



2108 S. Horton
Fort Scott, KS 66701
fortscott.edu



STUDENT HANDBOOK

2022-2023

MESSAGE FROM THE VICE PRESIDENT OF STUDENT LIFE



Welcome to Fort Scott Community College! The FSCC Student Services Office has a long and rich history and tradition-for decades the office has provided support and advocacy on behalf of students. The student services offices assists students in the resolution of problems, provides information about, and referral to campus resources, and promotes initiatives that address students' needs and interests. This handbook provides you with an overview of the various offices and programs associated with FSCC.

This handbook is filled with helpful information on what services and resources are available to you as a student, important campus policies, and contacts to other offices on campus. More information is available at fortscott.vedu/student. Your success is our priority and we hope you'll take advantage of the many resources our campus has to offer.

Go Greyhounds!

Tom Havron

Vice President of Students tomha@fortscott.edu

620-223-2700, ext. 3510

Office Location: Bailey Hall

FSCC Student Services Mission Statement

Through departmental collaboration, professional guidance, reliable support services, and a welcoming environment, Fort Scott Community College's Student Services commits to assisting students in achieving their educational objectives.

ACADEMIC CALENDAR

GO TO [THIS LINK](#) FOR A CURRENT ACADEMIC CALENDAR

IMPORTANT LINKS

Academic Calendar
fortscott.edu/academics

Campus Safety and Security
fortscott.edu/consumerinfo

Programs of Study
fortscott.edu/academics

**Title VI, Title IX and Violence
Against Women Act**
fortscott.edu/vawa

ATTENDANCE MATTERS

At Fort Scott Community College, your success is our success and success starts with attending class. We want you to know that your Attendance Matters at FSCC.

An expectation at FSCC is for students to notify their instructor(s) when they are absent and set an appointment to meet with them during their office hours. For a list of instructor contacts, visit fortscott.edu/directory.

attendance
MATTERS

STUDENT SERVICES IMPORTANT NUMBERS

Admissions/Scholarships Office Location:
Bailey Hall | admissions@fortscott.edu
620-223-2700, ext. 3520

Financial Aid Office
Dick Hedges Bldg. | financialaid@fortscott.edu
620-223-2700, ext. 3522

Advising/Enrollment Office Location:
Bailey Hall | advising@fortscott.edu
620-223-2700, ext. 3630

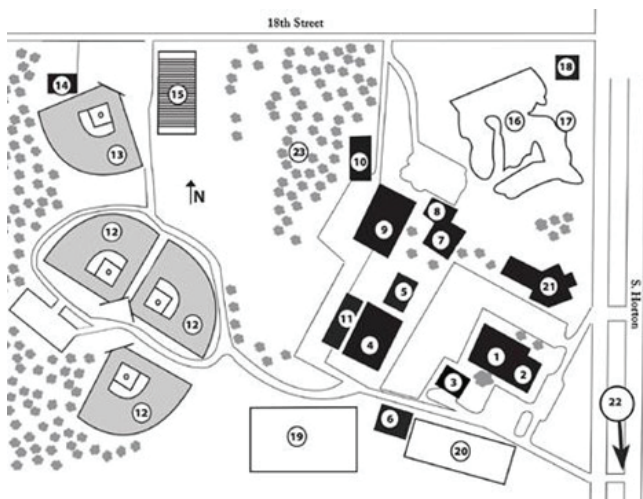
Registrar
Bailey Hall | 620-223-2700 ext. 3560

Student Success Center/Free Tutoring Office
Bailey Hall | deannc@fortscott.edu
20-223-2700, ext. 4300

TRiO Student Support Services
Bailey Hall | loric@fortscott.edu
620-223-2700, ext. 7600

Title VI and IX Coordinator Office Location:
Arnold Arena | tomha@fortscott.edu
620.223.2700, ext. 7230

Resident Life
Boileau Hall | marcim@fortscott.edu
620-223-2700, ext. 3526



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| 1. Robert & Sylvia 'Bailey Hall' | 9. Boileau Hall | 17. Walking Trail |
| 2. Library/Student Success Center/TRIO | 10. Maintenance | 18. Fort Lincoln School House |
| 3. Cosmetology | 11. Shirley & Claire Yeager Stables | 19. Rodeo Stock Pasture |
| 4. Arnold Arena | 12. Betty Ruth Willard Softball Fields/Ty Cullor Field | 20. Kiwanis Soccer Fields |
| 5. N. Jack 'Burris Hall' | 13. Lions Club Field | 21. Danny & Willa Ellis Family Fine Arts Center/Gordon Parks Museum |
| 6. Rodeo Facility | 14. Dave Reagan Clubhouse | 22. East Campus |
| 7. Dick Hedges Admin. Bldg. | 15. Football Practice Field | 23. Ecological Park |
| 8. Greyhound Hall | 16. College Lake | |

MAIN CAMPUS DIRECTORY

Fort Scott Community College's facilities are located on more than 150 acres of land at the southwest edge of Fort Scott, Kan. The campus includes a restored one-room school from the 19th Century; two lakes stocked with fish surrounded by a paved walking trail; a series of environmental studies ponds; a turf practice field; a lighted baseball field and indoor practice area; two lighted softball fields; an indoor rodeo arena; and pasture and stalls for rodeo team livestock.

DICK HEDGES ADMINISTRATION BUILDING

This tri-level building serves a multi-purpose role with administrative offices, the cafeteria, bookstore and conference rooms sharing the second level, and classrooms on the first floor. A three-story dormitory - Greyhound Hall - adjoins the building on the north side. The prefix “E” is used for all numbered rooms.

BOILEAU HALL

This dorm opened in 2002 and houses more than 100 students.

ROBERT & SYLVIA BAILEY HALL

Most FSCC classrooms and laboratories are located here, along with the Library, the Student Success Center, the Print Shop and faculty offices. The building also includes the offices of the Vice President of Academic Affairs, Dean of Students, Dean of Student Support Services, Director of Admissions, Registrar, and Advisors. The prefix A is used for rooms in the Academic Building.

ARNOLD ARENA

This facility contains a gymnasium, indoor rodeo arena, classrooms, weight-lifting and exercise area, lockers, showers, a computer lab and office space. The prefix “F” is used for numbered rooms in this building.

BURKE STREET CAMPUS

This building houses the Nursing Program, HEP program, and Allied Health programs.

EAST CAMPUS

The East Campus houses the John Deere program and welding program.

DANNY AND WILLA ELLIS FAMILY FINE ARTS CENTER

This center is home to a 600-seat theatre, three community meeting rooms and the Gordon Parks Center for Culture and Diversity. The Kathy Ellis Academic Hall houses FSCC’s fine arts including art, band, choir, speech and theatre. The prefix “H” is used for numbered rooms in this building.

COSMETOLOGY

A salon and classrooms are located in this building. Numbered rooms in this building have the prefix “D.”

N. JACK BURRIS HALL

This building houses the agriculture program. Room numbers in this building use the prefix “G.”

GENERAL INFORMATION

Fort Scott Community College serves the citizens of Bourbon County and the surrounding eastern Kansas areas with an emphasis on lifelong learning and continued day-to-day use of campus facilities, personal enrichment, marketable technical skills and a sound academic program. The college serves nearly 2,000 full-time and part-time students on its main campus and outreach centers in Bourbon, Crawford, Linn, and Miami counties.

College athletic teams are the Greyhounds, named after the school mascot. Varsity sports include football, baseball, softball, men’s and women’s basketball, volleyball, and spirit squad. The varsity athletics programs are governed by the Kansas Jayhawk Community College Conference and the National Junior College Athletic Association (NJCAA).

Fort Scott Community College does not discriminate on the basis of race, color, national origin, sex, age, religion or disability in admission or access to its programs and activities. If you have questions regarding the above, please contact the President’s Office at 2108 S. Horton, Fort Scott, KS 66701 or 620-223- 2700.

Accreditation and Transfer: Fort Scott Community College is fully accredited by the Higher Learning Commission (HLC). FSCC is currently involved in the Open Pathway, an accreditation process with the Higher Learning Commission. The HLC can be contacted at 230 S. LaSalle St., Ste. 7-500, Chicago, Illinois 60604, 800-621-7440/312-263-0456, Fax: 312-263-7462, or info@hlcommission.org. Through accreditation by the Higher Learning Commission, all FSCC college credit hours are fully accepted in the 19 states that make up the association, through reciprocal agreements by the association, and all college credit hours are accepted throughout the 50 states in the United States.

Students or others with questions about accreditation or licensure may contact the President or the Vice President of Academic Affairs. Documents relating to accreditation and licensure are on file and may be reviewed in either of these offices.

Governance of the College: the FSCC Board of Trustees is the governing body for the college. The board operates the college under the rules and regulations of the Kansas State Board of Regents covering such items as tuition costs, length of school terms, health standards, approved courses of study and class offerings, teacher qualifications and facilities.

Alumni & Friends Association: The Fort Scott Community College Alumni & Friends Association was organized in 1983 to promote the welfare of FSCC through the establishment of mutually beneficial relationships among alumni, students, parents of students, faculty and friends of the college. The association promotes a spirit of loyalty and fellowship; provides a channel for the flow of information, needs and wants of the college and alumni; assists in publicizing programs; helps to interest prospective students in the college; and gives support to the Endowment Association. The Alumni and Friends Association functions as a part of the development program. The association maintains a computerized database of names and addresses of alumni since 1919, and publishes an alumni newsletter twice a year called The Legacy. Gifts may be designated for specific purposes and will be expended as directed by the donor or may be left unrestricted.

Foundation Association: Established in 1975, the Endowment Association functions as a non-profit, 501(c)(3) educational corporation that encourages, receives, and administers gifts and bequests to Fort Scott Community College in support of the college mission. This private support provides the margin of excellence in college programs.

From modest beginnings, the Endowment Association, under the direction of a board of directors, now provides significant assistance to the college in the form of scholarships. In addition, at the request of a donor, gifts may be used for special projects.

Renamed as the FSCC Foundation in 2020, the Endowment Association, FSCC will remain a vibrant, responsive, full-service institution, fully capable of fulfilling its mission.

Friends of the college who wish to make a gift, establish a scholarship, or contribute to the college in other ways should contact the FSCC Director of Development & Alumni Relations at 620- 223-2700, ext. 5830.

Greyhound Club: To help support Fort Scott Community College athletic programs, the Greyhound Club raises money to foster the growth and development of athletics. Membership dues, advertising revenues, profits from concession stands, and money raised from special events sponsored by the Club are used to pay scholarships (tuition and books) for student athletes and supplement budgets. Greyhound Club membership is open to those interested in supporting athletics at FSCC.

HISTORY OF FSCC

Established in 1919, Fort Scott Community College is the oldest public community college in Kansas. The first graduating class in 1921 had two members. Originally, Fort Scott Junior College shared the Fort Scott High School building and operated as an extension of the high school program for students' 13th and 14th years of public education.

The college became a separate institution with a county-wide district pursuant to a 1965 act of the Kansas Legislature, and was renamed Fort Scott Community Junior College. After Bourbon County voters approved a general-obligation bond issue to purchase the land and construct the first two buildings, about 200 students moved to the present 150 acre campus in October 1967. Some federal funds also paid part of the original \$1.2 million cost. In 1967, FSCC also began offering courses in Paola.

The Administration Building was added in 1973. This building includes administrative offices and meeting rooms, cafeteria, college bookstore, classrooms, and an adjacent dormitory. In 2010, the building was renamed the Dick Hedges Administration Building.

In 1982, the college completed the 38,500 square-foot Arnold Arena, named in honor of Emory Arnold, an FSCC graduate and retired administrator. The arena serves agricultural, business, and sports, as well as community, state, and regional organizations. One side consists of a rodeo arena with earth floor and pipe fencing. The other half contains a basketball gym, weight training area, athletic dressing rooms, classrooms, a computer lab, and athletic offices.

In 1986, FSCC acquired the Pittsburg School of Beauty from Pittsburg State University. A year later, FSCC teamed up with several entities to provide workforce training and other classes at the Pittsburg Education Center.

N. Jack Burris Hall, located between the Administration Building and Arnold Arena, was completed in 1989. The 3,600 square-foot building houses the Environmental Water Technologies program, which provides training for operators of water and wastewater treatment plants throughout Kansas. The FSCC program is one of a few in the nation to provide comprehensive training in this specialty.

Boileau Hall opened in 2002 and is located to the northwest of Burris Hall. This dormitory houses more than 100 students in a suite-type environment. It offers students a relaxed living atmosphere with a game room, spacious quarters, and 103 space parking lot.

In 2004, FSCC purchased the Sisters of Mercy Convent upon its closing. FSCC renovated the space for community rooms and the nursing program. Also in 2004, FSCC remodeled a wing of the former Miami County Hospital at 501 S. Hospital

Drive in Paola, which then became the Miami County Campus. This expansion nearly doubled FSCC's campus in Paola and created more opportunities for programs in the northern tier.

The Gordon Parks Museum and Center for Diversity was established in 2004 by FSCC to honor Fort Scott native Gordon Parks and to use his powerful life story to teach and inspire. Parks, who was a long-time photographer for Life magazine, also excelled as a writer, poet, musician, and filmmaker.

In 2009, FSCC opened the new Danny and Willa Ellis Family Fine Arts Center. This building includes a 600-seat theatre, community meeting rooms, the Gordon Parks Center for Culture and Diversity, and the Kathy Ellis Academic Hall, which houses FSCC arts programs including art, band, choir, speech, and theatre.

In 2010, FSCC successfully secured the Kansas National Guard Armory building for campus expansion. John Deere and Welding are housed in the armory. The original Academic Building was renamed Robert & Sylvia Bailey Hall in 2011.

In 2014, the School of Cosmetology moved into the building at the southwest corner of Bailey Hall. The College also opened the new rodeo building for rodeo student-athletes.

ABOUT FORT SCOTT, KS

Fort Scott, the county seat of Bourbon County, is a thriving agricultural-industrial town at the intersections of U.S. Highways 54 and 69 in southeast Kansas. About 8,100 people reside in Fort Scott, and an additional 7,000 live in the surrounding Bourbon County area.

Fort Scott is just an 80-minute drive south of Kansas City, a three-hour drive east of Wichita, a three-hour drive northeast of Tulsa, Okla., and a short hour and fifteen-minute drive to Joplin, Mo. A municipal airport serves the city.

Fort Scott has a four-season climate with an average temperature of 58° F. The sun shines about 68 percent of the time; the normal yearly precipitation is 40 inches and the average yearly snowfall is 15 inches. Winter temperatures range from about -5°F to about 40°F, and summer temperatures range between 60°F to 100°F.

Rich History of Fort Scott

Fort Scott citizens value their historic background as the second-oldest town in Kansas, dating from the time the town was established as a military outpost in 1842 and named in honor of General Winfield Scott. The original army post on the Indian frontier has been restored and is operated by the National Parks Service as the Fort Scott National Historic Site. It draws thousands of visitors annually.

National Cemetery No. 1, est. in 1863, is also located in Fort Scott. Other historic sites include the Old Congregational Church; the Fort Lincoln School, an 1889 one-room schoolhouse located on the northeast corner of the FSCC campus; and the Old Military Bridge. The town's brick-paved streets, late 19th Century retail businesses, and Victorian housing reflect the town's historic background.

Community Services

The community is served by a daily newspaper, The Fort Scott Tribune, and AM/FM radio station KOMB/KMDO. Greyhound Athletics are broadcasted on KOMB 103.9 and games are streamed online as well.

Medical facilities include medical clinics and a mental health clinic serving a five-county area.

Cultural activities, sporting events, and social activities are sponsored by more than 30 churches, elementary schools, and secondary schools, the Bourbon County Arts Council, the Historic Preservation Association, the Civic Symphony, Buck Run Community Center, Bourbon County Fairgrounds, 180 acres of city parks, Lake Fort Scott, the Municipal Swimming Pool, a country club golf course, and numerous civic and social organizations. Fort Scott also offers a variety of retail businesses.

STUDENT CONDUCT

All student behavior shall be based upon respect and consideration for the rights of others. Students shall be responsible for knowing and abiding by the rules and regulations of the college.

The college assumes that all students are able and willing to maintain standards of self-discipline appropriate to membership in a college community. A rigid code of conduct is purposely omitted in order to establish confidence in this assumption. The college reserves the right to take disciplinary measures in the best interests of FSCC.

Discipline is the responsibility of the Vice President Student Affairs. Cases involving minor infractions of normal discipline are handled by the Disciplinary Review Board. Disciplinary action will be initiated when a student's behavior/action is determined to be dangerous to that individual's health/well-being, infringement on others' rights, damage to college property, or any other situation which reflects negatively on the college community, programs, organizations, or activities.

The college reserves the right to dismiss a student whose conduct is at any time unsatisfactory in the judgment of college officials. Conflicts with rules/regulations governing the following areas place a student in violation, and subject to discipline, of the Student Code of Conduct.

Nondiscrimination Policy

In accordance with the provisions of Title VI, Title VII, Title IX, Section 504, the Americans with Disabilities Act, and the Age Discrimination Act contain requirements for recipients to issue notices of nondiscrimination. 34 C.F.R. Sections 100.6(d), 106.9, 104.8, 110.25, 41 C.F.R.

