts

NET 281: NETWORK TECHNOLOGY INTERNSHIP
2 Credit Hours
Students will work in an IT business environment working with and assisting the network administrator in supporting, troubleshooting, and maintaining the computer network and related systems. The student will display the ability to communicate effectively with others and perform job tasks accurately and efficiently. Integration of classroom training with on-the-job experience will allow the student to relate more meaningfully to their future IT/network support careers. PREREQUISITE: NET 275 Microsoft Server Administration II, NET 273 Linux Administration II, NET 282 Cisco Network Administration II, NET 236 Virtual Datacenters I

NET 282: CISCO ADMINISTRATION II
4 Credit Hours
Students will analyze and demonstrate the procedures required to install, operate, and troubleshoot a small to medium size enterprise branch network using Cisco switches and routers. They will perform these more advanced management tasks using the Cisco IOS software. PREREQUISITE: NET 280 Cisco Network Administration I

NSG: PRACTICAL NURSING

NSG 101: KSPN FUNDAMENTALS OF PHARMACOLOGY & SAFE MEDICATION ADMINISTRATION
2 Credit Hours
This course introduces the principles of pharmacology including: pharmacokinetics, pharmacodynamics, pharmacotherapeutics,

common adverse/side effects, and contraindications. Emphasis is placed on nursing care related to the safe calculation and administration of medications to client s across the life span.

NSG 121: KSPN FOUNDATIONS OF NURSING
4 Credit Hours
This course utilizes the nursing standards of practice based on principles of biology, psychosocial, spiritual and cultural to meet the needs of clients throughout the lifespan. Emphasis is placed on basic nursing skills, patient safety & therapeutic communication. Concepts and skills are enhanced in subsequent courses.

NSG 122: KSPN FOUNDATIONS OF NURSING CLINICAL
2 Credit Hours
This course explores the art and science of nursing in this clinical course. Emphasis is placed on the nursing process, cultural and spiritual awareness, communication, data collection, performance of basic nursing skills, and documentation. Principles of safe medication administration are introduced.

NSG 125: KSPN NURSING CARE OF ADULTS I
4 Credit Hours
This course focuses on the care of adult clients experiencing common medical/surgical health alterations with predictable outcomes. Emphasis is placed on the care of clients with alterations in cardiac output and tissue perfusion, oxygenation, regulation and metabolism, and integument. Principles of pre-and post-operative care and IV therapy are also addressed.

NSG 127: KSPN NURSING CARE OF ADULTS I CLINICAL
2 Credit Hours
This course focuses on the care of adult clients with common medical/ surgical health alterations. The clinical laboratory experience provides the student an opportunity to apply the theoretical concepts from Nursing Care of Adults I and implement safe client care in selected settings.

NSG 202: KSPN MATERNAL/ CHILD NURSING
2 Credit Hours
This course provides an integrative, family-centered approach to the care of childbearing women, newborns, and children. Emphasis is placed on care of the pregnant woman and newborn, normal growth and development, and common pediatric disorders. PREREQUISITE: NSG 100/NSG 101 Fundamentals of Pharmacology; NSG 121 KSPN Foundations of Nursing; NSG 122 KSPN Foundations of Nursing Clinical; NSG 123/NSG 125 Nursing Care of Adults I; NSG 124/NSG 126 Nursing Care of Adults I Clinical; HHS 101 Growth & Development.

NSG 203: KSPN MATERNAL/CHILD NURSING CLINICAL
1 Credit Hour
This course provides an integrative, family-centered approach to the care of childbearing women, newborns, and children. Students are given the opportunity to observe the uncomplicated birth process and practice postpartum care as well as care of the newborn in the clinical/laboratory setting. Common pediatric diseases and the growth and development process is the focus of child-related clinical laboratory experiences. PREREQUISITE: NSG 100/NSG 101 Fundamentals of Pharmacology; NSG 121 KSPN Foundations of Nursing; NSG 122 KSPN Foundations of Nursing Clinical; NSG 123/NSG 125 Nursing Care of Adults I; NSG 124/NSG 126 Nursing Care of Adults I Clinical; HHS 101 Growth & Development.

NSG 204: KSPN MENTAL HEALTH NURSING
2 Credit Hours
This course focuses on pre- and post-natal maternal nursing care, as well as, the care of children from infancy to adolescence. Emphasis is given to normal reproduction and frequently occurring biological, cultural, spiritual and psychosocial needs of the child-bearing and child- rearing family. PREREQUISITE: NSG 100/NSG 101 Fundamentals of Pharmacology; NSG 121 KSPN Foundations of Nursing; NSG 122 KSPN Foundations of Nursing Clinical; NSG 123/NSG 125 Nursing Care of Adults I; NSG 124/NSG 126 Nursing Care of Adults I Clinical; HHS 101 Growth & Development.