Sections 60-1.42(a), respectively. The Title II regulation also contains a notice requirement that applies to all units of government, whether or not they receive federal aid. (See 28 C.F.R. Section 35.106.) Inquiries concerning FSCC's Title IX Coordinators: Fort Scott Community College's compliance under these laws, should be directed to contact the College's Compliance Officer/Director of Human Resources at 2108 South Horton Street, Fort Scott, Kansas 66701 or 620-223-2700 or the Vice President of Student Affairs at 620-223-2700, ext. 7230.

Federal citations: Discrimination and harassment grievance procedures can be found at fortscott.edu/vawa. This public "NOTICE of NONDISCRIMINATION" is required by several federal laws and regulations including those implementing Title VI, Title VII, Title IX, Americans with Disabilities Act, Section 504 and the Age Discrimination Act. This notice serves to inform all members of the Fort Scott Community College faculty, staff, student body and guests, that FSCC prohibits discrimination on the basis of race, color, religion, sex, sexual orientation, age, ancestry, national origin, or disability in admissions; educational programs, services or activities; and employment. Following are the applicable federal and state civil rights laws that prohibit discrimination.

Title I of the Americans with Disabilities Act of 1990 prohibits employment discrimination against qualified individuals with disabilities by employers with 15 or more employees. The U.S. Equal Employment Opportunity Commission and the Office for Civil Rights are the agencies assigned to enforce Title I of the ADA.

Title II of the Americans with Disabilities Act of 1990 prohibits disability discrimination by public entities, including public colleges and universities whether or not they receive federal financial assistance. The Office for Civil Rights (U.S. Department of Education) is the law enforcement agency charged with enforcing Title II of the ADA.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in any program or activity receiving federal financial assistance. Programs and activities that receive federal financial assistance from the United States Department of Education are covered by Title VI. The Office for Civil Rights (U.S. Department of Education) is the law enforcement agency charged with enforcing Title VI.

Title VII of the Civil Rights Act of 1964 protects individuals against unlawful employment practices based on their race, color, sex, and national origin. The Civil Rights Act of 1991 significantly extended plaintiffs' rights under Title VII. The U.S. Equal Employment Opportunity Commission is the law enforcement agency charged with enforcing Title VII.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs or activities and extends to employment and admission to institutions that receive federal financial assistance. The Office for Civil Rights (U.S. Department of Education) is the law enforcement agency charged with enforcing Title IX.

Age Discrimination Act of 1975 protects people from discrimination based on age in programs or activities receiving federal financial assistance. The Office for Civil Rights (U.S. Department of Education) is the law enforcement agency charged with enforcing the ADA of 1975.

Age Discrimination in Employment Act of 1967 protects individuals who are 40 years of age or older. The U.S. Equal Employment Opportunity Commission is the law enforcement agency charged with enforcing the ADEA. Civil Rights Act of 1991 provides monetary damages in cases of intentional employment discrimination. The U.S. Equal Employment Opportunity Commission is the law enforcement agency charged with enforcing the CRA of 1991.

Equal Pay Act of 1963 protects men and women who perform substantially equal work in the same establishment from sex-based wage discrimination. The U.S. Equal Employment Opportunity Commission is the law enforcement agency charged with enforcing the EPA. Section 504 of the Rehabilitation Act of 1973 protects people from discrimination in admission, employment, treatment, or access based on disability in programs or activities receiving federal financial assistance. The Office for Civil Rights (U.S. Department of Education) is the law enforcement agency charged with enforcing Section 504. Executive Order 11246 requires certain government contractors to engage in affirmative action and to not discriminate based on race, sex, or national origin. The Office of Federal Contract Compliance Programs (U.S. Department of Labor) is the agency charged with enforcing the EO 11246 and ensuring 14 Fort Scott Community College Catalog 2022-2023 that federal contractors are in compliance.

Violence Against Women Act

The Violence Against Women Act (VAWA) is a landmark piece of legislation that seeks to improve criminal justice and community-based responses to domestic violence, dating violence, sexual assault and stalking in the United States.

The passage of VAWA in 1994 and its reauthorization in 2000, 2005, and 2013 has changed the landscape for victims who once suffered in silence. Victims of domestic

violence, dating violence, sexual assault and stalking have been able to access services; and a new generation of families and justice system professionals has come to understand that domestic violence, dating violence, sexual assault and stalking are crimes that our society will not tolerate.

In support of the Violence Against Women Reauthorization Act, Title IX regulations and the Clery Act, FSCC prohibits all violent offenses. FSCC's Greyhounds Take a Stand program promotes the education efforts to help stop relationship violence in support of Title IX, the Violence Against Women Reauthorization Act, the SaVE Act, and Clery.

Greyhounds Take a Stand Against

Stalking, Bullying, Retaliation, Sexual Assault, Discrimination, Substance Abuse, Inducing Incapacitation, Prohibited Sexual, Misconduct, Dating and Domestic Violence. For more information, visit fortscott.edu/campussecurityreport or file an anonymous report at fortscott.edu/IncidentReport.

If you need immediate help or need to report a violent act such as bullying, domestic or dating violence, sexual assault, stalking or substance abuse, contact the Vice President of Student Affairs at 620-223-2700 ext. 7230. FSCC employees may contact human resources at 620-223-2700 ext. 5201. In an emergency, contact the Fort Scott Police Department at 620-223-1700 or 911.

Sexual Harassment Policy

With respect to the following sexual harassment policy, it is understood that "member of the college" or "college member" encompasses students, Board members, administrators, certified and support personnel, full time faculty, adjunct faculty, vendors, or any other having business or other contacts with the college. FSCC is committed to providing a learning and working environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Verbal or physical conduct based on college member's sex, race, color, national origin, age, religion, disability, veteran status, or any other legally protected characteristic will not be tolerated either to or by other members of the College. The College shall provide ongoing anti-harassment training to ensure its learning and working environment is free of sexual and other unlawful harassment.

By definition, sexual harassment is unwanted, unwelcome, inappropriate, or irrelevant sexual or gender based sexual advances. Conduct is unwelcome if the individual did not request or invite it and "regarded the conduct as undesirable or offensive." Acquiescence in the conduct or the failure to complain does not always mean that the conduct was welcome.

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

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- Submission to such conduct is made either explicitly or implicitly as a term or condition of employment, or a factor in the benefits, services, or opportunities received in the College's educational programs; or
 - Submission to or rejection of such conduct by an individual is used as a basis of employment or education decisions; or
 - Such conduct has the purpose or effect of interfering with work or educational performance; or
 - Such conduct creates an intimidating, hostile, offensive or demeaning environment.

Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment of a member of the college can deny or limit, on the basis of sex, the member's ability to participate in or to receive benefits, services, or opportunities in the school's programs or employment. Sexual harassment is, therefore, a form of sex discrimination prohibited by Title IX.

Examples of sexual harassment to or from any member of the college include but are not limited to:

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

Any member of the college who believes that he or she is or has been the victim of sexual harassment by another member of the college should report in writing the alleged acts immediately to the Director of Human Resources, Fort Scott Community College, 2108 S. Horton Fort Scott, KS 66701, 620-223-2700. Additionally, any FSCC employee with knowledge or belief of conduct that may constitute sexual harassment is obligated to immediately report the incident to the Director of Human Resources, Fort Scott Community College, 2108 S. Horton Fort Scott, KS 66701, 620-223-2700. Upon receipt of the report of complaint alleging sexual harassment or sexual violence, the college will immediately authorize an investigation. This investigation will be conducted FSCC's HR Director (and/or his/her designee).

In determining whether the alleged conduct constitutes sexual harassment or sexual violence, the college should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved, and the context in which

the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment or sexual violence requires a determination based on all the facts and the surrounding circumstances. The investigation may consist of personal interviews with the complainant, the individuals against whom the complaint is filed, and others who have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

Upon receipt of such report, FSCC will immediately investigate the matter and take prompt and effective action to stop the harassment and prevent its recurrence. In all cases, FSCC should make every effort to prevent disclosure of the names of all parties involved (the complainant, the witnesses, and the accused) except to the extent necessary to carry out an investigation. A complete report of the investigation shall be made within thirty calendar days to the President of FSCC, and the Vice President of Student Affairs, of the immediate work area upon completion of the investigation.

Upon receipt of a recommendation that the complaint is valid, the Board of Trustees will be informed of the action recommended by the President. The college will take such disciplinary action as it deems necessary and appropriate including warning, suspension, or immediate discharge of an employee or expulsion in the case of a student to end sexual harassment and/or sexual violence and prevent its re-occurrence.

The college will discipline any individual who retaliates against any person who reports alleged sexual harassment or sexual violence or retaliates against any person who testifies, assists, or participates in an investigation proceeding, or hearing relating to a sexual harassment or sexual violence complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or additional harassment.

FSCC Computer and Network Usage Agreement

Fort Scott Community College (FSCC), through the Information Technology Office, provides computing resources and worldwide network access for legitimate academic and administrative purposes. Individuals utilizing FSCC computer and network resources are expected to be aware of specific policies governing their use, and should act responsibly while using shared computing and network resources. This applies not only to College employees and students, but also to 3rd party individuals or entities granted access to FSCC network resources.

At times, FSCC may elect to provide network access to individuals or entities operating inside our facilities. These arrangements will be made to further the academic vision and mission of FSCC and all use by these outside entities will be subject to the following policies and restrictions. All policies are subject to change as the computing and network environment evolve. All security measures pertaining to technology and user information, including password requirements and acceptable use, are subject to change at any time without notice at the discretion of the FSCC

Each person using FSCC computer and network resources should:

1. Abide by common security measures implemented to protect FSCC and user information, data, and systems.
 - a. Examples of adhering to these measures include, but are not limited to:
 - i. Periodic establishment of new passwords for your computer accounts.
 - ii. Protecting the confidentiality of passwords; users should never share usernames or passwords, even with coworkers or family members. This includes, but is not limited to, account passwords, Wi-Fi passwords, and passwords for encrypted data.
 - iii. Limiting use of an account to only the account holder, or certain FSCC Information Technology personnel or authorized contractor/support professional if troubleshooting is required.
 - iv. Using only the computers or machines which an individual is authorized to operate, and securing the computer or machine when usage has concluded.
 - b. Examples of misuse include, but are not limited to:
 - i. Using a computer account and/or obtaining a password that you are not authorized to use.
 - ii. Using the FSCC network to gain unauthorized access to any computer system.
 - iii. Leaving a list of personal passwords in an unsecured location (i.e. sticking on monitor).
 - iv. Sharing usernames or passwords, even unwittingly, will be considered a violation of this agreement.
 - v. Using FSCC resources to digitally store or retrieve other users' sensitive personal information, including but not limited to social security numbers and credit card information, in an unsecured or unauthorized manner.
 - vi. Using any form of email, or communication by mobile device, to share or request sensitive personal information such as social security numbers or personal credit information pertaining to FSCC staff, faculty, or students.
2. Clearly and accurately identify yourself in electronic communications. Using any methods to conceal or mask the identity of electronic communications will constitute a violation of this policy.
 - a. Electronic communications shall include, but not be limited to:
 - i. Email
 - ii. Instant messaging
 - iii. Bulletin boards
 - iv. Web postings
3. Use computer and network resources appropriately and efficiently. Usage of high-bandwidth applications should only be used as needed and not be allowed to interfere with other legitimate purposes. Inappropriate use of FSCC computing or network resources shall include, but are not limited to:
 - a. Installing and playing network games on FSCC owned or managed devices is prohibited, unless part of an established curriculum.
 - b. Kazzaa, Limewire, Bearshare, Frostwire, Bittorrent, Gnutella, uTorrent and other peer-to-peer file sharing applications, media

downloader or converter applications that would violate Federal Copyright Laws, are prohibited for anything other than legitimate, lawful purposes.

i. Legal use may include, but not be limited to:

1. Downloading software patches directly from the software publisher via Bittorrent
2. Downloading legal Linux ISO images via Bittorrent

ii. Prohibited uses may include, but are not limited to:

1. Downloading copyright protected music (in violation of federal copyright law)
2. Downloading copyright protected movies (in violation of federal copyright law)
3. Downloading copyright protected software (in violation of federal copyright law)
- c. Using computing or network resources to view, download, or share derogatory or sexually explicit material.
- d. Other examples of inappropriate use include deliberately wasting computer resources by sending unsolicited email, sending chain letters, or engaging in pyramid schemes.
4. Ensure that others are free from harassment or intimidation. This includes, but is not limited to, harassment and intimidation of individuals on the basis of race, sex, religion, ethnicity, sexual orientation, disability, etc. This will apply to any form of electronic communication utilizing FSCC resources.
5. Ensure that the use of computer and network resources is academic or research oriented. Use of FSCC computer or network resources for personal profit or commercial gain is prohibited.
 - a. The exception is in the instance of 3rd party entities that have been granted network access by FSCC administration.
 - b. These entities may, by their nature, be viewed as using the network for commercial gain, but use is still restricted to the activities that are approved by FSCC administration. These activities will be in line with FSCC goals and missions and in support of the FSCC community.
6. Respect copyright and intellectual-property rights. Users must adhere to all federal and state copyright laws, and the terms and conditions of any and all software licensing agreements and/or copyright laws as specified by the vendor or licensor.
7. Respect College property. Misuse of College property includes, but is not limited to:
 - a. Theft or damage of equipment or software.
 - b. Knowingly running or installing computer malware (including viruses), or programs designed to log or retrieve passwords or sensitive user information.
 - c. Attempting to circumvent installed data protection methods.
 - d. In any way attempting to interfere with the physical computer network/hardware, or attempting to degrade the performance or integrity of any campus network or computer system.
8. Understand the privacy of your Account Information.
 - a. All data contained within FSCC systems is the property of FSCC.
 - b. Users should have no expectation of privacy of their communications, messages, and files made, transmitted, received, or stored on or through resources provided by FSCC.

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- c. With no notice to the user, network administrators will routinely monitor and make backup copies of FSCC computing and network resources. This is to ensure the smooth operation of all FSCC resources made available to the users.
 - d. If a violation of this agreement is suspected, network administrators will—without warning to the user— investigate the user’s digital files or electronic communications stored in or made through any electronic device belonging to FSCC. If a misuse per the details of this agreement is discovered, the offending digital files or electronic communications will be recorded or otherwise used as a basis for disciplinary action, as outlined in Section 11 of this agreement.
 - e. FSCC may be subject to subpoenas or other court orders requiring the recording and/or release of the user’s files, messages, or other communications. FSCC will comply with these subpoenas or court orders.
 - f. Network administrators may impose restrictions to ensure maximum performance and fairness to all users. These restrictions may include, but are not limited to, disk quotas, email storage quotas, and adherence to Title IX regulations.
9. Personal Use.
- a. Personal use of FSCC resources must be at virtually no cost or inconvenience to FSCC, and must adhere to the guidelines of this agreement.
 - b. In relation to Section 8 of this agreement, be aware of the privacy guidelines, as they extend to any use of FSCC computing and networking resources, including personal use.
10. Follow standard procedure for technical issues.
- a. Do not turn off any device unless specifically directed by a network administrator.
 - b. Document the issue thoroughly; what machine is being used, what software, what prompted the issue, are there any error codes, etc.
 - c. Immediately contact a member of the FSCC Information Technology Office via ticket, email, or phone. Submitting a ticket via Employee Pages is the primary way unless there is an emergency.
11. Misuse of computing and network resources or noncompliance with written usage policies may result in one or more of the following consequences:
- a. Temporary deactivation of computer/network access.
 - b. Permanent deactivation of computer/network access.
 - c. Termination of contractual agreements between FSCC and the 3rd party entity.
 - d. Expulsion from school termination of employment.
 - e. Legal prosecution under applicable Federal and State laws.
 - f. Possible penalties under the law, including fines and imprisonment.
12. Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws.
- a. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.
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b. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

c. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

Alcohol and Drug Policy

Alcoholic beverages and illegal drugs are prohibited on college property. Possession, distribution or use of alcoholic beverages, 3.2 beer, or the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on the Fort Scott Community College Campus, within the college buildings or at any college-sponsored event is strictly prohibited. Violation will result in immediate disciplinary action up to and including dismissal from college.

Assault and Battery

Includes any action, including hazing, which threatens the physical well being, mental health, or safety of others.

Children on Campus

1. Students/Faculty/Staff who bring children to the FSCC campus assume all associated risks (emotional or physical).
 2. Children on campus must always be accompanied by a parent or guardian.
 3. Children may not be left in the care of a faculty or staff member.
 4. Children are allowed on campus only on an emergency short-term basis. “Short-term basis” is defined as being no more than two days in a row, for an extended portion of the day. This does not include college-sponsored community events.
 5. Children must be removed from the campus immediately if they become noisy and/or disruptive.
 6. Children may be allowed in classes on an emergency basis, but only at the discretion of the individual instructor.
- Instructors have the right to ban children from the classroom, even on an emergency basis.

Dishonesty

Includes cheating, plagiarism, other areas of academic dishonesty, or intentionally giving false information to the college.

Disruptive Behavior

Includes disorderly, indecent, or obscene conduct either in the classroom or on campus owned/operated facilities or properties on /at college sponsored events.

Electronic Communications

Students are expected to abide by ethical standards in the use of all electronic communications which includes, but is not limited to, Internet services and electronic mail.

Weapons Policy and Procedures

The possession and use of firearms, explosives, and other weapons are prohibited on the campus of Fort Scott Community College, with the limited exception of concealed handguns as provided in the policy. The purpose of this policy is to describe how handguns may be carried, stored, and managed on the campus of Fort Scott Community College in as safe a manner as possible. This policy is in accordance with the Kansas Board of Regents policy and state law, KSA 75-7c01, et seq., Fort Scott City Ordinance 9.4.01.0.

Geographic Applicability - This policy is applicable only within the geographic limits of the Fort Scott Community College campus. Campus is defined as any building or grounds or grounds owned by Fort Scott Community College or any building or grounds leased by Fort Scott Community College for college use.

I. Definitions:

Weapons

1. Any object or device which will, is designed to, or may be readily converted to expel bullet, shot or shell by the action of an explosive or other propellant;
2. Any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature, including those that are concealed or openly carried;
3. Any BB gun, pellet gun, air/C02 gun, any taser or similar electrical weapon that discharges, a projectile, blow gun, projectile stun gun;
4. Any explosive, incendiary or poison gas (A) bomb, (B) mine, (C) grenade, (D) rocket having a propellant charge of more than four ounces, or (E) missile having an explosive or incendiary charge of more than 1/4 ounce;
5. Any incendiary or explosive material, liquid solid, or mixture equipped with a fuse, wick or other detonation device;
6. Any tear gas bomb or smoke bomb, however, personal self-defense items containing mace or pepper spray and /or direct contact stun guns shall not be deemed to be a weapon for the purposes of this policy;
7. Any knife, commonly referred to as a switch-blade, which has a blade that open automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that open or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
8. Any straight-blade knife of four inches or more such as a dagger, dirk, dangerous knife or stiletto; except that an ordinary pocket knife or culinary knife designed for and used solely in the preparation of service of food shall not be construed to be a weapon for the purposes of this policy;
9. Any martial arts weapon such as nunchucks or throwing stars;
10. Any longbow, crossbow and arrows or other projectile that could cause serious harm to any person: or

11. Any other dangerous or deadly weapon or instrument of like character.

Handgun

1. A pistol or revolver which is designed to be fired by the use of a single hand and which is designed to fire or capable of firing ammunition or
2. Any other weapon which will or is designed to expel a projectile by the action of an explosive and which is designed to be a fired by the use of a single hand.

Firearm

1. Any handgun, rifle, shotgun, and other weapon which will or is designed to expel a projectile by the action of an explosive.

II. Prohibitions and Restrictions to the Carrying of a Concealed

Firearm Pursuant to Kansas Law:

Open carry of firearms by any means is prohibited. The carrying of any rifle, shotgun, or other long gun by any means is prohibited; it is a violation to openly display any lawfully possessed concealed carry handgun while on campus except when lawfully using the handgun in self-defense or when transferring to safe storage.

Kansas law outlines the following restrictions to the concealed carrying of a handgun. Failure to comply with the following restrictions is a violation of college policy and Kansas Law:

1. Individuals in possession of a concealed handgun must be at least 21 years of age. [K.S.A. 21-6302(a)(4)];
2. A firearm cannot be carried by an individual under the influence of alcohol or drugs, or both, to such a degree as to render the individual incapable of safely operation the firearm.
3. A firearm cannot be fired in the corporate limits of a city, at a dwelling, structure, or vehicle in which a human is present, except in self-defense [K.S.A. 21-6308, 6308a];
4. A firearm cannot be carried by an individual who is both addicted to and an unlawful user of a controlled substance [K.S.A. 21-6301(a)(10)];
5. A firearm cannot be carried by an individual who is or has been a mentally ill person subject to involuntary commitment [K.S.A. 21-6301(a)(13)];
6. A firearm cannot be carried by an individual with alcohol or substance abuse problem subject to involuntary commitment [K.S.A. 21-6301(a)(13)];
7. A firearm cannot be carried by an individual who has been convicted of a felony crime. [K.S.A. 21-6304];
8. An automatic firearm cannot be carried [K.S.A. 21-6301(a)(5)];
9. Any cartridge which can be fired by a handgun and which has a plastic-coated bullet that has a core of less than 60% lead by weight, whether the person knows or has reason to know that the plastic-coated bullet has a core of less than 60% lead by weight is illegal [K.S.A. 21-6301(a)(6)];
10. Any device or attachment of any kind designed, used or intended for use in suppressing the report of any firearm is illegal [K.S.A. 21-6301(a)(4)].

III. Carrying Safety Requirements:

Any individual who is 21 years of age or older and who is lawfully eligible to carry a

concealed handgun is wholly and solely responsible for carrying, storing, and using that handgun in a safe manner and in accordance with the Kansas Law, Kansas Board of Regents Policy and college policy.

Concealed means completely hidden from view and does not reveal the weapon in any way, shape or form.

Whether on their person or in a personal carrier, every handgun carried by an individual must be secured in a holster that completely covers the trigger and the entire trigger guard area and that secures any external hammer in an uncocked position. The handgun must be secured in the holster with a strap or by other means of retention. The holster must have sufficient tension or grip on the handgun to retain it in the holster even when subjected to unexpected jostling. Handguns with an external safety must be carried with the safety in the “on” position. The handgun must be in the person’s custody and control at all times with safety mechanism engaged. Handguns must be carried securely in a suitable carrier (backpack, purse, handbag, or other personal carrier designed and intended for the carrying of an individual’s personal items). The suitable carrier must at all times remain with the exclusive and uninterrupted control of the individual. This includes wearing the carrier with one or more straps consistent with the carrier’s design, carrying or holding the carrier, or sitting the carrier next to or within the immediate reach of the individual.

IV. Campus Gun-Free Locations with Adequate Security

Measures:

There are no college locations designated as gun free with permanent adequate security measures. The college may designate a specific location as temporarily gun free and use temporary adequate security measures as defined and required by law and Kansas Board of Regents Policy. Appropriate notice will be given whenever this temporary designation is made.

V. Handgun Storage:

Handgun storage is prohibited at Fort Scott Community College except in the following circumstances: (1) in an individual’s privately-owned or leased motor vehicle when the vehicle is locked and the handgun is secured in a location within the vehicle that is not visible from outside the vehicle; or, (2) in an individual’s on-campus residential unit when the handgun is secured in a holster and in an approved storage device (see below).

Approved Storage Device

The college does not provide approved handgun storage devices to any person, under any circumstances. Each individual who stores a handgun in an on-campus residence must provide their own approved storage device.

An approved storage device meets the following criteria:

1. Is of sufficient size to fully enclose the handgun while secured in an approved holster (as defined in Section III);
2. Is constructed of sturdy materials that are non-flammable;
3. Has a combination digital, or other secure locking device that can only be unlocked by the individual using the storage device. Devices secured exclusively with a key lock are prohibited;

4. Device is constructed specifically for the storage of a handgun and/or ammunition. All ammunition stored in an on-campus residence must be stored in an approved storage device.

Prohibited Storage

1. In any college classroom, lab, office, or facility;
2. In a residence hall, except in the residential unit of the individual who is at least 21 years of age, legally owns the handgun, and has the handgun secured in an approved storage device;
3. In a motor vehicle that is unlocked or when the handgun is visible from the outside of the vehicle;
4. In any other location or under any circumstance except as specifically permitted by this policy or the state of federal law.

VI. Violations Process:

All suspected weapons policy violations will be reported to the Fort Scott Police Department. Initial investigations will be conducted by college officials and the Fort Scott Police Department to determine if college of Kansas Board of Regents policy has been violated. If the investigation determines a crime has been committed, a separate criminal investigation will be conducted, unrelated to policy. If college policy has allegedly been violated, the matter will be reported to the college administrative team.

When there is probable cause to believe that a weapons policy violation has occurred, or continued possession and carrying by the alleged policy violator will create imminent danger to self or others, the Fort Scott Police Department have authority to disarm and/or temporarily confiscate a firearm and issue a restriction to not carry a concealed firearm on campus pending results of the investigation.

The President, or his or her designee, may take any temporary action as determined necessary to ensure the safety of the college and of its students and personnel. Any individual who violates one or more provisions of this policy may be issued a lawful directive to leave campus with the weapon immediately. Any individual who violates the directive shall be considered to be in trespass and may be cited accordingly.

Any employee or student of the college who violates one or more provisions of the policy shall be subject to discipline in accordance with applicable college codes of conduct. Any individual who violates state or federal law may be detained, arrested, or otherwise subjected to lawful processes appropriate to the circumstances.

Gambling

By Kansas Statute 21-4303, gambling is illegal and is not permitted.

Smoking/use of tobacco/e-cigarettes

All Fort Scott Community College campuses are entirely smoke-free. The Smoke free Policy applies to all FSCC facilities, properties, and vehicles, owned or leased by the

college, regardless of location, including distant campuses, sites, and/or locations. This policy applies to all FSCC employees, students, independent contractors, and visitors. It is the responsibility of all students, faculty, staff and visitors to observe, adhere to, and respect the College's Smoke Free policy. Students, faculty, and staff are encouraged and empowered to respectfully inform others about the policy in an ongoing effort to support the FSCC's goal of becoming smoke-free and improving individual health and well-being.

"Smoking and Smoke Products" include, but are not limited to, inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, hookah, or similar product containing lighted or heated tobacco and/or other plant material intended for inhalation, including marijuana, whether natural or synthetic, in any manner or in any form, as well as electronic delivery devices that create an aerosol or vapor of nicotine or any other substance. Smoking and/or tobacco products as defined herein shall not be permitted in any enclosed place, including, but not limited to, all offices, vehicles, classrooms, hallways, waiting rooms, restrooms, meeting rooms, community areas, performance venues and private residential space within FSCC housing.

Smoke products as defined herein shall also be prohibited outdoors on all FSCC campus properties, including, but not limited to, parking lots, paths, fields, sports/recreational areas, and stadiums.

Telephone/Long Distance Dishonesty

Students are not to make personal long distance calls on the college's phone line. Should students need to make personal long distance calls, they should use a personal credit card, call collect, or have the call charged to their home phone number. Unauthorized use of another student's credit card is strictly forbidden.

Theft/Vandalism

Theft or damage to college or other's property will subject students to college disciplinary measures and potential legal action.

Traffic Laws and Regulations

All local and state regulations are in effect on campus 24 hours a day. City, county, and state law enforcement agencies have jurisdiction on campus. All laws and regulations are strictly enforced to assure safety.

COLLEGE DISCIPLINARY PROCESS

The rights of each individual at Fort Scott Community College deserve the respect and protection of administrators, faculty and staff. To assure fair treatment of each individual, rules of disciplinary process have been developed and are in effect. The main objectives of the disciplinary process are to protect members of the campus community from harm due to the indiscretion of those on campus who are unable or unwilling to respect the rights of others, and to assure students due process if they have been charged with violating college rules and regulations as listed in the Student

Catalog Misconduct is considered a matter of concern to administrators, faculty, staff and students alike. Reports of misconduct are usually made to the Vice President of Student Services for investigation and determination of appropriate action.

Implementation of Disciplinary Process

The Vice President of Student Affairs will review with the student the nature of the complaint and the relevant evidence and testimony. When the investigations have been completed, the Vice President of Students will take appropriate disciplinary action or refer the case to the College Disciplinary Review Board.

Disciplinary Appeals Procedures

If the appropriate action taken by the Vice President of Student Affairs calls for the student to be expelled or penalized, the student will be informed in writing. A student may appeal the decision of the Vice President. This appeal must be submitted, in writing, to the Vice President of Student Affairs within three (3) business days after the original decision has been made. The Vice President will inform the College Disciplinary Review Board, in writing, within three (3) business days of receiving written notice of the appeal from the student. An appeal hearing will be conducted within seven (7) business days following notice to the College Disciplinary Review Board.

All appeal hearings are private to best insure justice and to discourage delay. The appeal is a review of the record from the original decision. If evidence, which was unavailable at the time of the original decision is discovered, it will also be considered. The student requesting the appeal must be present on the hearing date as set in the letter to the student. Failure to be present as scheduled waives the Students right to appeal.

College Disciplinary Review

The College Disciplinary Review Board shall hear the appeal after being informed in writing by the Vice President of Student Affairs that the disciplinary action has been appealed by said student. This Board is composed of three professional staff members (appointed by the faculty representatives) and three full-time students (appointed by the President's Ambassadors organization). At this appeal hearing, the Chair of the Board shall give both the student and the Vice President of Student Affairs, or his/her designee, an opportunity to testify. Both may bring witnesses to the hearing. The number of witnesses will be limited to five (5) unless prior approval is granted by the Vice President of Student Affairs. Each witness will be afforded a maximum of five (5) minutes of testimony.

After the witnesses have been heard, members of the College Disciplinary Review Board may ask questions of the student who has had disciplinary action taken against him/her, the VP or his/her designee, or the witnesses who have testified. The College Disciplinary Review Board shall decide to uphold the decision of the Vice President of Student Affairs, or his/her designee, or to recommend that the action be modified. The student or the Vice President, or his/her designee, may appeal the decision of

the College Disciplinary Review Board. This request for an appeal must be made in writing to the College President within three (3) business days after the College Disciplinary Review Board has made its decision. The College President shall hear the appeal within seven (7) business days and render a written decision to all parties. The decision of the President is final.

Presidential Review

The College President shall hear the appeal within seven (7) days and render a written decision to all parties. Decisions of the President should be considered final by students, administrators, faculty and staff.

STUDENT APPEALS OTHER THAN DISCIPLINARY AREAS

The Student and Academic Decisions

Academic decisions are made by faculty members, division chairs, and Vice President of Academic Affairs. If a student believes that an academic decision is unfair, he/she may meet with the above personnel who will review the student's complaint and render a final decision. Determination will be made based on fairness, that is, that the instructor treated all students equally in the class.

Appeals Process (Other than Disciplinary)

Any FSCC student has the right to appeal what is perceived to be an unfair practice without fear of reprisal, abuse or other form of discouragement by the staff, faculty or administration. Such unfair practice may be registered by the student informally as an oral complaint (a recommended first step), or officially filed in writing. The College encourages the resolution of all complaints through the most informal means and at the lowest possible administrative level. When a complaint is made directly to the Board of Trustees as a whole or to Board members as individuals, it will be referred to the administration for study and possible resolution.

This appeals procedure is designed for academic and classroom issues rather than disciplinary actions (previously addressed in this catalog). This process provides students with protection against unwarranted infringement of their rights. Such appeals may concern alleged violations of college policies, infringement of students' rights and problems dealing with other students, college staff and faculty or college activities.

The following procedures should be followed in order to ensure an appropriate resolution of a student complaint: Within two years of the incident about which the student is complaining, he/she should contact the Board of Trustees using the FSCC Student Complaint Form. Please follow the steps outlined below to submit a complaint:

STEP 1: If a student has concerns related to classroom situations or administrative

actions, he/she should contact the faculty or staff member(s) with whom he/she has a conflict (<http://www.fortscott.edu/directory>). It may be possible to resolve the concerns without the need for formal institutional action. If the student's complaint is not resolved through this action, he/she should contact the department program chair. If the student's complaint is not resolved satisfactorily, or if the complaint cannot be resolved by contacting the faculty/ staff member(s) or chair/dean (follow steps A-B, below), the student should proceed to STEP 2.

a. The student should attempt to rectify the grievance with the instructor if possible. Mistakes are sometimes made, and instructors encourage students to talk to them first.

b. If the attempt to work with the instructor is unsuccessful, the student should take the grievance to the supervisor of the area in which the alleged violation occurred. The student should then after consulting with the appropriate supervisor/division chair and attempt to resolve the grievance through informal discussions. The supervisor will inform the student, in writing, of any decision made and the reason for that decision. Personnel decisions cannot, however, be discussed with students or parents.

STEP 2: The student should file a complaint through his/ her institution of higher education's established complaint process. Information on the process can usually be found in the institution's academic catalog, student handbook, or website (fortscott.edu). If the student is unable to resolve the complaint in this manner (follow steps C-D, below), he/she should proceed to STEP 3.

c. If the student feels that the complaint has not been satisfactorily resolved, he/she may submit a written appeal to the appropriate Vice President and request a conference. The Vice President will meet with the student and any other College personnel involved.

The Vice President will inform the student, in writing, of any decision made and the reason for making that decision.

d. If the student still feels that the complaint has not been satisfactorily resolved, he/she may submit a written grievance to the President for review.

The decision of the President is final (the option remains to file a formal complaint with the Board of Trustees, Step 3).

STEP 3: The student must complete the Board's Student Complaint Form.

After receiving a complaint through our complaint form, the Board will review the submitted materials and contact the submitter for any required additional information or clarifications. The Board will then send a copy of the complaint to the institution against which the complaint has been filed and ask for a response within three weeks. After receiving the college's response, the Board will determine whether the institution's student complaint process has been followed and exhausted and what additional steps or follow-up may be taken. The Board will inform both parties involved in the complaint. If the student has additional questions about the complaint process, or wants to clarify that the individual complaint is reviewable by the Board, please feel free to contact the Vice President of Student Affairs office at 620.223.2700

ext. 7230. All student complaints should follow the preceding process. The following applies to non-Kansas residents, enrolled in distance education courses relating to the State Authorization Reciprocity Agreement (SARA).