NSG 206: SEMINAR IN NURSING
1 Credit Hour
This course reinforces fundamental nursing concepts and principles. Students will participate in group activities focusing on prioritizing and critical thinking based on patient care situations. The nursing process is utilized as the organizational framework.

NSG 222: KSPN NURSING CARE OF ADULTS II
4 Credit Hours
This course focuses on the care of adult clients experiencing common medical/surgical health alterations with predictable outcomes. Emphasis is placed on the care of clients with alterations in cognition and sensation, mobility, elimination, immunity and hematology, and reproduction. Principles related to emergency preparedness are also addressed. PREREQUISITE: NSG 123/125 Nursing Care of Adults I; NSG 124/126 Nursing Care of Adults I Clinical

NSG 223: KSPN NURSING CARE OF ADULTS II CLINICAL
3 Credit Hours
This course focuses on the care of adult clients with common medical/ surgical health problems. The clinical laboratory experience provides the student an opportunity to build on the theoretical concepts from Nursing Care of Adults I and II and implement safe client care in selected settings. Students are given the opportunity to practice leadership skills while managing a caseload of clients.
PREREQUISITE: NSG 123/125 Nursing Care of Adults I; NSG 124/126 Nursing Care of Adults I Clinical

NSG 224: KSPN CARE OF AGING ADULTS
2 Credit Hours
This course is designed to explore issues related to the aging adults. Course content addresses the impact of ageism, alterations in physiological and psychosocial functioning, and the role of the practical nurse in caring for older adult clients across a continuum of care. PREREQUISITE: (Unless Specifically Declared for Hospitality Dietary Manager Technical Certificate): NSG 100/NSG 101 Fundamentals of Pharmacology; NSG 121 KSPN Foundations of Nursing; NSG 122 KSPN Foundations of Nursing Clinical; NSG 123/NSG 125 Nursing Care of Adults I; NSG 124/NSG 126 Nursing Care of Adults I Clinical; HHS 101 Growth & Development.

NSG 225: KSPN LEADERSHIP, ROLES & ISSUES
2 Credit Hours
This course provides orientation to leadership roles of the LPN and related responsibilities. It will introduce issues to the student they will encounter in the workplace.

NSG 226: SEMINAR IN NURSING II
1 Credit Hour
This course reinforces fundamental nursing concepts and principles. Students will participate in group activities focusing on prioritizing and critical thinking based on client care situations. The nursing process is utilized as the organizational framework. Students will also

work on study techniques and testing taking strategies to prepare for the National Licensure Examination for the Practical Nurse.

PDV: PROFESSIONAL DEVELOPMENT

PDV 001: FIRST YEAR EXPERIENCE
0 Credit Hours
This is course delivers the basic information about FHTC and will provide students with a solid foundation to make their educational career a success. This is a required course for all entering FHTC students. Completion of this course is required for all graduates.

PDV 101: PROFESSIONAL DEVELOPMENT I
1 Credit Hour
This course delivers the basic background in professional behaviors, understanding of self, co-workers and supervisory positions. Students will participate and interact in specific elements of the class including role- plays, language development, conflict resolutions and basic employment issues.

PDV 108: PROFESSIONAL DEVELOPMENT I
1 Credit Hour
This course delivers the basic background in professional behaviors, understanding of self, co-workers and supervisory positions. Students will participate and interact in specific elements of the class including role- plays, language development, conflict resolutions and basic employment issues. Students are required to provide 4 hours of community service during this course. NOTE Other PDV courses offered through FHTC cannot be substituted for this specific course.

PDV 203: MANAGEMENT PRINCIPLES IN TECHNOLOGY
3 Credit Hours
The student will describe the overall perspective of technology organizations and the associated managerial role. The student will be able to utilize practical building blocks for managerial growth. The student will discuss the involvement of future roles for technology and outside forces that impact the management component.

PDV 204: LEADERSHIP & TEAMWORK
1 Credit Hour
Students will learn and demonstrate the ability to lead and cooperate with effective interpersonal skills, leadership skills, and conflict management skills. Students will identify professional skills and techniques necessary to retain or improve employment opportunities.