Complaint Resolution Processes (2015 SARA Policies and Procedures, sec. 4, 2, a.-g.)

a. Complaints against an institution operating under

SARA go first through the institution's own procedures for resolution of grievances.

b. Complaints regarding student grades or student conduct violations are governed entirely by institutional policy and the laws of the SARA institution's home state.

c. If a person bringing a complaint is not satisfied with the outcome of the institutional process for handling complaints, the complaint (except for complaints about grades or student conduct violations) may be appealed, within two years of the incident about which the complaint is made, to the SARA portal agency in the home state of the institution against which the complaint has been lodged. That agency shall notify the SARA portal agency for the state in which the student is located on receipt of that appealed complaint. The resolution of the complaint by the institution's home state SARA portal agency, through its SARA complaint resolution process, will be final, except for complaints that fall under the provisions of (g), below.

d. While the final resolution of the complaint rests with the SARA portal agency in the home state of the institution against which the complaint has been lodged, nothing precludes the state in which SARA Policies and Standards - July 10, 2015 - Page 11 the complaining person is located from also working to resolve the complaint, preferably through the state's SARA portal agency. Indeed, it is expected that SARA states will facilitate the resolution of any complaints brought to their attention.

e. While final resolution of complaints (for purposes of adjudication of the complaint and enforcement of any resultant remedies or redress) resides in certain cases with institutions (complaints about grades or student conduct violations), or more generally with the relevant institution's home state SARA portal agency (all other complaints), the regional compact(s) administering SARA may consider a disputed complaint as a "case file" if concerns are raised against a participating state with regard to whether that state is abiding by SARA Policies and Standards. The regional compact may review such complaints in determining whether a state under its purview is abiding by the SARA standards.

Similarly, a complaint "case file" may also be reviewed by NC-SARA in considering whether a regional compact is ensuring that its member states are abiding by the SARA standards required for their participation in the agreement.

f. SARA shall develop policies and procedures for reporting the number and disposition of complaints that are not resolved at the institutional level. Such data will create transparency and can be used in determining whether a regional compact is ensuring that its SARA member states and those states' institutions are abiding by the standards required for participation in the agreement.

g. Nothing in SARA Policies and Standards precludes a state from using its laws of general application to pursue action against an institution that violates those laws.

Discrimination Grievance

Any applicant, employee, or student who believes he/she has been subjected to discrimination including harassment on the basis of sex, disability, age, race, color, or national origin may file a grievance under this procedure. It is unlawful for FSCC to retaliate against anyone who files a complaint or assists in an investigation of a complaint of discrimination, including harassment.

Complaints will be promptly and thoroughly investigated in a confidential manner as outlined below. The aggrieved will be allowed to provide evidence to support the grievance. The aggrieved will be notified in writing of the status of the grievance at the end of each stage of the investigation. If an investigation validates discrimination or harassment based on sex, disability, age, race, color, or national origin including complaints of harassment, FSCC will take appropriate corrective and remedial actions.

Procedure

- Grievances from applicants, employees, and students must be submitted to FSCC's Section Human Resources Director (or his/her designee) as soon as possible but no later than sixty (60) calendar days after the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A grievance must be in writing, containing the name and address of the person filing it. The grievance must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- FSCC's HR Director (or his/her designee) will conduct an investigation of the grievance. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the grievance. The investigation may consist of personal interviews with the complainant, the individuals against whom the complaint is filed, and others who have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. FSCC's HR Director will maintain the files and records relating to such grievances.
- FSCC's HR Director will issue a written decision to the individual on the grievance no later than thirty (30) calendar days after its filing.
- The person filing the grievance may appeal the decision of FSCC's HR Director by writing the College President within fifteen (15) calendar days of receiving FSCC's HR Director decision. The appeal should explain why the HR Director's finding should be overturned.
- The College President will review the grievance records including all submitted evidence and issue a written decision on the appeal no later than thirty (30) calendar days after its filing.
- Filing a grievance with FSCC's HR Director (or his/her designee) does not prevent the applicant, employee, or student from filing a complaint with the Office for Civil Rights, US Department of Education.
- FSCC staff, including the Vice President of Student Affairs and Vice President of Academic Affairs, may assist FSCC's HR Director Coordinator with investigations or

other appropriate actions in grievances involving students.

- FSCC's HR Director (and/or his/her designee) will make appropriate arrangements to ensure that individuals with disabilities are provided reasonable modifications and appropriate auxiliary aids and services where necessary to participate in this grievance process.

Such arrangements may include making the grievance procedure available in alternate formats such as Braille, large print, audiotape, providing interpreters for the deaf

or hard-of-hearing, or assuring a barrier-free location for proceedings.

ADMISSIONS PROCEDURE

Eligibility for Admissions

FSCC welcomes applications for admission from individuals who have graduated from an accredited high school or satisfactorily completed a high school diploma equivalency (GED) examination. FSCC offers classes and testing procedures necessary for completion of GED requirements. Home-schooled students must provide an official transcript that includes the principal's signature and date of graduation. Only transcripts from a state-approved home school will be accepted. To be eligible for an athletic scholarship and financial aid, a student must possess a high school diploma or GED from an accredited institution. Certain courses of study may require additional criteria. All admissions are subject to limitations of space.

To apply, visit fortscott.edu/apply now. The free application will allow students to generate a student ID, which is necessary for enrollment. Prior to enrolling, students are required to take the ACCUPLACER test, provide official scores from another qualifying placement assessment such as GED or high school transcript. Students who have ACT scores of 21 on both the English and math sections of the ACT or have taken English 101 and college algebra for college credit and have passed with a grade of "C" or above, are exempt from taking the ACCUPLACER test. A copy of the ACT and/or a college transcript must be provided by the student. Students interested in the Certified Medication Aide or Home Health Aide programs will need to take the Nelson/Denny (reading) and WRAT (math) exams and meet the entrance requirements to be accepted into the programs.

Individuals who do not meet the admission requirements, but may benefit from college-level instruction may be admitted for one semester upon advisement from the FSCC Advising Office. Subsequent enrollment is permitted only when the requirements above are completed. Except as noted herein and below, all incoming students must furnish an official copy of their high school transcript or GED. For the high school graduate, home-schooled student, or GED completer, the official high school transcript or GED certificate should be provided prior to the student's initial enrollment at FSCC. A high school transcript that does not contain the student's date

of graduation and an authorized school official's signature will not be considered official. All individuals must have an official GED score report or an official high school transcript on file with the Registrar's office to be eligible to graduate from Fort Scott Community College.

In order to receive an athletic scholarship, varsity athletes must have an official high school transcript with graduation year and signature or an official GED score sheet from an accredited institution on file with the FSCC Registrar's Office before the first day of classes.

High School Students

High school students in good standing who are juniors or seniors, or who are state-approved gifted students, may enroll in classes and earn college credit. Such students must secure written permission from their high school principal or counselor prior to enrollment. These students must follow the same application procedure and student criteria mentioned above.

Transfer Students

Transfer students are defined as those students seeking admission to Fort Scott Community College who have completed three or more credit hours of college-level work at another college or university. To receive transfer credit, students must have attended an institution accredited by an appropriate college-level accrediting body, such as the Higher Learning Commission. Colleges previously attended must be identified

on the enrollment application, and official transcript(s) must be sent directly to FSCC's Registrar's Office via an electronic transcript service or mail. Transcripts must come directly from the Registrar's Office to be considered official. The student is responsible for arranging for the provision of such transcript(s). Such transcript(s) should be provided prior to initial enrollment at FSCC. Enrollment in subsequent semesters will be denied if official transcript(s) have not been provided.

Special Interest Students

FSCC welcomes applications from students interested in completing courses but not currently seeking an FSCC degree or certificate. These students may enroll in up to five credit hours per semester. Special interest students are not eligible for Financial Aid.

Special interest students will not be required to provide official high school or college transcripts. However, if the special interest student subsequently decides to pursue a degree or certificate from FSCC, official high school and college transcripts will then be required.

Students who have earned 64 or more credit hours, but are not seeking an Associate Degree or already holding a college degree are not subject to the five-credit-

hour limitation and may enroll in college classes as special interest students or as certificate-seeking students.

Senior citizens age 65 and older can take classes at FSCC without paying fees or tuition. However, these classes will be considered “non-credit” and are subject to available space. Former students who are returning to FSCC must furnish the Registrar with official transcripts of all high school and college work and must reapply to the college. This must be completed prior to re-enrollment at FSCC.

Advanced Standing & Credit for Prior Learning Students will qualify for, and receive, advanced standing and credit at FSCC if they have earned credit at another accredited college or university, or if credit has been obtained by one of the sources listed below. FSCC currently offers credit for prior learning through a variety of methods. Prior Learning Credits are credits that you receive from FSCC for knowledge acquired outside of the traditional classroom setting. Students who have proper documentation for previous learning may be eligible to earn college credit. If you feel you may be qualified to earn college credit for previous learning experiences, please send the proper documentation to the Registrar’s Office.

- Students may earn a maximum of 30 hours of credit from prior learning credit.
- All credit earned will receive a grade of “P” for passing.
- Credit obtained at FSCC from prior learning may not transfer to another college or university.
- You may not enroll in a class for which you are applying for prior learning credit.
- Credit cannot be used to repeat classroom credit in which you have received a grade.
- The decision of whether or not to award prior learning credit is final and cannot be appealed.
- A fee may be required to have your credits evaluated.
- Once credits are evaluated and placed on the official transcript they are considered part of the student’s official academic record and cannot be removed.

Advanced Placement (AP) Exam Program

FSCC accepts credit earned by successfully completing the AP Examinations provided that the credit does not represent a duplication of credit previously earned. Appropriate credit will be awarded for the successful completion of the subject examinations, provided that the student earned a minimum examination score of 3. No credit will be awarded for scores below a 3. Exceptions to the minimum score requirement are College Physics I, College Physics II, Art History, Physics C: Electricity and Magnetism, and Physics C: Mechanics which each require a minimum examination score of four. To request a copy of your score report to be sent to FSCC, visit collegeboard.org.

College Level Examination Program

FSCC accepts credit earned by successfully completing the CLEP General

Examinations provided that the credit does not represent a duplication of credit previously earned. Appropriate credit will be awarded for the successful completion of the subject examinations, provided that examination scores are 50 or higher. To request a copy of your score report to be sent to FSCC, visit collegeboard.org.

International Baccalaureate (IB) Exam

FSCC accepts credit earned by successfully completing the IB Examinations, provided the credit does not represent a duplication of previously earned credit. Appropriate credit will be awarded for successfully completing the subject examinations, provided the student earned a minimum examination score of 4. No credit will be awarded for scores below a 4. To request a copy of your score report to be sent to FSCC, visit ibo.org.

College Credit for Military Service

FSCC follows the recommendations of the Office of Educational Credits listed by the American Council of Education (ACE). Advanced standing credits will be given to veterans for formal service school courses based on the recommendations of ACE. Military experience listed on the Joint Services Transcript (JST) will be awarded credit based on the recommendations of ACE. Credit earned is limited to a maximum of 30 hours to be allowed for graduation. No letter grade is awarded when students receive advanced standing for military educational experience. Credit is counted as transfer work without a grade, but is counted toward graduation and may be used to fulfill curriculum requirements. To understand how your military service can transfer to FSCC, please visit <https://www.kansasregents.org>.

To request a copy of your JST to be sent to FSCC, please go to the following website: jst.doded.mil.

Certificate Evaluation

In some cases, students may show a certificate of successful completion of training to earn college credit for a class covering the same material. (Examples: OSHA Department of Labor Card, NCCER Card, American Heart Association CPR Card, etc...) Copies of cards/certificates will be required and also may require validation before being officially accepted.

Portfolio Evaluation

FSCC will evaluate work experience portfolios for college credit. Credit for previous work experience will be evaluated on a case- by-case basis by the Vice President of Academic Affairs, Registrar, and other members of the faculty or Advising Department as necessary. The portfolio will need to include a narrative with detailed documentation of experience, training, education, work history and any other documentation requested by the institution. Portfolios should be turned in at least 30 days prior to the start of the semester to allow for adequate evaluation time. Supplying a portfolio to the institution does not guarantee credit will be awarded. Please submit your portfolio to the Registrar's Office or Vice President of Academic Affairs Office.

International Students & Resident Aliens

Fort Scott Community College is authorized under Federal law to enroll non-immigrant alien students. Resident aliens must establish status during enrollment by providing a copy of their resident alien (green) card. Also, resident aliens must meet with an advisor for course placement and academic evaluation, including English proficiency. International students must apply for admission and supply the required documents within these deadlines:

- July 1 for the following Fall semester
- December 1 for the following Spring semester
- May 1 for the following Summer semester

Before admission can be granted, the following documents must be on file:

- An application for admission signed by the prospective student, accompanied by a \$50 nonrefundable application fee. Students may obtain applications for other students, but they may not complete, sign or return another student's application.
- A secondary school transcript, translated into English, from the student's home country. The prospective student is responsible for the certified transcript evaluation, translation and attendant costs.
- A transcript from all colleges previously attended; if the college is outside the United States, the student is responsible for transcript evaluation, translation and attendant costs
- A TOEFL (Test of English as a Foreign Language) score of 68 or higher on the Internet-Based TOEFL, 190 or higher on the Computer test, or 520 or higher on the paper test; specific programs may have higher requirements. Questions about TOEFL administration can be addressed to Educational Testing Service, Princeton, N.J. 08450. A student with circumstances that warrant an appeal may send a request for appeal to the International Student Advisor, 2108 S. Horton, Fort Scott, KS 66701, USA. Appeals go to the TOEFL Appeals Committee; the final decision is that of the International Student Advisor. No other requirements are open to appeal.
- Or an IELTS score as follows: overall score of 6.0 with a minimum score of 5.0 in each band of the IELTS is required. If a lower score is earned in any of the five band scores, the overall score cannot be accepted.
- Tuberculosis test results.
- Proof of medical insurance.
- Evidence of financial resources in the amount of at least \$13,000.

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- Proof of secured housing.

After these documents are in the prospective international student's file, Immigration & Naturalization Form No. 20 (I-20) can be completed, signed and issued.

Without an I-20, an international student cannot attend a college in the U.S. FSCC does not provide financial aid to international students. All international students are expected to provide full funding for all courses prior to the first day of class.

For F-1 students enrolled in classes for credit or classroom hours, no more than

the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

Undocumented Immigrants and Others

Effective July 1, 2004, the Kansas Legislature (HB2145) established eligibility regulations for certain undocumented immigrants and others to qualify for paying resident tuition and fee rates, for any enrolled class beginning after that date, under the

following conditions:

1. the student has attended an accredited Kansas high school for three or more years; and
2. has either graduated from an accredited Kansas high school or has earned a GED issued in Kansas; and
3. in the case of a person without lawful immigration status, they must have signed and filed an affidavit with the institution stating that the person or person's parents have filed an application to legalize such person's immigration status, or will file such an application as soon as such person is eligible to do so; or
4. in the case of a person with a legal, non-permanent immigration status: has filed with the postsecondary educational institution an affidavit stating that such person has filed an application to begin the process for U.S. citizenship or will file such application as soon as such person is eligible to do so. *Kansas has no accreditation standards for home schools; therefore, home-schooled students are not eligible for resident rates under this law.

*The law has no effect on the eligibility standards or requirements for any type of financial aid. *Students who are eligible under HB2145 must contact the Registrar's Office to complete the necessary requirements.

Kansas Residency

Individuals enrolling in a community college who have not been domiciliary residents of the State of Kansas if they are adults, or, if they are minors, whose parents have not been domiciliary residents of the State of Kansas for six months prior to enrollment for any enrollment term or session are not residents of Kansas and will be charged out-of-state tuition. Residence of minors shall be determined as provided in K.S.A. 72-1046 and acts amendatory thereof and of adults as provided in subpart Twenty-three of K.S.A. 66-201 and acts amendatory thereof. The Kansas Board of Regents may adopt rules and regulations governing the determination of residence of students for student tuition and out-of-state and foreign student tuition purposes. (L.

Students who have not resided in Kansas for six months prior to the first day of the semester (or the summer session) are determined to be non-resident students and must pay out-of-state tuition rates.

After a student has continuously resided in Kansas for six months, he/she may petition for in-state residency status by securing and completing an Affidavit of Residency form from the Registrar prior to the first day of the semester or the summer session. A student can be a resident of only one state. If a student leaves the state and claims residency in another state, he/she forfeits Kansas residency regardless of the time spent out of the state. The responsibility of enrolling under proper residence classification for tuition purposes is that of the student. If there is any question of residency classification, as regulated by the Kansas Board of Regents, the student must raise the question to the Registrar prior to the first day of classes of any given semester. If a student enrolls incorrectly as a resident of Kansas, and it is determined at a later date that the student was a non-resident for tuition purposes, payment of non-resident tuition will be required for all terms during which the student was incorrectly registered.

ENROLLMENT POLICIES

Enrollment

FSCC has an open enrollment policy, which allows students to be accepted and begin the enrollment process at any time throughout the year.

Steps to Enroll:

1. Apply to FSCC at www.fortscott.edu/ApplyNow
2. Send transcripts to FSCC Registrar, 2108 South Horton, Fort Scott, Kansas 66701
 - a. High School transcripts – fax to 620-223-4927
 - b. College transcripts – Mail official copy or request using electronic transcript service: email (preferred) or mail.
 - c. GED – Mail official copy with scores or request using electronic transcript service: email (preferred) or mail.
3. Complete FAFSA at studentaid.gov
 - a. Questions? Call 800-874-3722
 - b. School code is 001916
 - c. For more information about college funds, visit college.gov
4. Take a placement test (ACCUPLACER or ACT)
5. Meet with a FSCC Advisor
 - a. Choose classes
 - b. Enroll
 - c. Receive copy of schedule
 - d. Purchase books

Student-athletes should complete these steps prior to meeting with the Head Coach.

The Business Office may place a hold on student accounts with unpaid charges, which may prevent enrollment, schedule changes, transcript receipt, and/or graduation.

Advising

Students must meet with an Advisor during their first semester to schedule classes and begin a degree plan. Students are encouraged to meet with their advisor each subsequent semester for assistance with specific course requirements, transfer credits, course sequence, and general college matters.

FSCC Placement Policy

FSCC has adopted multiple placement measures to help students select the most appropriate English, Math, and Reading courses for their educational goals. All degree-seeking students and students enrolling in English or mathematics courses must provide placement scores from a testing instrument approved by the college (ACT, SAT, ASSET, ACCUPLACER, and Compass tests) completed within two years before enrollment. Students without placement scores must take the FSCC placement test, ACCUPLACER. Students who provide high school transcripts that meet FSCC requirements may use their cumulative high school GPA instead of placement exams. Students will need to take a placement test if their high school transcript or GED Test Scores are not considered valid.

Students seeking an Associate of Science or Associate of Arts degree must have a score of 21 or higher on the English and math portion of the ACT or take the ACCUPLACER test prior to enrolling in English or math classes. Students who are enrolled in a certificate or degree program in an occupational or technical program should check the program requirements and with the program director to ensure placement test requirements.

Students are enrolled in classes according to their scores.

ACCUPLACER Next-Generation is composed of tests in three subject areas: writing, reading, and mathematics. It is NOT a pass/fail test. Student's best effort is extremely important, as the results may determine placement in writing, reading, and mathematics courses. Students who wish to take a placement test for additional placement options are welcome to do so. The ACCUPLACER Next-Generation tests are available at the FSCC main campus in Fort Scott, Miami County Campus in Paola, or the FSCC Motorcycle Training Building in Frontenac. Monday through Friday

8:00 a.m. to 3:00 p.m., or by appointment. All sections are untimed. However, you should allow at least 1 ½ -2 hours to complete the entire battery of tests.

Students may take the test up to three times per semester. No calculators are provided for the ACCUPLACER test. Some, but not all, of the math questions contain pop-up calculators for students to use in solving the problem.

How to Prepare for ACCUPLACER

Sharpening your academic skills by answering sample test questions in reading, writing, and math can lead you to improve and can help boost your confidence when you take the actual tests. ACCUPLACER resources include a free web based

study app, along with sample questions for each of the sections of the test. Go to <https://studentportal.accuplacer.org>, and click on “Practice Resources.” Note: FSCC administers the “Next-Generation” version of ACCUPLACER.

For information about ACCUPLACER, please contact Jodi Murrow at 620- 223-2700, ext. 4300.

Placement Scores: FSCC 2022-2023

ACT

READING AND WRITING

| Score | Class |
|-------|--------------------------------|
| 0-14 | Reading & Writing Strategies I |
| 15-20 | English Enrichment |
| 21> | English 101 |

MATH

| Score | Class |
|-------|----------------------------------|
| 0-14 | Math Skills |
| 15-16 | Elementary Algebra |
| 17-18 | Intermediate Algebra with Review |
| 19 | Intermediate Algebra |
| 20 | College Algebra With Review |
| 21 | College Algebra |

ACT of 21 or higher in Math and English: no test is required. ACT of 24 or higher in Math, student can be placed in Trigonometry, Calculus I (with high school Trigonometry); otherwise Basic Calculus.

SAT

READING AND WRITING

| Score | Class |
|---------|--------------------------------|
| 0-360 | Reading & Writing Strategies I |
| 370-420 | English Enrichment |
| 430 | English 101 |

MATH

| Score | Class |
|---------|----------------------|
| 300-470 | Elementary Algebra |
| 480-520 | Intermediate Algebra |
| 560 | College Algebra |

ACCUPLACER - NEXT GENERATION

READING & SENTENCE

| Scores | Class |
|--------|-------|
|--------|-------|

| | | |
|-----------|-------------|--------------------------------|
| Reading | Sentence | |
| 200-216 | 200-216 | Reading & Writing Strategies I |
| 217-254 | 217-254 | English Enrichment |
| 255+ 255+ | English 101 | |

MATH

| | |
|---------|----------------------------------|
| Scores | Class |
| 200-236 | Elementary Algebra |
| 237-249 | Intermediate Algebra with Review |
| 250-262 | Intermediate Algebra |
| 263+ | College Algebra |

CURRENT/COMPLETED HIGH SCHOOL

-within three years

READING AND WRITING

| | |
|-------------|--------------------------------|
| Score | Class |
| < 2.0 CUM | Reading & Writing Strategies I |
| ≥ 2.0 CUM | English Enrichment |
| ≥ 3.0 CUM + | English ≥ in Subject |

MATH

| | |
|--------------|----------------------------------|
| Score | Class |
| < 2.0 CUM | Elementary Algebra |
| ≥ 2.0 CUM | Intermediate Algebra with Review |
| ≥ 3.0 CUM + | College Algebra |
| ≥ in Subject | |

GED TEST SCORES (Must have completed a GED

(Version 2014) Test within three years

READING AND WRITING

| | |
|------------------|--------------------------------|
| Score | Class |
| < 150 Average | Reading & Writing Strategies I |
| ≥ 150 Average | English Enrichment |
| ≥ 160 Average + | English |
| ≥ 160 in Subject | |

MATH

| | |
|------------------|----------------------------------|
| Score | Class |
| < 150 Average | Elementary Algebra |
| ≥ 150 Average | Intermediate Algebra with Review |
| ≥ 160 Average + | College Algebra |
| ≥ 160 in Subject | |

On-Campus Housing

Room and 19 meals a week

| | |
|--------------------------------------|---------|
| Dorm Application Fee | \$125 |
| ☼ Greyhound Hall (per semester)..... | \$2,965 |
| ☼ Boileau Hall (per semester)..... | \$3,225 |

Off-Campus Housing

| | | |
|---|----------------------|---------|
| Meal plan will be available..... | Application Fee..... | \$125 |
| ☼ Greyhound Lodge (room only-per semester)..... | | \$1,500 |
| Sycamore (room/semester) Deposit..... | | \$250 |
| | | \$2,500 |

Off-Campus Meal Plan

| | |
|-------------------------------------|-----------|
| 19 meals a week (per semester)..... | \$1635.00 |
| 10 meals a week (per semester)..... | \$830.00 |
| 7 meals a week (per semester)..... | \$605.00 |

Note: Tuition and fee charges are subject to change without notice.

Traditionally, the FSCC Board of Trustees sets tuition and fee rates every spring for the following academic year. Contact the Cashier for current information.

Accessibility

FSCC provides support for qualified students with disabilities. Students seeking assistance with academic programs because of disabilities (physical, emotional, mental, or multi-disabilities) should contact the Disabilities Coordinator through the Advising Office. Academic, career counseling assessment and planning services are available to those who qualify. Transition services are also available to these students. Students requesting services should submit a written request and official documentation prior to the start of each semester. Allow a minimum of three weeks for services to be provided.

Additional Program Fees

In addition to the fees described above, some programs of study and courses charge extra fees to cover the costs of materials and supplies provided by the college. Some programs and courses may require students to purchase additional materials and supplies on their own or pay for certification testing.

| | |
|-----------------------|---|
| <u>Allied Health:</u> | CNA/CMA lab fee - \$35 per course |
| | Phlebotomy fee - \$75 per course |
| | Insurance fee - \$20 per year |
| | KDAD ALH Application fee - \$22 per course |
| | Online testing fee - \$18 per course (CNA only) |

| | |
|---------------------|---|
| <u>Cosmetology:</u> | \$1,815; includes all equipment, supplies, and lab fees |
|---------------------|---|

EMT: Beginning lab fee - \$295 per semester
Practical skills exam - \$125 per semester
Insurance - \$20 per year
National Written Fee \$100
Background Check \$50 per year

First Responder: Course fee - \$50 per semester

Harley-Davidson: Program fee - \$665 per semester (includes lab fee, manuals, and SkillsUSA dues)
Tool kit - \$4,510 optional (first semester)

HVAC: Program fee - \$175/course
Work Ready certificate - \$250 (first semester)
EPA 608 testing fee - \$40
Tool kit - \$1,200 optional (first semester)

John Deere: Program fee - \$300 per semester
Computer & software access - \$100 per semester

Manicuring: Uniform/Smock - \$60
Kit - \$455

Nursing: Program & Lab fee - \$450
Computer & software access - \$50 per semester

Special Course Fees:

Agriculture Material fee.....\$25 per course
(AGR1204 &2244)
Art fee.....\$30 per course
Anatomy & Physiology dissection kit.....\$25
Chemistry Lab fee.....\$25 per course
Science Fee.....\$25 per course
Construction/Masonry/Welding.....\$175 per course
OL Chemistry.....\$180
Physical Science Lab.....\$170
General Biology Lab Kit.....\$30
Artificial Insemination course.....\$375
Math courses - Hawkes Software.....\$90

Student IDs / Hound Card

Issuing stations are located at the Fort Scott main campus, FSCC Motorcycle Training Building in Frontenac, and Miami County Campus.

Refunds

A student who officially drops a class may receive a full refund if he or she does so prior to the designated refund date for the course. Refunds are calculated based on the date the student officially drops in the Registrar's Office or upon receipt of correspondence from the student indicating he or she has dropped. Refunds should be requested from the business office at the time of official drop. If a student withdraws from a class, no refund is issued.

Electronic Funds Transfer

Electronically deposit financial aid and other student refunds directly into your checking and savings account. Electronic Funds Transfer (EFT) refunds allow students to receive disbursements electronically, eliminating the delay and costs involved with mailing paper checks.

FINANCIAL AID

FSCC provides its students with a quality education at an affordable cost. Even so, many students require some financial help to achieve their educational and career goals. Students may apply for federal financial aid if they are seeking a degree or certificate at FSCC, if they have a high school diploma or equivalent, and if they are not taking courses at FSCC while still in high school.

The FSCC Financial Aid office is located in the Dick Hedges Administration building. Under regulations of the U.S. Department of Education, the financial aid officer administers federal grant and loan programs and the college work-study program. Scholarships are administered by the Admissions Office and the Development Office. However, a FAFSA must be filed to qualify for scholarships at FSCC.

Apply for Financial Aid

1. Apply for an FSA ID at studentaid.gov
2. Complete the Free Application for the Federal Student Aid (FAFSA) at studentaid.gov. Include FSCC's federal school code (001916) to ensure the FSCC Financial Aid office will receive the application electronically.
3. Ask your high school to send an official transcript that includes your graduation date to the FSCC Registrar's Office.
4. Submit all previous college/vocational schools official transcripts to the FSCC Registrar's office.
5. Check your Student Portal/GIZMO account for missing or required documents. Return any document requests to the financial aid office in a timely manner. Continue checking GIZMO to accept or decline financial aid awards.

Based on the evaluation of the student's FAFSA application, FSCC determines the amount of aid that he or she may receive. This application is the basis of all Title IV federal financial aid. It must be completed before eligibility can be determined for any type of assistance. FSCC is able to meet the needs of students who qualify for finan-

cial aid depending on the availability of federal, state, and local funds. The Financial Aid Office considers each student's financial need assessment individually, and each is awarded according to federal guidelines.

Records needed for FASFA

The records a student will need to complete the federal aid form include two years prior federal income tax returns; validated records of money earned; records for non-taxable income, such as student financial aid, child support, or veterans' benefits; current bank statements; business and farm records; value of stocks and bonds records; and other investment records. Students may be selected by the federal government to verify the information reported on the FAFSA. Students who are selected receive a notification in their GIZMO account to submit additional documentation to the Financial Aid Office. The student should ensure that all the paperwork required for the application is correct and readable, including all signatures and dates. Failure to submit the required information will stop the processing of the application or delay the timely receipt of assistance. Students who are unsure of the documentation needed should contact the Financial Aid Office for clarification at financialaid@fortscott.edu.

Students must also provide the Registrar's Office with all academic transcripts from previous colleges and/or vocational technical schools. Transcripts must be provided regardless of whether they received aid or completed hours. Anyone who obtains federal student aid by giving incorrect information must pay it back. Giving false or misleading information on an application form is a crime subject to a \$20,000 fine and/or prison sentence.

Student Aid Report

After the student submits the FAFSA, the schools listed by the student will receive an Institutional Student Information Record (ISIR). Students must be sure to list their potential postsecondary schools on their aid application so their financial aid can be processed. The ISIR will show the institution the calculated Estimated Family Contribution (EFC), which is computed from the information on the application and determines the amount of aid the student is eligible to receive. Generally, the lower the number, the more aid the student is eligible to receive. Students will be notified of their financial aid awards via their GIZMO account and FSCC email account.

Deadline Dates

Students should file their applications by July 1 for the fall semester and by December 1 for the spring semester. After those dates, the Financial Aid Office can not guarantee a financial aid award by the time the student starts classes, and the student would need to make arrangements for payment with the Business Office. Also, any books needed at that time would require payment out of pocket. When selected for verification, a student must submit all required documents, including an award letter signed by the student, before the last day of the semester in order to be considered for financial aid that semester. Failure to meet this deadline will result in no aid awarded

for that semester.

Disbursements

Disbursements of excess financial aid will occur no later than three weeks after the 20th day of class each semester. Any aid awarded that exceeds the amount owed on tuition, fees, or books will be deposited to the student's FSCC Hound ID card or to a bank account designated by the student in his or her GIZMO account.

Students who receive federal grants or loans should be aware that FSCC will deduct any money owed to the college before disbursing excess funds to the student. Students whose total bill from FSCC in any semester exceeds the total of all grants, scholarships, and loans must pay the difference in accordance with the Payment of Obligations section of this Catalog.

Eligibility Guidelines

To qualify for federal aid, a student must have either a high school diploma or recognized equivalent (GED). The Registrar's office must receive an official high school transcript with graduation date or GED before any aid will be awarded. A student must also be seeking an associate degree or be enrolled in an eligible one year certificate program. Students must maintain "satisfactory academic progress," defined later in this section.

Generally, students who have previously received an associate degree may not receive federal aid for any additional classes at FSCC. However, if a student has a change of major or is seeking a different degree or certificate, a Degree Appeal form, with documentation, can be submitted to the Financial Aid Office. The Appeal will then be forwarded to the Appeals Committee. Forms can be found at fortscott.edu/financialaid.

Students may be eligible to receive financial aid for up to 96 attempted credit hours at the community college level. Hours taken to repeat a course and/or hours from which a student withdraws do not count as hour(s) completed, but will be counted as hours attempted toward their 96 credit hours of eligibility.

Transfer students who are eligible to receive financial aid at FSCC must comply with the same standards for satisfactory academic progress and time-frame limits as all other students.

Official academic transcripts from all prior colleges and vocational schools must be sent to the Registrar's office. These transcripts will be evaluated by the Financial Aid office before any financial aid is awarded. If a student owes money to a previous school, the student will not be eligible to receive aid at FSCC until that school has been paid in full and an official academic transcript has been received in the Registrar's office.

A student must not be in default on a previous educational loan or owe a repayment

on a federal grant. The student must inform the financial aid officer if he or she is in default or owes such a repayment. Students must inform the Financial Aid Office if they are concurrently attending any other educational institution while receiving financial aid at FSCC. It is illegal to receive financial aid at two different institutions at the same time.

Award Notification

Eligible students will receive an award notification via the FSCC assigned email account. The award package will list the types of aid available to the student based on full time enrollment. If the student is enrolled in less than full time but at least six credit hours, the amount of the award will be pro-rated. Awards must be either accepted or declined in the student portal (GIZMO). After awards have been accepted, the student may charge books against the award if the amount of aid offered exceeds actual charges for tuition, fees, or dorm. Students must contact the Business Office to obtain a Book Voucher for the amount available to charge in the book store.

Cost of Attendance

The cost of attendance for a student is an estimate of that student's educational expenses for the academic year. Allowable costs include tuition and fees, books and supplies, transportation, room and board, and personal/miscellaneous. Cost components are determined by dependency status, living at home or away from home, state residency, and program of study. For an estimate of cost of attendance, please see the Net Price Calculator at fortscott.edu/NetPriceCalculator.

Return of Federal Financial Assistance (Title IV Funds)

Effective October 2000, the U.S. Department of Education specifies how Fort Scott Community College must determine the amount of Student Financial Aid program assistance that is earned if a student withdraws from all classes. Either a full withdrawal from all classes or all "F's" before completion of 60% of the semester may result in the student being in a re-payment situation with both FSCC and the Department of Education. Details of this regulation under Section 668.22 in the Federal Register are available in the Financial Aid Office.