PPT: POWER PLANT TECHNOLOGY

PPT 107: PROPERTIES OF MATERIALS
1 Credit Hour
Students identify the properties of metals, define and apply the concepts of alloyed metals to power plant equipment. They relate the strength of materials and brittle facture to power plant material problems. Thermal shock/stress, erosion and corrosion and their control will also be investigated.

PPT 109: ENERGY INDUSTRIAL FUNDAMENTALS
1 Credit Hours
Energy Industry Fundamentals Course (EIF) was designed and developed by the Center for Energy Workforce Development (CEWD). The course includes business models, regulations, types of energy and their conversion to useable energy such as electric power, how generated power is transmitted and distributed to the point of use, emerging technologies, and the connection to careers in the energy industry. Students who take the full course and pass a comprehensive assessment at the end of the program are eligible to receive an Energy Industry Fundamentals Certificate, a credential developed by and for the energy industry. The certificate program has been accredited by the American National Standards Institute (ANSI) through CEWD.

PPT 111: POWER PLANT EQUIPMENT FUNDAMENTALS
3 Credit Hours
The students explain the fundamentals of refrigeration, heating, ventilation, and air-conditioning. They also describe the operation of common components found in mechanical systems including pumps, valve actuators, air compressors, heat exchangers, diesel engines, strainers and filters. Bearings and the lubrication principles that maintain them in good working condition are described by the student. Students describe the basic principles of process measurement and control actions that are crucial to plant operation and the operation of power plant water treatment systems and equipment.

PPT 112: POWER PLANT SAFETY & WORK PERFORMANCE
1 Credit Hours
Students will learn methods of error prevention, workplace ethics and communication skills. The use of personal protective equipment is also part of their safety training. The student learns additional methods of identifying and controlling electrical, mechanical and physical hazards which are not covered in PPT 138.

PPT 123: BASIC MECHANICS
1 Credit Hour
Students will learn the correct and safe methods for using hand and power tools. They will also learn how to properly use torque wrenches. This course includes laboratory exercise. Precision measurement tools are used by the student to determine accurate dimensional readings.

PPT 124: INTRODUCTION TO SCAFFOLDING
1 Credit Hour
Introduction to the various types of scaffolding commonly used in power plants. Overview of industry and Federal standards for scaffolding criteria and use.

PPT 126: BASIC ELECTRICITY
4 Credit Hours
This course will cover the basic description of electricity. Series and parallel circuits will be defined as well as the characteristics of voltage and current in these circuits. Students will learn types and purpose of electrical components in a circuit. The course will also describe AC and DC circuits and power source. Types and construction of solid-state equipment will be identified. The construction and operation of various types of electrical equipment will be described and the students will be able to identify the equipment. This course includes a one-day lab concentrating on demonstrating on the electrical trainers the class room material learned over the length of the course.

PPT 128: BASIC PRINT READING
2 Credit Hours
Students identify common symbols used to represent electrical and mechanical components on power plant drawings. They describe the features of piping, instrumentation, electrical, logic, and building layout drawings. This course includes practical exercises to reinforce power plant print reading.

PPT 131: INTRODUCTION TO POWER PLANT SYSTEMS
2 Credit Hours

Students use selected power plant systems to integrate individual equipment theory and apply fundamental scientific concepts. They analyze system configuration and operation to comprehend the tasks performed by maintenance and operations personnel.

PPT 132: ELECTRICAL EQUIPMENT
2 Credit Hours
An introduction to the function, construction and operation of power plant electrical systems and equipment including generators, motors, switchgear and inverters.

PPT 134: POWER PLANT MATHEMATICS
1 Credit Hours
Power Plant Math introduces the student to the fundamentals of math as used in a power plant setting. Mathematics is the building block for more advanced topics they will learn thru the Power Plant Technology program. Advanced topics like Thermodynamics, electrical and electronics, atomic and nuclear physics rely heavily on a solid foundation in mathematics. Students identify the standards of measure necessary to compare and evaluate system pressures, temperatures, levels, flow rates, and other important power plant operating characteristics.

PPT 136: FUEL/WATER CHEMISTRY & CONTROL
2 Credit Hours
Students explain the fundamentals of chemistry to include atomic structure, the periodic table, chemical bonding, molecular structure, mixtures, solutions and compounds, and properties and uses of gases. They explain the theory of corrosion chemistry, pH and ion exchangers that are key to power plant water systems. They describe the methods and systems used for water chemistry control, steam generator chemistry, and secondary chemistry control. For reactor water chemistry, they analyze the types, sources, effects and control/removal of impurities. Students describe the factors involved with radiochemistry, radiolysis and recombination and hydrogen gas that are essential to water chemistry. Students study combustion and the constituents that make up fossil fuels. Fuel classification is described, methods of analyzing, and the utilization of the maximum amount of energy stored in the fuels.

PPT 138: OSHA-10 CERTIFICATION
2 Credit Hours
Students will receive the nationally recognized OSHA-10 Certification. This includes coverage of electrical/mechanical energy hazards and SDS (formerly MSDS).

PPT 140: POWER PLANT PHYSICS
3 Credit Hours
Physics introduces the student to the fundamentals of general physics. Physics is a building block for more advanced topics students will learn thru the Power Plant Technology program. Advanced topics like Thermodynamics, electrical and electronics, atomic and nuclear physics rely heavily on a solid foundation in physics. Students identify the standards of measure necessary to compare and evaluate system pressures, temperatures, levels, flow rates, and other important power plant operating characteristics. They identify classical mechanical principles that ensure maintenance technicians or operators are able to understand the dynamic changes occurring in power plant mechanical and electrical systems. They contrast fluids and define the relationships between hydraulics, pressure, buoyancy and flow.

PPT 226: POWER PLANT INTERNSHIP
4 Credit Hours
Students will get on the job experience by working with qualified personnel in a power plant. The instructor/advisor, the power plant supervisor/coordinator, and the student will agree upon work hours and objectives. Student progress will be gauged by meeting objectives and by a written report from the power plant supervisor/coordinator.

PPT 230: HEAT TRANSFER & FLUID FLOW
2 Credit Hours
Students describe the principles of basic thermodynamics to include temperature, sensible heat, properties of water and steam, and other important concepts in this subject area. They explain the principles of fluid flow. The students describe laminar and turbulent flow, pump theory, cavitation, fluid flow in a closed system, water hammer, heating and draining a closed system, and filling and venting systems.

PPT 240: INTRODUCTION TO ATOMIC & NUCLEAR PHYSICS
2 Credit Hours
Students identify the elements of atomic structure, examine nuclear interactions and reactions as well as the theory of the fission process and its control. Radioactive decay, and basic elements of reactor operation are examined.

PPT 251: RIGGING & LIFT EQUIPMENT
1 Credit Hour
Students will learn the safe and correct methods to rig and lift loads. They will learn how to calculate load limits, rigging requirements, and types of connectors in order to perform safe lifts. In addition, they will be exposed to the operational requirements and limits of lift equipment such as forklifts, boom trucks, and various types of cranes.

PS: PHYSICAL SCIENCE

PS 150: PHYSICAL SCIENCE
3 Credit Hours
This course will enrich the students' appreciation of the physical world and help them better understand the studies of science and the scientific method. Topics covered include mechanics, thermodynamics, electricity, magnetism, chemistry, geology, and astronomy. ~KCOG Systemwide Transfer Alignment PSI1010

PS 151: PHYSICAL SCIENCE LAB
2 Credit Hours
Physical Science Laboratory is an investigation of the basic concepts of physics and chemistry with applications to earth and space science. It is recommended that this course be taken concurrently with PS 101 Physical Science. ~KCOG Systemwide Transfer Alignment PSI1010

PY: PSYCHOLOGY

PY 100: INTRODUCTION TO PSYCHOLOGY
3 Credit Hours
This is a general introductory course in Psychology intended to satisfy general education requirements in Behavioral Sciences. During this course, students will complete a comprehensive survey of psychology with an emphasis on research, personality theory and assessment, biology, consciousness, intelligence and cognitive processes, motivation and emotion, memory, sexuality and gender, personality, psychological disorders and associated therapies and treatments. ~KCOG Systemwide Transfer Alignment PSY 1010

PY 150: DEVELOPMENTAL PSYCOLOGY
3 Credit Hours
This course will cover the physical, social, and cognitive changes that take place from conception to death. Students will learn about

developmental theories and research methodology used to explore developmental changes. The course will survey leading theorist like Jean Piaget, Erik Erickson, and Lev Vygotsky. PREREQUISITE: PY 100 Introduction to Psychology ~KCOG Systemwide Transfer Alignment PSY2020

PY 200: CHILDHOOD GROWTH AND DEVELOPMENT

3 Credit Hours

This course focuses on the development of social, emotional, cognitive, and physical development of a child from neonatal to adolescence. The course will expand on foundational elements and research methods covered in Developmental Psychology and explore in greater details the role of environment and cultural influences on the development of the child. PREREQUISITE: PY 150 Developmental Psychology ~KCOG Systemwide Transfer Alignment PSY2030