Students contemplating withdrawal should consult with the Financial Aid Office to see how the withdrawal would affect their Federal Aid and if they will be responsible for a repayment. Students who decide to withdraw must complete the necessary forms in the Student Services Office.

Reinstatement of Aid

In the event that financial aid eligibility has been suspended due to unsatisfactory academic progress, the student will not receive any financial aid funding until Satisfactory Academic Progress Policy standards are met or eligibility has been reinstated by the Financial Aid Appeals Committee.

All appeals must be submitted in writing. Appeal forms are available on the FSCC

web site under Financial Aid Forms. Appeal dates are set by the Financial Aid Office. All Appeals will be reviewed by the Financial Aid Appeals Committee. Students will be notified of the decision in writing by the Financial Aid Department via their FSCC student email account.

Degree Appeal

If a student has already completed 96 hours, obtained either an Associate Degree or Certificate, and wishes to continue his/her education at FSCC, a Degree Appeal is required in the Financial Aid Office. Forms can be found at fortscott.edu/FinAidForms.

Federal Grants

Federal grants are awarded to students who demonstrate financial need according to federal formulas. Grants do not have to be repaid. The grants available to students at FSCC are the Pell Grant and the Supplemental Education Opportunity Grant (SEOG) for students with exceptional need.

Student Loans

Federal Direct Stafford loans are available to students in good standing whose grant eligibility or private resources are not sufficient to pay for their education. Students who wish to be considered for federal student loans must apply in time for the loan to be processed and the funds to be disbursed before the last day of the semester. All students who receive loans must complete the FAFSA, an entrance counseling session, and a master promissory note to receive their loan proceeds. An exit counseling session must be completed before the end of the loan period. More information about these requirements can be found at studentloans.gov.

The two types of loans available to FSCC students are the Direct Subsidized Stafford Loan and the Direct Unsubsidized Stafford Loan. Loans can only be disbursed to students who are enrolled in at least six credit hours and are making Satisfactory Academic Progress at the time of disbursement. Students must begin repaying their loans six months after they complete their program, drop below six credit hours, or leave school. Interest rates are determined at the time of origination.

In addition, creditworthy parents of students may be eligible for Parent PLUS loans administered as part of the federal student aid program. Parents can complete PLUS applications at studentloans.gov.

Federal regulations require that each loan approved will be disbursed in two payments. If a loan is awarded for both the Fall and Spring semesters, half of the total amount will be disbursed in the Fall and half in the Spring. If a loan is awarded for just one semester (Fall only or Spring only), loan funds will be released in two disbursements. The second disbursement occurring halfway through the semester or loan term.

College Work-Study

The federally funded work-study program provides campus employment for students in good standing with financial need. Students interested in work study should inquire at the Financial Aid office to see if they meet the federal eligibility requirements. All students applying for work-study employment, regardless of their family financial situation, must have a completed financial aid file. Eligible students will be directed to any known supervisors that need work-study positions filled. Department supervisors will interview applicants and make the final decision to hire. Before a student may start working, an employment packet must be completed by both the student and his/her supervisor and returned to the financial aid office. An assignment sheet will be given to the supervisor.

Late Start Classes

Classes that have starting dates after the first week of the semester will only be eligible for aid if the student enrolls in the class before the 20th day of the semester. No disbursements will be made for these classes until the instructor has submitted the final certification roster to the Registrar's office and the eligible date of the course has passed. Intersession classes may be considered for aid if the student is enrolled by the 20th day of the previous semester and was not enrolled in at least 12 credit hours for that previous term. Final certification rosters must be submitted before disbursements will be made.

Scholarships

Students may apply for scholarships in addition to financial aid. Scholarships are awarded on the basis of academic ability, participation in activities, financial need and athletic skill. Scholarship applications are available online at fortscott.edu/scholarships. All students applying for scholarships must first complete a current year Free Application for Federal Student Aid (FAFSA) AND follow up with Financial Aid office to complete all necessary paperwork for packaging.

Veterans' Benefits

FSCC has been approved to offer training for eligible veterans. All veterans must follow the steps required on the FSCC website. This includes submission of the Request for Enrollment Certification Form for each period of enrollment at FSCC. A student's eligibility is determined by making application with the VA at www.va.gov. After applying for benefits and enrolling in classes, the financial aid officer, who is the FSCC veterans' certifying official, will send in the Enrollment Certification Form 22-1999 no earlier than one month before the semester begins. Please note: all official academic transcripts from previous colleges or vocational training must be received in the Registrar's office before enrollment will be certified with the VA. All other forms must be handled by the student directly with the Veterans Administration in St. Louis, Mo. this process takes approximately six weeks.

The student receiving VA benefits is responsible for informing the VA Certifying Official each semester that they wish to use their benefits by submitting a Request for

Enrollment Certification form to the Financial Aid office. The VA Certifying Official acts as an agent to verify enrollment and does not determine eligibility for benefits. In addition, all tuition and fees must be paid or arrangements made for payment at the time of enrollment.

Fort Scott Community 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 31 or Chapter 33 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 Veteran's Affairs

Any changes in enrollment, either adding, dropping, or withdrawing from classes must be reported to the VA Certifying Official in order to avoid an overpayment. To speak directly with a VA representative, call 800-827-1000.

Other Assistance

In addition to aid programs administered by the college, some students may also qualify for assistance from state or federal agencies. Students who believe they may qualify for such assistance must make application directly to these agencies.

Bureau of Indian Affairs
Higher Educational Office,
Federal Building
Muskogee, OK 74001

Vocational Rehabilitation
Department of Social & Rehabilitation Services
Pittsburg, KS 66762

Social Security Administration
4102 S. Arizona Ave. Joplin, MO 64804
866-964-7421

KANSAS WORKS
Vocational Training Workforce Development
105 W. Euclid, Pittsburg, KS 66762
620-231-4250

Because state programs vary, students should contact the state higher education agency that administers the program in their state. It can be found at www.ed.gov with the key "state higher education agencies."

FINANCIAL AID Satisfactory Academic Progress Policy

Federal regulations require that students must be making “Satisfactory Academic Progress” (SAP) to remain eligible for all federal student financial aid programs. These programs include the Supplemental Educational Opportunity Grant, the College Work-Study Program, the Pell Grant, and Federal student loans. In accordance with Federal guidelines, the college has established a framework for evaluating a student’s efforts to achieve an educational goal (such as a certificate or degree) within a given period of time.

- Students must be attending all classes and be in good standing at the time grants and loans are disbursed.
- A student must have a minimum grade point average (GPA) of 1.75 for the first semester at any post-secondary institution and a cumulative GPA of 2.0 for all other semesters.
- Students must complete enough hours each semester to maintain the level or status for which they are paid. For example, if a student is paid on full-time he/she must complete 12 or more hours. Three-quarter time, 9-11 hours; half-time, 6-8 hours; and less than half time, 1-5 hours.
- Students must complete 70% of their overall attempted coursework. For example, if a student attempted 12 credit hours and completed 9 hours, their completion rate would be 75%. This is known as PACE.
- Intersession courses will be included in the prior semester’s SAP evaluation. An incomplete grade will be considered the same as a withdrawal. Students will be allowed 96 credit hours to complete their course work and receive aid.

If in the first semester a student does not maintain Satisfactory Academic Progress, that student will be placed on Warning status for the next enrolled semester and may still receive aid. Financial aid Warning status applies to the next enrolled semester following the semester the student was determined as not making Satisfactory Academic Progress. Students may continue to receive financial aid while on Warning status. To remove Warning status, the student must reinstate his/her academic good-standing per the minimum criteria of our Satisfactory Academic Progress Policy as stated below:

- Maintain a minimum of 2.0 (C) cumulative GPA
- Students must complete enough hours each semester to maintain the level or status for which they are paid.
- If on warning for PACE, student must complete all attempted hours; no withdraws, incompletes or grades of “F”.

Please always contact the Financial Aid Office before withdrawing from any classes! If a student does not complete the above criteria after being placed on Warning status,

that student will then be placed on Suspension and will not receive any financial aid funding until Satisfactory Academic Progress Policy standards are met. Students denied aid due to Suspension status must take courses at FSCC at their own expense for two full time semesters and until minimum academic standards are achieved.

Students may appeal their Satisfactory Academic Progress status of Suspension by submitting a written appeal form to the Financial Aid Office. SAP Appeal Forms are available on the FSCC website and must be submitted with appropriate documentation. Appeals are reviewed by the SAP Committee and their decision or recommendation is final. Students will be notified via their FSCC student email by the Financial Aid Office of the SAP Committee's decision.

If the appeal is denied, the student will remain on Suspension and must pay for their education costs at their own expense. If the student is denied aid based on his/her academic progress, then that denial takes precedence over any previous award notification the student may have received. A student whose financial aid eligibility has been revoked because of unsatisfactory academic progress must complete, without financial aid, two full-time semesters and maintain a cumulative GPA of 2.0 and all other SAP requirements.

If the appeal is approved, the student's financial aid eligibility will be reinstated with a Probation status and the student must adhere to an Academic Plan. The committee does have the authority to set specific Academic Plans for students. Failure to maintain SAP while on Probation will result in denial of aid without the opportunity to appeal.

ACADEMIC REGULATIONS

Academic Policies

Although FSCC attempts to keep student regulations to a minimum, the college expects students to be responsible in their behavior to reflect well on both the community and the college. Each student is expected to follow all college rules, pay fees, attend classes regularly, and maintain satisfactory academic progress. The college may suspend, expel or deny admission or re-admission to anyone whose conduct is considered detrimental to the college and its educational objectives.

Catalog Compliance

When students initially enroll, they will follow the guidelines of the catalog in effect (based on continuous enrollment). Students who are not continuously enrolled from the date of entry to the date of graduation will follow the guidelines of the catalog in effect when they return. FSCC offers students the option to upgrade to the most recent catalog to meet new requirements.

FSCC does not, however, allow a student to revert back to a previous catalog or mix prior and newly selected catalogs.

Educational Equity

FSCC is committed to a policy of educational equity. Accordingly, FSCC admits students; grants financial aid and scholarships; and conducts all educational programs, activities and employment practices without regard to race, color, sex, national origin, age or disabilities.

Definition of a Student

Any person actively pursuing a course of study at FSCC is considered to hold student status. For the purposes of these and other regulations, a student is further defined as one who is currently enrolled at FSCC or has completed the immediately-preceding term and is eligible to enroll for the next term.

Student Classification:

Students are classified according to the following criteria:

Part-time students - students enrolled in 1-5 semester hours (fewer than 6 semester hours for the summer session)

Half-time students - students enrolled in 6-8 semester hours.

Three quarter-time students - students enrolled in 9-11 semester hours.

Full-time students - Those enrolled in 12 or more semester hours (6 or more semester hours during summer).

Freshman - students who have completed fewer than 30 semester hours.

Sophomores - students who have completed with at least 30 semester hours, but not more than 59 hours.

Non-traditional students - students who have completed more than 59 credit hours.

Students' Right to Privacy

Fort Scott Community College complies with all federal regulations set forth in Public Laws 98-380, 93-568 & 106-102. Without express written consent, FSCC may not release information regarding grades, educational achievement, financial information or anything other than Directory Information (as noted in the section below) to anyone other than the student. Students who wish others to be able to access such information must fill out and sign a form indicating their wishes. Forms can be obtained from the Registrar's Office, by visiting fortscott.edu and clicking on Academics, Registrar, Forms, and Information Release Form, or by logging in to the student portal and clicking information release.

Financial Aid and Students' Right to Privacy

The Financial Aid Office complies with the federal regulations set forth in Public Laws 98-380, 93-568 & 106-102. FSCC will disclose no information in a student's financial aid file without the student's written consent.

Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day FSCC receives a request for access. Student should submit to the Registrar, Vice President, or other appropriate official of the college, a written request that identifies the record(s) to be inspected. The FSCC official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the record is not maintained by the FSCC official to whom the request is directed, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. The student may ask FSCC to amend a record that is believed to be inaccurate or misleading. The student should write the official responsible for the record, clearly identify the part of the record he/she wants changed, and specify why it is inaccurate or misleading. If FSCC decides not to amend the record as requested, the student will be so notified and advised of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning

alleged failures by FSCC to comply with the requirements of FERPA. Name and address of the office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20212-5920

Privacy Rights of Students (Directory Information)

FSCC from time to time publishes bulletins, lists, brochures, booklets, directories, press releases, sports information, honor rolls, etc., containing information that specifically identifies students and information about them. FSCC is authorized to publish, and will publish, such Directory Information, collectively or individually, unless a student within a reasonable period of time after the start of the semester, notifies the Registrar in writing that all of the categories listed below should not be released without prior written consent.

The following information is considered Directory Information: student name, hometown, year of birth, full or part-time status, classification, dates of attendance, major/field of study, honors or awards received, photograph, degree/certificate granted and date granted, sports weight/height of athletic team members, and/or participation in officially recognized activities/sports.

Social Security Number

When applying for admission, a student is asked to provide the college with a social security number. While students may choose not to provide this information, no student may receive financial aid from any federally funded program or state payroll unless the social security number is on file. The college may be required to provide your social security number to the Kansas Division of Accounts and Reports for use in detection of fraudulent or illegal claims against state monies in accord with the general authority of KSA 75-3728b.

Campus Photo Policy

Throughout each semester, FSCC staff may take photos of participants. These photos may be used for future promotions such as press releases, website, social media, etc. If a student does not want his or her photo used, he or she should contact the Director of Strategic Communications or tell staff at the time the photo is taken.

Updating Student Information

It is critical that contact information for students remain current; the College uses that information to notify students about financial and academic issues. Contact information should include a valid email address. Students needing to change

their recorded information including name, address, or social security number must complete an “Address/Name Change Form” at the Registrar’s Office. Changing a name requires a copy of a marriage certificate, court order, or other legal document approved by the Registrar’s Office. Changing an erroneously reported social security number requires a copy of the official social security card.

Academic Dishonesty Policy

FSCC assumes that all students are enrolled to learn, and expects each individual to function as an ethical student. Integrity in the classroom is expected. Any student dishonesty detected in a course may result in the student receiving no credit for the examination, written work or quiz, and may result in an F grade, suspension and/or dismissal from the course/institution. A violation of academic integrity includes but is not limited to the following:

1. Cheating on examinations, written quizzes, and other written work.
2. Plagiarism, which is defined as the use of another’s written work, visual images, photographs, or other intellectual property without recognition/citation; the use of another student’s work; the purchase and/or use of a paper that has already been prepared; or the borrowing of an idea or phrase or the paraphrasing and/or summarizing of an idea without proper documentation.
3. Giving assistance to or receiving assistance from another person during an examination.
4. Falsification of an academic record.
5. Obtaining or attempting to obtain copies of an un-circulated examination or examination questions.
6. Using any electronic device to receive or transmit academic information inappropriately. For example: cell phones, electronic watches, etc.

This policy pertains to all FSCC classes and does not affect any action taken by the instructor of the class. The instructor retains the right to take the action he or she deems appropriate to the specific case, including but not confined to the following:

- Discussing the violation with the student.
- Failing the student for the specific assignment in question
- Failing the student for the class. If the instructor decides to fail the student for the course, the student will receive an F grade on his or her transcript. The instructor also has the following options regardless of the actions already taken:

1. The instructor will notify the Vice-President of Academic Affairs that academic dishonesty has occurred. The notification will include the following information:
 - a. Name and ID number of the student or students involved

-
- b. Proof that academic dishonesty has occurred
 - c. A description of any action already taken by the instructor
2. Once the Vice-President has received this information, he/she will notify the student's advisor and any sponsors or coaches with whom the student is associated of the breach in academic integrity. The Vice-President will also notify the student by email that a second occurrence may result in a recommendation of dismissal from the college to the Vice President of Academic Affairs.
 3. The Vice-President will maintain a file listing students whose names have been turned in for academic dishonesty.
 4. Should the student be dismissed from the college for academic dishonesty, the student retains the right of pursuing an appeal to the decision as described in the college catalog.

Academic Load

A normal academic load for the typical college student is 15-16 hours per semester and six hours during the summer session. Some programs require students to carry more hours; students enrolled in programs that do not require enrolling in so many hours must obtain the approval of the Vice President of Academic Affairs to register for 20 or more credit hours.

The advisor is the one person working closely enough with the student to make a judgment regarding the advisability of that student carrying more than 19 hours. The advisor will take into consideration the student's past academic record and realistic expectations, as well as extracurricular demands such as student activities and employment situations. The Vice President of Academic Affairs must approve if a student wishes to enroll in more than 19 hours. Students must have a 2.5 cumulative GPA and 24 credit hours completed or a prior full time FSCC semester GPA of 3.0.

Enrollment Status – Student's Responsibility

It is the students' responsibility to periodically check their class schedule in their GIZMO account. Students are responsible for adding, dropping, or withdrawing from a class. If students have questions about their class schedules, they should contact the Advising Office.

Drop for Not Attending the First Day of Class

Students who do not attend class on the first day may be dropped from the class and have to re-enroll. For a student to re-enroll in a class, he or she would follow the procedure detailed below in the section "Class Schedule Changes: Adding a Class." If the class is full, the student will be put on a wait list.