SO: SOCIOLOGY

SO 100: INTRODUCTION TO SOCIOLOGY

3 Credit Hours

This course centers on the development, structure, and functioning of human groups; social and cultural patterns; and the principal social processes. It provides participants with scientific tools to analyze the social world and their place in it. Students study social facts, and they learn to apply, question and challenge these facts, often debunking commonly held myths about society. ~KCOG Systemwide Transfer Alignment SOC 1010

SP: SPEECH COMMUNICATION

SP 100: PUBLIC SPEAKING

3 Credit Hours

Public Speaking is a basic communication course designed to improve your speaking and listening skills. It will provide you an opportunity to research, organize, write and deliver several oral presentations in front of a group, and to improve your listening skills through critiques of others' speeches. ~KCOG Systemwide Transfer Alignment COM 1010

SP 200: INTERPERSONAL COMMUNICATION

3 Credit Hours

The purpose of the Interpersonal Communication course is to assist students with understanding the dynamics of communications. In this class, students will learn the theories that guide effective communication as well as explore the strategies that hinder and enhance communication. An emphasis of the course will be to examine communication across cultures so that students can gain a successful repertoire of skills for communicating in our diverse society. ~KCOG Systemwide Transfer Alignment COM 1020

TCH: TECHNOLOGY

TCH 101: WELDING SAFETY/ OSHA 10

1 Credit Hour

This course provides a basic understanding of various levels of rules and regulations designed to protect the industry worker: The student will also understand the situations and actions that cause injuries and the resultant costs to employers and employees. The student will be able to discuss in detail safety hazards, safe work practices, personal protective equipment (PPE), and the individual's role in keeping safe and healthy. The student will receive the OSHA 10-hour General Industry Training certificate upon successful completion of the course.

TCH 124: OSHA

1 Credit Hour

Upon completion of the course the student will have a basic understanding of the skills that are essential work safety in an industrial environment. The course uses practical application based on material included in OSHA and NIOSH standards. This helps students to better understand how to recognize potential health and physical hazards in order to develop safer work practices and understanding. Students will be able to discuss, identify, and practice for safety hazards, safe work practices, and personal protective equipment (PPE) use.

TCH 231: INTRODUCTION TO WELDING

1 Credit Hour

This course teaches the student welding safety and the introductory fundamentals of shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and gas tungsten arc welding (GTAW) . This course also provides the student with a technical understanding and practical application for SMAW, GMAW and GTAW processes. The Student will learn arc welding safety, and practice ½ lap or surfacing weld in the   flat position. They will work on lap and surfacing welds in the 1F & 2F positions.

TCH 243: INTRODUCTION TO WIND & ALTERNATIVE ENERGY

2 Credit Hours

Students learn of the various forms of energy and more specifically renewable energy sources. The basic concepts and vocabulary of electricity and concepts of transforming or converting mechanical energy to electrical energy are covered. The most common energy sources including the benefits and limitations of each are investigated. Progression of harnessing the wind and looks to the future of wind energy are discussed. A typical modern wind turbine is dissected to discover how electricity is created from the wind. Practical exercises in recording and analyzing information to determine wind power potential are practiced. This course includes practical exercises to reinforce energy, wind power and its future.

WLD: WELDING TECHNOLOGY

WLD 102: BLUEPRINT READING FOR FITTER AND WELDERS

3 Credit Hours

Students will acquire the understanding to the principles, systems of views, lines and symbols and dimensional data for fit up and welding as provided on engineering drawings or blueprints.

WLD 103: GMAW GAS METAL ARC WELDING

3 Credit Hours

Students will acquire working knowledge and skills to correct problems that arise with G.M.A.W. welding. The students will be qualified to test in all positions to AWS standards. PREREQUISITE: WLD 108 SMAW Basic Shielded Metal Arc Welding.

WLD 105: GTAW GAS TUNGSTEN ARC WELDING

3 Credit Hours

Students will have the working knowledge of and skill in G.T.A.W. to qualify to AWS standards and procedures.

WLD 106: FLUX CORED ARC WELDING

3 Credit Hours

This course enables the student to produce quality fillet and groove welds on carbon steel using .045 diameter gas shielded and self-shielded electrode wires as well as metal cored wires. This course is

designed to provide training to develop welding skills on carbon steels using .045 diameter flux-cored electrodes (with and without shielding gas) in all positions on fillet and groove welds.

WLD 108: SMAW BASIC SHIELDED METAL ARC WELDING
3 Credit Hours
Students will acquire a thorough technical knowledge of arc welding, welding safety, and arc welding power sources, electrode classifications and selection. The student will also have the skill to make quality shielded metal arc fillet/T-joint welds in all positions on a variety of mild steels, types of electrodes and variability in number of passes. The student will be prepared to test on 2-G horizontal and 3-G vertical welds to A.W.S. standards.

WLD 110: WELDING PROCEDURES AND QUALIFICATIONS
1 Credit Hour
This course provides the working knowledge of welding procedure qualifications and the methods used to analyze, prepare, and maintain qualification records.

WLD 111: WELDING DISCONTINUITY AND DEFECTS
1 Credit Hour
This course covers the responsibilities of the welding inspector as they relate to the evaluation of the weldment, the identification and classification of discontinuities, and the conditions that exist when evaluating discontinuities in order to form a conclusion as to whether the welds are acceptable or unacceptable.

WLD 112: DESTRUCTIVE TESTING METHODS
1 Credit Hour
The course will provide the proper procedures for destructive testing to determine the physical properties of the weld. The students will have knowledge of different techniques of destructive testing. PREREQUISITE: WLD 108 SMAW Basic Shielded Metal Arc Welding.

WLD 113: SMAW PRE-PIPE
4 Credit Hours
Students will have a thorough technical understanding of and skill in shielded metal arc welding. They will gain comprehensive knowledge of the SMAW process and equipment, along with the key variables that affect the quality of welds (electrode selection, polarity and amperage, arc length, travel speed and electrode angles), weld size and profile. PREREQUISITE: WLD 108 SMAW Basic Shielded Metal Arc Welding

WLD 114 GMAW ADVANCED PULSE
4 Credit Hours
Students will have the skills to produce quality multi-pass groove welds with backing on 3/8" and 1" plates in the horizontal, vertical, and overhead positions. Welding related information is also provided on hard surfacing, repair of cast iron, metal identification and procedure and welder qualification on destructive and nondestructive

testing methods. PREREQUISITE: WLD 103 GMAW Gas Metal Arc Welding.

WLD 115: THERMAL CUTTING PROCESSES
3 Credit Hours
This course focuses on proper safety, equipment set up and cutting techniques for Oxy-Fuel, Plasma, and Carbon Arc Cutting on carbon steel, stainless steel and aluminum compliant with American Welding Society cutting operations in the flat position. Students will also perform scarfing and gouging operations to remove base and weld metal in the flat and horizontal positions. PREREQUISITE: WLD 108 SMAW Basic Shielded Metal Arc Welding.

WLD 202: NONDESTRUCTIVE TESTING METHODS
1 Credit Hour
This course will teach students to define and identify the purpose for nondestructive testing and symbols used to indicate the method of inspection. PREREQUISITE: WLD 112 Destructive Testing Methods.

WLD 203 SMAW/GTAW ADVANCED ASME
4 Credit Hours
This course will provide students with the skills necessary to produce quality multi-pass groove welds with backing on 3/8" and 1" plates in the horizontal, vertical, and overhead positions, as well as 2" and 6" pipe in the 2G, 5G, and 6G positions. PREREQUISITE: WLD 113 SMAW Pre-Pipe.

WLD 204: SMAW PIPE ADVANCED API
4 Credit Hours
Students will be able to produce quality fillet and groove welds on carbon steel using small diameter electrode wires, large diameter gas shielded and self-shielded electrode wires as well as metal cored wires. The student will also develop welding skills on carbon steels using small and large diameter flux-cored electrodes (with and without shielding gas) in all positions on fillet and groove welds. PREREQUISITE: WLD 113 SMAW Pre-Pipe.

WLD 205: GMAW ADVANCED ASME/ API
4 Credit Hours
Students will know the precautions for and the importance of safety in arc welding. The student will have an advanced knowledge of and skill in the gas metal arc welding process, equipment and set up procedures for 6" pipe. The student will have a comprehensive knowledge of the key variables that affect the quality of welds and produce single v-groove welds on 2" and 6" schedule 80 mild steel pipes. PREREQUISITE: WLD 114 GMAW Advanced Pulse.