Withdrawal for Nonpayment

Students who have not made formal financial arrangements with the College by the 20th day of class may be withdrawn from the class. It is the student’s responsibility to find out how much is owed and to pay tuition and fees; this information is available through the student’s GIZMO account. The College attempts to contact the student using the FSCC-assigned email, so the student is responsible for regularly checking his/her FSCC-assigned email. Financial arrangements may include full payment, financial aid, or setting up payments with the Business Office.

Dropping/Withdrawing from a Class

Students wanting to drop or withdraw from a class should see the Student Services Office for the appropriate form to fill out; the form must be signed by the student and returned to the Registrar’s Office. Students are also responsible for knowing which courses they need and ensuring that they are enrolled in the appropriate courses. Anyone not enrolled in a class by the final day to add a class (usually 5 days after courses begin) may not earn a grade for the class, even if he/she does all work required.

Dropping a Class during the Refund Period

Students with proper authorization may drop classes using the on-line GIZMO service during the refund period. All other students must submit the request to the Registrar’s Office on the appropriate form available from the Advising Office. The student must obtain the written approval of his or her advisor before the requested “drop” will be processed.

Refund of Tuition and Fees

1. Students officially dropping classes are entitled to a 100% refund of tuition and fees according to the following schedule:

| Class length | Refund Period |
|--------------|--|
| 16 weeks | 14 calendar days from beginning of class |
| 7-15 weeks | 7 calendar days from beginning of class |
| 5-6 weeks | 6 calendar days from beginning of class |
| 2-4 weeks | 3 calendar days from beginning of class |
| <2 weeks | Before class begins |
2. Students are entitled to 100% refund of tuition and fees for classes that are canceled by the college regardless of the date.
3. Failure to attend classes does not constitute a schedule change or withdrawal from class and does not entitle the student to a refund of tuition and fees.
4. An administrative withdrawal does not entitle the student to a refund of tuition and fees.

5. To officially withdraw, a student must process an official “Drop/Withdrawal” form and return the form to the Registrar’s Office.

Students are strongly encouraged to discuss the contemplated drop with their advisor as there may be financial, scholarship, graduation, or other academic implications associated with any drop. It is the student’s responsibility to submit the completed drop slip to the Registrar.

Dropping a Class without a Refund

Students with proper authorization may drop classes using the on-line GIZMO service. All other students must submit the request to the Registrar’s Office on the appropriate form available from the Advising Office. The student must obtain the written approval of his or her advisor before the requested ‘drop’ will be processed.

16-week courses dropped during the third and fourth weeks of school will result in no record on the student’s official transcript, however, the student will still be responsible for all tuition and fees.

Students are strongly encouraged to discuss the contemplated drop with their advisor as there may be financial, scholarship, graduation, or other academic implications associated with any drop. It is the student’s responsibility to submit the completed drop slip to the Registrar.

Withdrawal from Class after the Refund Period

A student who desires to withdraw from a 16-week class after the first four weeks of the Fall and Spring semesters must submit the request to the Registrar’s Office on the appropriate form. The form is available from the Advising Office. No refund will be given. Students are strongly encouraged to discuss the contemplated withdrawal with their advisor because there may be financial, scholarship, graduation, or other academic implications associated with the withdrawal. It is the student’s responsibility to submit the completed withdrawal form to the Registrar.

No withdrawal will be accepted following the last regular class day prior to the last two weeks of the semester not including the week of finals. A withdrawal results in a grade of “W,” which is interpreted as “no hours attempted, no hours completed, and no academic grade points credited” on the FSCC transcript.

The student shall not expect or request that a representative of the college

initiate a withdrawal on his or her behalf. The appropriate form for executing a withdrawal from a course must be used and signed by the student. Under certain extraordinary circumstances (i.e., sudden and extended family emergency; major health problem preventing continued attendance; sudden recall to military duty), the student may request permission to be withdrawn from his/her classes. This request requires approval of the faculty member and the Vice President of Academic Affairs and Vice President of Student Services.

Class Attendance

Regular class attendance and participation in class activities is expected. It is the responsibility of the student to make up class work missed for any reason, including college-sponsored activities. Students should not enroll in a course if they know that they will frequently be absent or be absent for a large stretch of the class (i.e., impending surgery, childbirth, long trip, etc.). If a student is uncertain about whether to enroll, they should speak to someone in the Advising Office or to the instructor. At the first class meeting, the instructor will inform students, both orally and in writing, of the course requirements and the attendance and grading policies.

Class Absence

If a student has not attended class for more than a week, the instructor will notify the Advising Office so that the student can be encouraged to return to class. When attendance becomes so irregular that the student is in danger of not meeting the course objectives, the instructor will notify the Advising Office, and attempt to notify the student that an attendance problem exists. It is the responsibility of the student to meet the attendance requirements of the class. Failure to meet the attendance requirements of the class will adversely affect the student's grade and may result in the award of a grade of F. Instructors may have work due that cannot be made up unless the absence is excused.

Day, Intersession, Evening, and Extension Classes

FSCC offers a full daytime schedule during the fall and spring semesters and summer session on campus, at outreach educational extension centers, and online.

Intersession programs are offered between semesters for students who desire to continue their studies during vacation periods and adults for whom the more concentrated time frame is more convenient. Inquiries about intersession classes should be addressed to the Vice President of Academic Affairs.

Students desiring to enroll in evening and/or off-campus classes must meet the same admission req. as outlined under the "Eligibility for Admissions" section.

FSCC makes no distinction on the student's permanent record between classes taken during the day and those taken at night, nor between those taken on campus and those taken at extension centers.

Credits Transferred from Colleges

The college may accept appropriate credits earned from an accredited college and may permit up to 45 semester hours of transferred work toward a degree. Students must complete at least 15 semester hours applicable toward graduation at FSCC to qualify for the associate degree. To receive transfer credit, students must have attended an institution accredited by an appropriate college-level accrediting body, such as the Higher Learning Commission. In the U.S., colleges and universities are accredited by one of 19 recognized institutional accrediting organizations. Accrediting organizations that are "recognized" have been reviewed for quality by the Council for Higher Education Accreditation (CHEA) or the United States Department of Education (USDE). Transfer credits will be assessed for their correspondence to FSCC courses.

Course Auditing

Auditing a course means that a student attends a class regularly and will not be permitted to take exams, complete assignments or perform other tasks required by the instructor. Students receive no credit for courses completed by auditing. Credit registration cannot be converted to audit status at any time.

Students may enroll to audit a class if space is available. Auditing a class must be approved by the instructor and the Vice President of Academic Affairs. "Audit" must be written on the enrollment form, which must be signed by the instructor and the Vice President of Academic Affairs before the beginning of the semester. Tuition and fees for audited classes will be assessed at the same rate as credit courses. Audited courses are not eligible for financial aid.

Repeating a Course

A student who has failed a course or who intends to improve his or her grade may re-enroll in a class. Repeating a course taken at FSCC, for which credit has already been earned, will cancel the grade and the credit previously awarded for that course; however, a record of the prior course will continue to appear on the transcript. Only the grade and credit from the most recent repeat of the course will be used when computing the grade point averages. When a student has withdrawn from a repeated course, the transcript entry indicates "W" and the most recent letter grade (A, B, C, D, or F) is used for the GPA calculation. Students transferring to other schools are subject to the grade policy of that institution.

Class Schedule Changes (Adding a Class)

A student desiring to add a class to those in which he or she has already enrolled must submit the request to the Registrar's Office on the appropriate form available from the Advising Office. The student must obtain the written approval of his or her advisor before the requested "add" will be processed. Such requests will be considered on the basis of whether space is available in the course. No course may be added after the first week of the semester with the exception of "late start" classes. Students adding courses are responsible for making up such academic work as required by the instructor.

GIZMO (Campus Connect)

GIZMO is an online student portal that allows students to enroll online and view their class schedules, unofficial transcripts, financial obligations, and grades at the end of each semester.

Modality

Face to face - Physical attendance of class is required. Classes may use some online components to supplement learning.

Online - Courses are completely online using the Blackboard Learning Management System (LMS). No physical attendance of class is required.

Hybrid - Courses are a blend of face to face and online. Attendance in class and utilizing the LMS is required.

Blackboard

Blackboard is an Internet-based Learning Management System (LMS). Blackboard can function both as a complement to traditional courses and as a site for distance learning. It enables instructors to easily distribute course information such as the syllabus, course reading materials, web links to informational articles, slide shows, videos and other relevant online content. Students may be required to access Blackboard in some courses. Blackboard may also be accessed at any home computer, in the computer lab, or in the Student Success Center. Depending on the Blackboard tools the course instructor utilizes, students may take surveys, quizzes, and tests; send and receive course mail; post messages to threaded discussions and chat rooms; upload assignments using digital drop boxes; and/or check course progress and grades at any time during a course.

Online Proctoring

Some instructors or courses may require the use of an online proctoring software (e.g. Respondus Monitor). If you are using this software at home or in a personal area, you agree to allow your activity and surrounding workspace to be recorded by audio and video, then analyzed by the system and/or instructor.

Incomplete Work

The grade “Incomplete” may be granted to a student only if it can be demonstrated that extenuating circumstances prevent the student from completing the course within the scheduled time frame. Illness or exceptional circumstances are the usual basis for consideration, and students who have been making satisfactory academic progress for seventy-five percent of the class may be eligible. An incomplete is counted as “F” in calculation of the grade point average until the student successfully completes all course requirements as agreed upon with the instructor in the written Incomplete Contract. At that time, the course instructor will initiate a grade change through the either Campus Connect or the Registrar’s office.

Credit Hours

College class work is measured in terms of semester credit hours. College credit hours are derived from minutes accumulated in classroom studies as well as competency- based classes. For example, a one-hour class meets one hour a week; a three-hour class meets three hours a week; and a five-hour class meets five hours a week. Courses that include laboratory time require extra hours. The number of semester hours’ credit offered for each course is included with each course description in the curriculum sections of the catalog. The Kansas State Board of Regents requires that a lecture class meet 750 minutes for each hour of college credit.

Students are expected to meet the minimum requirement of the Federal Credit Hour Definition.

To receive transfer credit, students must have attended an institution accredited by an appropriate college-level accrediting body, such as the Higher Learning Commission. In the U.S., colleges and universities are accredited by one of 19 recognized institutional accrediting organizations. Accrediting organizations that are “recognized” have been reviewed for quality by the Council for Higher Education Accreditation (CHEA) or the United States Department of Education (USDE).

Federal Credit Hour Definition

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than: (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of

time; or (2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours. 34CFR 600.2 (11/1/2010)

Examinations

Each instructor determines the number and type of examinations and/or requirements to be administered in classes. The percentage of the student's final grade that will be based on examinations is decided by the instructor. Whether students will be permitted to take special or make-up examinations is left to the discretion of the individual instructor. Final Exams are given at the scheduled time each semester. If a time conflict should occur and a student must take the final test at another time, the student must consult the instructor & secure the written approval of the Vice President of Academic Affairs.

Grades

Acceptable scholastic performance requires a minimum 2.0 grade-point-average (GPA) on a 4.0 grading scale, or a C average. Students may not graduate from degree programs unless they have maintained a cumulative grade-point average of 2.0 or higher. Certificate students must maintain a 2.0 or higher in their program. FSCC utilizes a system of letter grades and numeric grade points.

| <u>Grade</u> | <u>Explanation</u> | <u>Grade Points/Credit Hr.</u> |
|--------------|---------------------------|--------------------------------|
| A | Excellent | 4 |
| B | Good | 3 |
| C | Average | 2 |
| D | Below Average | 1 |
| F | Failed to meet objectives | 0 |
| IP | In Progress | Not computed |
| W | Withdrawal | Not computed |
| P | Met Requirement | Not computed |
| | (Pass) | |
| INC | Incomplete | Not computed |
| AU | Audit | Not computed |

Students can access grades in their Gizmo account following the end of the semester. **Grade reports are NOT mailed to students; the only way to access grades is online.**

Students who have not returned college materials or property or who have not met all financial obligations to the college will have transcripts withheld until

the Registrar's Office is notified that these deficiencies have been remedied.

Grade Appeals

If the student believes that an error has been made in the assignment or recording of a grade, the student must first confer with the instructor. If such a conference does not resolve the problem, the student may request review by the appropriate Division Chair or Vice President. If this subsequent conference does not resolve the problem, the student may request review by the Vice President of Academic Affairs.

Procedure:

1. Request a "Grade Appeal Form" from the instruction office. Complete the form and email it to the Vice President of Academic Affairs. Include all pertinent documentation in this email, including past emails, assignments, or all documentation relevant to the appeal with the form.
2. The Vice President of Academic Affairs will review the documentation and formal written grade appeal. In some situations an appeal committee may be convened.

Grade appeals must be made by the end of the semester following award of the grade in order to receive consideration. The decision of the Vice President of Academic Affairs shall be final and not subject to further appeal.

Academic Minimum Standards and Reinstatement Procedures

A grade point average (GPA) of 2.0 or better is required at Fort Scott Community College, and failure to maintain a 2.0 GPA will result in academic probation and suspension from the FSCC dormitories. If a student is unable to raise his/her GPA to the minimum standard within 2 semesters of probation, the student will face academic suspension. Failure to attend class and participate in coursework assigned by the instructor may result in administrative withdrawal from school. Administrative withdrawal does not release the student from the obligation to pay tuition and fees.

Academic Suspension Appeals

Students may appeal to be reinstated after being academically suspended by following this procedure:

1. The student must write a letter of formal appeal to the Vice President of Academic Affairs, covering:
 - a. A brief academic history, including high school;

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- b. The reason for the student's academic difficulties, including an explanation of why academic probation didn't allow the student to raise his/her GPA to the minimum level;
 - c. Outside issues that have impacted academics and a brief plan of how the student will make adjustments;
 - d. The student's current major and academic plans for the future.
2. The Vice President of Academic Affairs will call an Academic Appeals meeting including the following: the Vice President of Academic Affairs, Vice-President of Student Services, an Advising Office representative, and two faculty members. The student may bring one other person to the meeting.
 3. The student must appear in person before the Academic Appeals board.
 4. If the student is reinstated, the student must develop an action plan for his/her future academic success and have it reviewed and signed by his/her advisor, the Vice-President of Student Services, and the Vice President of Academic Affairs.
 5. If the student is reinstated, he/she will be placed on academic probation for one semester and follow all procedures of academic probation listed above.
 6. Early warnings will result in daily meetings with a tutor.
 7. If the student does not improve to the minimum GPA during that semester and follow all required activities, he/she will not be allowed to appeal again for at least a year.

Academic Forgiveness

Students may eliminate poor academic records within the restrictions of the following policy:

Requirements and Limitations:

1. To be eligible, the student must wait a minimum of one year.
2. The student must have completed at least twelve (12) consecutive credit hours at a Kansas public institution of higher education with a 2.5 GPA.
3. One semester can be forgiven.
4. All academic credits, including any passing grades, will be excluded from the GPA.
5. The courses forgiven will be excluded from the GPA, but they will still appear on the student's transcript.
6. Academic forgiveness may be implemented only once during a student's tenure at FSCC.
7. It is up to other institutions whether they honor FSCC's academic forgiveness. Other institutions may not honor this agreement.
8. Granting of academic forgiveness does not affect or alter a student's record for athletic eligibility.

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9. Students granted academic forgiveness may not receive honors at graduation.
 10. While credits removed from the computation of the GPA as a result of academic forgiveness will not be used to meet course or program requirements, they will be used to determine eligibility for financial aid awards.

Procedure:

1. Students wishing to petition for academic forgiveness must complete and submit a letter requesting academic forgiveness to the Vice President of Academic Affairs. The letter should contain reasons why academic forgiveness is requested and a list of courses the student wishes to remove from his/her transcript; the list should include all courses from a single semester and only courses from that semester. Documentation of extenuating circumstances is required for consideration of academic forgiveness.
2. Petitions will be considered only after a year following the semester and only after the student has completed 12 hours at a Kansas public institution of higher education.
3. Upon receipt of the petition, the academic forgiveness committee will review the student's transcript and current enrollment and make a recommendation on forgiveness.
4. If academic forgiveness is granted, all previous course work will continue to appear on the transcript, but the grades in those courses which have been granted academic forgiveness will not be included in the student's FSCC cumulative GPA.

College Honor Roll

Honor roll students are selected from individuals who are enrolled in 12 hours or more in a degree program and who have achieved the following term grade-point averages (GPAs) during the fall/spring semester. Requirements:

President's Honor Roll — 4.0

Vice President's Honor Roll — 3.75-3.99

Honor Roll — 3.50-3.74

GPA is determined by the number of grade points earned and divided by the number of credit hours attempted, excluding courses marked with a INC or W.

Petition to Graduate

To receive a printed diploma/certificate and participate in graduation ceremonies, all students must complete the Petition to Graduate form by visiting fortscott.edu/graduate/form. It is the student's responsibility to know and understand graduation requirements as well as deadlines. Students

must be a high school or GED graduate to qualify for an associate degree or certificate.

Deadlines for submitting a Petition to Graduate form are: October 1 for fall graduation, February 1 for spring graduation, and July 1 for summer graduation.