WLD 206: AUTOMATED WELDING
4 Credit Hours
The course will provide students with the knowledge and skills necessary to understand automated production quality, productivity and reduction of cost. The student will also be able to successfully use the programming function of robotic- peripheral equipment, as well as to service the equipment. PREREQUISITE: WLD 114 GMAW

FLINT HILLS TECHNICAL COLLEGE

FACULTY AND STAFF

Administration and College Leadership
Dr. Caron L. Daugherty, President/CEO
Ed.D., University of Missouri
M.A., Missouri State University
B.A., Missouri State University

Lisa Kirmer, Executive Vice President of Student Services and Academic
Affairs /Title IX Coordinator
M.S., Fort Hays State University
B.A., Kansas State University

Nancy Thompson, Vice President of Administrative Services/Human Resources Director
A.A.S., Brown Mackie College
B.S. Emporia State University

Michael Crouch, Vice President of Advancement
B.S. Emporia State University

Brenda Carmichael, Dean of Enrollment Management/
ADA & 504 Coordinator
M.S., Emporia State University
B.S., Emporia State University

Kim Dhority, Dean of Academic Affairs
M.S., Emporia State University
B.S.E., Kansas State University

Katherine Morgan, Dean of Health and Human Services
Director of Dental Programs
M.S., Washburn University
A.A.S., Flint Hills Technical College

Leann Garcia, General Education, Written and Oral Communication/
General Education Division Chair
M.A., Emporia State University
B.A., Northwest Nazarene University

Lori Moore, Business Technology, Arts/Information Technology
Division Chair
B.S., Emporia State University

Terry Rhoads, Computerized Machine Tool Engineering
Division Chair
Technical Certificate, Flint Hills Technical College
A.A.S. in progress

Corey Spikes, Executive Director of Business and Industry
M.S., Texas Tech University
B.A., Texas Tech University

Denise Gilligan, Director of Institutional Effectiveness
B.A., University of St. Mary
B.S. Ed., Emporia State University

Juli Heitman, Director of Nursing
M.S.N., University of Central Missouri

Troy Hobelmann, Director of Financial Aid
B.S., Emporia State University
A.A.S., Kansas City Kansas Community College

Ashley Johnson, Director of Admissions
B.S. in progress

Dan McCoy, Campus Systems Administrator
A.A.S., Flint Hills Technical College

Ryann Brooks, Director of Marketing
M.B.A., Emporia State University
B.A., Emporia State University

Brendan Potter, Director of Emergency Medical Services
A.A.S., Garden City Community College

Pending, Director of Adult Education Center

Master Faculty
Tracy Allen, Dental Assisting
A.A.S., Flint Hills Technical College
Technical Certificate, Flint Hills Technical College
Core Requirements for completion of AASD, Emporia State University

Marielena Banos, General Education, Biological Science
B.S. ITESM, Mexico
M.S. Emporia State University

Brianna Bess, Hospitality/Culinary Arts
A.A.S., Flint Hills Technical College

Taumi Boyce, Graphic Arts Technology/Multimedia Design
B.S.W., Bethany College
B.F.A., Emporia State University

Joe Brazzle, Automotive Technology
A.A.S., Manhattan Area Technical College

Corryn Cortner, Welding Technology
Diploma, Missouri Welding Institute
A.A.S. in progress
4 years of work experience in the field

Andrea Cahoone, Business Technology
B.S., Emporia State University

Wyatt Cortner, Welding Technology
A.A.S., Flint Hills Technical College

Russ Criger, Industrial Engineering Technology
B.S. Pittsburg State University

Brice Dallke, Welding Technology
A.A.S., Flint Hills Technical College

Maggie Danborg, Practical Nursing
B.S.N., Emporia State University

Emily Dieker, Practical Nursing
M.S.N. Wichita State University

Cathryn Grundleger, Adult Education Center
Ph.D., Ohio State University
M.A., University of Toledo

Kyle Hayes, Industrial Engineering Technology
A.A.S., Flint Hills Technical College

Coy Horton, Precision Agriculture Technology
A.A.S., Fort Scott Community College

David Johnson, Automotive Technology
Technical Certificate, Flint Hills Technical College

Mallory Madden, Dental Assisting
Dental Assisting Diploma, Wilkes Community College

Judy McIntosh, Adult Education Center
M.S., Emporia State University
B.A., Mid-America Nazarene University

J.J. Nagy, Adult Education Center
B.S., Emporia State University

Kenda O'Mara, Business
B.S.E., Emporia State University
Technical Certificate, Flint Hills Technical College

Amanda Parsons, Dental Hygiene
A.S., Wichita State University

Alex Partridge, Power Plant Technology
B.A.S., Thomas Edison State College
A.S., Chattanooga State Technical College

Pat Peck, Practical Nursing
B.S.N. Chamberlain College of Nursing

Bret Pope, Automotive Technology
A.A.S., Flint Hills Technical College
Technical Certificate, Flint Hills Technical College

Gary Preston, Automotive Technology
Technical Certificate, Flint Hills Technical College

Nancy Robinson, Early Childhood Education
M.S. Emporia State University
M.L.S., Emporia State University

Payten Schneider, Dental Hygiene

A.A.S., Flint Hills Technical College

George Shove, Automotive Technology
B.S., Heritage Baptist College

Robert Sieberns, Automotive Technology
M.S., Pittsburg State University
B.S., Pittsburg State University
A.A.S., Fort Scott Community College

Adam Starr, Network Technology
A.A.S., Butler Community College

Kyle Sumpter, Network Technology
A.A.S., Flint Hills Technical College

Russell Thrailkill, Computer Program Design
B.A., Emporia State University
A.A., Allen County Community College
A.A.S., Flint Hills Technical College

Tamara Toelle, Graphic Arts Technology
A.A.S. Flint Hills Technical College

Lori Turner, General Education, Mathematics
M.A., Kansas State University
B.S. E., Emporia State University

Sondra VanSickle, Allied Health Coordinator
A.A.S., Flint Hills Technical College
R.N. Diploma, Newman School of Nursing (ESU)

Emma Wagner, Director of First Aid/CPR/Instructor
A.A.S. Flint Hills Technical College

Pat Wagner, Power Plant Technology
B.S., Kansas State University

Rachel Webb, Dental Hygiene
A.A.S., Flint Hills Technical College

Taylor Whetham, Dental Hygiene
B.S., University of Nebraska

Casey Wilson, Multimedia Design
A.A.S., The Colorado Institute of Art

Chris Wilson, Industrial Engineering Technology, Technology
B.S., Emporia State University

Staff

Jacqui Anderson, Accounts Receivable

Stephanie Anderson, Events & Outreach Coordinator
B.S., Emporia State University

Zach Arvieux, Server Administrator
A.A.S., Flint Hills Technical College

Jake Baker, Maintenance
B.S.Ed., Emporia State University

Charles Bartlett, Maintenance Supervisor

William Boyer, Cashier/Receptionist
M.A., Emporia State University
B.A. Emporia State University

Natalia Carmona, Adult Education Center Support Staff

Dr. Jerry Chambers, D.D.S., Dental Programs Clinical D.D.S.
D.D.S., University of Missouri

Lavinia Chambers, Dental Hygiene Clinical Administrative Assistant
A.A., Pittsburg State University

Gwen Clements, Financial Aid Advisor
B.G.S., Fort Hays State University
A.A.S., Flint Hills Technical College

Jerry Cooper, Custodial

Jessica Corpening, Grant Manager
M.S., Washburn University
B.S., Emporia State University

Eric Crook, CDL Coordinator
KS DOT CDL Examiner Certification

Dr. Joel Hornung, Emergency Services Technology Medical Director
M.D., University of Kansas School of Medicine
B.A., University of Kansas

Eva De Hoyos, Academic Advisor
A.A.S., Flint Hills Technical College
B.G.S. in progress

Elena De Leon, Custodian/Maintenance

Hudson Doudna, Budget Coordinator
B.S.B., Emporia State University

Cora Fleming, Accounts Payable
B.F.A., Kansas State University

Laura Granado, Custodial Supervisor

Don Hatch, Automotive Parts and Services Supervisor

Lynn Humphreys, Health and Human Services Administrative Assistant
A.A.S., Southeast Community College

Corey Kemper, IT Client Support Specialist
A.A.S. Flint Hills Technical College

Evelyn McGinnis, Automotive Parts and Services Supervisor

Bethany Nilges, Graphic Designer
B.A., Wichita State University

Amy Park-Karr, AR/Business Office Clerk
A.S., Allen Community College

Carol Porter, Foundation Executive Assistance
B.S., Emporia State University

Candice Price, Student Services Administrative Assistant
B.S., Emporia State University

Amy Rhoads, Human Resources Coordinator
A.A.S. Hutchinson Community College

Hana Risley, Academic Advisor
B.S., Emporia State University

Taylor Stohs, Admissions Representative
B.A., Emporia State University

Elizabeth Thrailkill, Database Report Writer
A.A.S., Flint Hills Technical College

Rachel Thurman, Executive Assistant/Clerk of the Board
A.S., Barton Community College

Colton Wellnitz, IT Support
A.A.S., Flint Hills Technical College

Katie Williams, Admissions Specialist
B.A., University of California, Los Angeles

Liberty Worthen, Library Assistant
M.L.S., Emporia State University
B.S., Emporia State University

FLINT HILLS TECHNICAL COLLEGE

3301 West 18th Avenue
Emporia, Kansas 66801

askus@fhtc.edu
620.343.4600
800.711.6947

fhtc.edu