The student will receive additional information regarding commencement rehearsals, caps and gowns, and any dates related to commencement activities through their student email account. Commencement will be held once a year in May. Those students who need to take six (6) or fewer hours in the summer term may participate in the graduation program in May of that academic year.

Graduation Ceremony

Annual graduation ceremonies conclude the spring semester at Fort Scott Community College. Complete details about graduation are posted in the bulletin, the website, and via email to graduates who petition to graduate.

Students within 6 hours of meeting graduation requirements may participate in commencement. Participation in the commencement ceremony does not guarantee the awarding of degrees or certificates. In order to graduate, a student must complete all degree/certificate program requirements and fill out a petition to graduate form.

Graduation Exams

All students will be asked to register for the appropriate exam when he/she applies for graduation. Both exams are available at the FSCC main campus in Fort Scott, Miami County location in Paola, or the FSCC Motorcycle Training Building in Frontenac. Appropriate holds will be applied to student accounts if the exit exam is not taken before the end of the student's final semester.

WorkKeys

Students receiving a certificate or Associate in Applied Science Degree will take the WorkKeys Assessment. The WorkReady certificate is based on the nationally recognized certification from ACT WorkKeys verifying to employers a student's skills.

ETS Proficiency Profile Assessment Exam

The ETS Proficiency Profile test allows FSCC to measure, evaluate and

enhance student learning outcomes as well as General Education Outcomes. All students receiving an Associate in Arts, Associate in General Studies, or Associate in Science Degree must take the ETS Proficiency Profile test. This exam is offered once a semester.

Graduation Fee

All students earning an associate degree or certificate must pay a non-refundable \$50 graduation fee to the Cashier's Office. The graduation fee is required regardless of student participation in commencement. Students should check their GIZMO student portal to ensure the \$50 graduation fee has been applied. If the charge is not listed on your account, please make payment arrangements with the Cashier's Office. The Registrar's Office will not be able to send a student's transcript, diploma, or certificate until the graduation fee is paid. Appropriate holds will be applied to student accounts if the fee is not paid before the end of the student's final semester.

Awarding of Degrees

Degrees-awarded notations will be placed on the student's transcript upon completion of all requirements. Students transferring hours from other universities/colleges to complete graduation requirements must have official transcripts from each institution on file in the Registrar's Office before the degree will be awarded and noted on their transcripts. Degrees will not be posted if a Petition to Graduate form has not been completed.

Reverse Transfer

Reverse Transfer allows students to receive their associate degree from their most recent community college or technical college by combining the credits they earned at the two-year institution and the credits they earn after transferring to a Kansas public university.

Within their first year, if the student transfers coursework from a community college or technical college to a public university, they will be notified if they are eligible to be considered for Reverse Transfer. Students are eligible if they have completed 45 credit hours at one or more colleges and if they consent to the release of their academic records. If they consent (also known as "opting in") their academic records will be evaluated for the degree completion and their degree will be conferred based upon a satisfactory evaluation.

Graduation Rates

As recorded with the National Center for Education Statistics, the 2017

cohort completion rate for students who entered Fort Scott Community College on a first-time, full-time basis was 39 percent. This figure includes those who received a degree or certificate at FSCC. 24 percent of first-time, full-time students transferred to higher-level programs.

FSCC Transcripts

The Fort Scott Community College permanent academic record of a student is a historical record of a student's academic progress at the college. A permanent academic record is established for all FSCC students who attend any course for any given period of time. A transcript is a certified, official copy of a student's permanent academic record. The transcript reflects courses and grades enrolled in by the student and recorded in accordance with academic regulations as listed in the FSCC Catalog. Disciplinary actions are not recorded on transcripts. The transcript cannot be altered at the request of a student to delete any part of the transcript. The entire transcript will be prepared each time a transcript is requested.

An official transcript may be requested from the Office of the Registrar. Transcripts can be ordered online at www.fortscott.edu. Transcript order updates and tracking are available to students if a valid email address is provided. A student's signed consent is required to fulfill a transcript order. Students may also request their transcripts in person or by mail by completing a transcript request form, but not by e-mail, telephone, or fax. No transcript will be provided without the student's signature for the authorization of such release. Students may print an unofficial transcript from their GIZMO account.

High School and Transfer College Transcripts

Official high school transcripts/GED Scores and all college transcripts are expected to be turned in to the Registrar's Office prior to enrollment. If these documents are not received prior to roster certification for the semester, a hold may be placed on your account, which could hinder enrollment in subsequent semesters.

FSCC Transcript Fees

1. Mail only – Cash/Check/Money Order: \$5.00
2. Online orders – electronic or mail: \$10.00

No transcript will be provided if the student has outstanding financial obligations to FSCC. Transcript requests are processed within two working days of the day they are received; however, individuals should allow seven to 10 days for transcripts to reach another school or

prospective employer or other agency. Official transcripts received from other institutions cannot be released to any individual or institution.

High School Articulation Agreements

FSCC has articulation agreements with many high schools in Kansas to grant college credit for classes taken at the high school. The steps to acquire this credit are:

1. Consult with high school counselor regarding specific articulated classes offered by FSCC.
2. Take high school classes.
3. Ask high school to send an official transcript to FSCC.
4. Talk with the advising office regarding high school articulation agreements.
5. Pay the business office for the credit the student is eligible to receive based on high school credits.
6. Enroll in 9 or more non-concurrent college credits at FSCC.
7. Articulated classes will be added to the transcript the semester the students completes those 9 credits.

Adjunct Instructor Information

The maximum adjunct teaching load is 18 credit hours per calendar year. FSCC does not provide health, life, or disability insurance for adjunct faculty with less than full time status. If, for any course, the adjunct instructor does not complete the assignment, they will be paid only for services provided. A syllabus, official transcripts, and all application forms must be on file with the Instruction Office. Adjuncts need to submit certification rosters and final grades by the deadline established by the Register for each semester. At the end of the semester, all FSCC material must be returned. Adjunct instructors will comply with all of FSCC policies and procedures. The FSCC Negotiated Agreement does not apply to adjunct instructors.

Final Examination

The semester final exam schedule can be found on the college's website, www.fortscott.edu. All students must be present during their final exam time. Exceptions may be granted, only in cases of emergencies or special circumstances. If a student needs an exception, they must submit a request to change their final examination dates to the Vice President of Academic Affairs. This request must be submitted within 10 calendar days before finals begin. The Instruction Office will notify the instructor and the student by phone/email regarding the decision of the request. **EARLY TRAVEL PLANS WILL NOT BE APPROVED.**

Service Animal/ESA Policy

FSCC is committed to compliance with state and federal laws regarding individuals with disabilities. Members of the FSCC community who seek reasonable accommodation for disabilities should contact the Disability Office. With respect to a request for a service or assistance animal, FSCC will determine, on a case by case basis, and in accordance with applicable laws and regulations, whether such animal is a reasonable accommodation on campus. In doing so, FSCC must balance the needs of the individual with the impact of animals on other campus patrons.

Where it is not readily apparent that an animal is a service animal as defined by the ADA, or an assistance animal under the Fair Housing Act, FSCC may require sufficient information and documentation to determine whether the animal qualifies as a service or assistance animal under the applicable law. FSCC may require that the documentation be provided on the letterhead of a treating physician or mental health provider, and permit FSCC to determine:

- that the student has a disability for which the animal is needed;
- how the animal assists the student, including whether the animal has undergone any training;
- the nexus between the student's disability and the assistance that the animal provides.

For students seeking reasonable accommodation, an accommodation review process will be undertaken, and may involve additional conversations between the Disability Office and the requesting student. If a student desires that a service or assistance animal live in campus housing, the student must notify the Disability Office at least thirty (30) days prior to the desired move-in date so that FSCC can best accommodate the student and the animal. If all other criteria are met, as set forth by the Disability Office, a meeting will be arranged between the student and the Office of Residential Life to discuss how to best accommodate the student, the service or assistance animal, and the campus community.

Consistent with federal and state law, a service or assistance animal may be prohibited from an FSCC facility or program if the animal's behavior or presence poses a direct threat to the health or safety of others. It may be excluded from areas where its presence fundamentally alters the nature of a program or activity, if the animal is disruptive, if its presence would result in substantial physical damage to the property of others, or if it substantially interferes with the reasonable enjoyment of the housing or public accommodation by others.

The owner of the animal takes responsibility for the following requirements: [Include state and local requirements regarding vaccination, licensure, leash control, cleanup rules, animal health, etc.).

LOCATIONS

FSCC Main Campus

The Main Campus includes the Dick Hedges Administration Building, which houses administrative offices, Tri-State HEP (High School Equivalency Program), IT Department, cafeteria, book store, and meeting rooms; the Danny & Willa Ellis Family Fine Arts Center, which houses the Gordon Parks Museum and Center for Culture and Diversity, a 600-seat theatre, meeting rooms, and classrooms; Robert & Sylvia Bailey Hall, which includes the Library, Student Services, Academic Affairs, classrooms, and laboratories; N. Jack Burris Hall, which houses the agriculture program; the School of Cosmetology; Arnold Arena, which includes a gymnasium, indoor rodeo arena, and a weight lifting area; and Boileau Hall and Greyhound Hall, the College's two dorms. The main campus is located at 2108 South Horton in Fort Scott. For more information, call 620-223-2700.

Burke Street Campus

FSCC's Burke Street Campus houses the nursing program, allied health program, and community rooms. The Burke Street campus is located at 810 S. Burke Street in Fort Scott. For more information, please call 620-768-2908.

FSCC East Campus

FSCC's East Campus, formerly known as the Armory, houses the John Deere Tech program and the welding program. For more information, call 620-223-2700.

Pittsburg Education Center (PEC)

FSCC operates an outreach campus complete with an office training center in Pittsburg for prospective employees and businesses. Training involves a wide range of office skills including word processing and data processing, and insurance claims coding, all on state-of-the-art equipment. The PEC also houses the Qualified Admissions Program. The PEC is located at 274 North Industrial Drive in Frontenac.

Pittsburg School of Cosmetology

In addition to a Cosmetology Department in Fort Scott, FSCC also operates a Cosmetology school in Pittsburg, as part of the Crawford County Campus. Both centers provide training in cosmetology, manicuring and continuing education. In addition, both cosmetology schools operate training salons which are open to the public at discounted prices. For more information, call 620-231-4497.

Miami County Campus

The Miami County Campus of FSCC is located at 501 South Hospital Drive in Paola, Kan. The MCC is a full-service outreach center located in Paola, Kan. In addition to offering all courses required for a two-year associate degree, the MCC offers technical training in healthcare, nursing, environmental water technology, criminal justice, welding and construction trades. The College offers a wide variety of courses during the day, evenings, weekends, and even online to fit students' busy schedules. The MCC also works to serve area high schools. For more information, call 913-294-4178.

Harley-Davidson Training Center

The FSCC Harley-Davidson® Motorcycle Technician program provides students the opportunity to gain valuable, hands-on training in a shop environment and learn the theory needed to be successful. Students can pursue a one-year certificate or two-year Associate of Applied Science degree. The training facility is located at 274 North Industrial Drive in Frontenac, Kan. Students interested in this program may call 620-231-3818.

Southeast Kansas Career and Technical Education Center of Crawford County (CTEC)

FSCC Pittsburg Construction Trades, CDL, Masonry, Welding, and HVAC departments are located at 1301 East 27th Street Terrace in Pittsburg, Kansas. For more information, please call 620-223-2700.

Outreach Programs

FSCC outreach programs give students from surrounding counties access to a college education and a variety of courses closer to their homes. FSCC and other institutions cooperate to provide general education courses over a fully-interactive video network. For more information, call 620-223-2700.

Academic Advising

The FSCC Advising Department provides professional, confidential academic advisement. Students may receive help with enrollment, tutoring

services and other common needs. The Fort Scott Advising Offices are located in Bailey Hall, and each satellite office also has an advising office.

Assessment

All first-time, full-time students enrolled in 12 or more credit hours, and all part-time students who have completed six hours or more, are required to take the ACCUPLACER test. ACCUPLACER is an integrated system of computer- adaptive assessments designed to evaluate students' skills in reading, writing, and mathematics. ACCUPLACER's computer-adaptive design personalizes the test for each student. Each test question determines the difficulty level of the next. Final scores are based on the number of questions answered correctly and the difficulty level of the questions answered correctly.

Dining Services

The FSCC Cafeteria, located on the Fort Scott campus, offers a number of exciting additions to traditional cafeteria fare, including festive meals, monthly premium specials, and final exam snacks. All dormitory residents have a meal plan which provides three meals a day, Monday through Friday, and two meals a day on Saturdays and Sundays. Meal plans are available for off-campus students and employees also. Food service is not available on school holidays. Great Western Dining is the Fort Scott Community College food service provider. Coffee and breakfast items are available in Bailey Hall at Daily Grind.

FSCC Bookstore

The FSCC Bookstore is located on the Fort Scott campus in the Administration Building. In addition to the main campus, it also serves students at all satellite and off-campus sites and online students. Items available in the bookstore include college textbooks, supplementary reading materials, basic school supplies, FSCC sportswear and gift items. Also available are greeting cards, snacks, and cold drinks.

Campus Crime/Security Policy

Fort Scott Community College follows the guidelines set forth in the Crime Awareness & Campus Security Act of 1990. The college has specific policies covering the following areas: procedures for students to report criminal activities on campus; security at campus facilities; availability and authority of campus law enforcement; programs available to inform students about security and the prevention of crime; recording of crime through local police agencies; and possession, use and sale of alcohol and drugs. The complete

policies are available for review in the office of the Dean of Students. In support of the Violence Against Women Reauthorization Act, Title IX regulations and the Clery Act, FSCC prohibits all violent offenses. FSCC’s Greyhounds Take a Stand program promotes the education efforts to help stop relationship violence in support of Title IX, the Violence Against Women Reauthorization Act, the SaVE Act and Clery. The displayed data is made available as required under 20 U.S.C. 1092, “The Student Right to Know and Campus Security Act.” This data was compiled for the time period January 1, 2010, through December 31, 2015. FSCC Data may be found at fortscott.edu/campussecurityreport.

| TYPE OF CRIME | 2019 | 2020 | 2021 |
|---------------------|------|------|------|
| Criminal Homicide | 0 | 0 | 0 |
| Sex Offenses | 0 | 0 | 1 |
| Robbery | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 |
| Aggravated Battery | 0 | 0 | 0 |
| Burglary | 4 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 |

Developmental Reading, Writing, and Math Skills

The Developmental Education Program (DEP) is designed for college students who need tutoring or developmental work in basic reading, writing, and math skills. Developmental instruction is taught in a comfortable, encouraging, challenging environment. Completion of Developmental Education Courses is vital to a student’s success in college-level work. However, Development Education courses (those with a course number beginning in zero) do not count toward graduation.

Students whose test scores indicate a need are required to complete Developmental Education courses prior to enrolling in college English or math courses. Students whose test scores place them into two or more Developmental Education courses are also required to take EDU 1163, Study Skills, to improve their chances of success in College.

Housing

FSCC offers students two on-campus housing options: Greyhound Hall and Boileau Hall and also three off-campus options: Greyhound Lodge and

Sycamore Grove, and Garrison Apartments. The dormitories are designed to give students the best in residential living. Each provide a living-learning environment, which is an integral part of the total educational program at FSCC. Students find the FSCC dorms enjoyable places to live. A professional staff oversees the residence halls. Each air conditioned floor has a lounge area which can be used to study, relax, or visit with friends. All on-campus students have a meal plan and off-campus will have a meal plan available to them. A deposit is required with the contract to reserve a room.

General Educational Development (GED)

Fort Scott Community College offers adult education classes to assist students in the following: GED preparation, basic math and reading skills, employment skills, and college preparation and transition. Individuals who have completed the adult education classes will have the opportunity to earn a GED, Basic Computer Skills certificate, and the Kansas Work Ready certificate.

People who have not earned a high school diploma may take the tests if they are no longer enrolled in high school and have reached the age of 16. The cost of the preparation class is \$30. There are four testing modules: RLA, Math, Science, and Social Studies; the testing fee for each module is \$33. FSCC offers a scholarship (3 credit hours) to those who earn their GED through the center. GED preparation classes are held every six weeks; class times are: Monday through Thursday: 9 am to 12 pm, 1 pm to 4 pm, and 4 pm to 7 pm. Tutoring is offered on Friday from 8:30 to 12:30 am.

Library

FSCC Library, located in Bailey Hall, houses more than 8,000 volumes of books as well as collections of periodicals, audio-visual materials and pamphlets. Resources also available to students and the public including an online periodical index and full-text retrieval services, the library catalog, databases, printing, and a photocopying. The Library is open from 8 am to 5 pm, Monday through Friday. Trained staff members are available to assist with the use of library resources. The primary mission of the FSCC Library is to provide materials and services which effectively enable individuals in the FSCC academic community and in southeast Kansas to attain their learning, teaching, research, and service goals. The Library specifically seeks to educate all present and potential patrons in use of the library, mastery of discipline content, and processes of research.

Parking

Parking facilities are provided near all campus buildings. Reserved areas are available for handicapped and disabled persons. On-campus parking is free. In addition, both dorms have parking lots for their residents.

Student Success Center (SSC)

The FSCC Student Success Center is located in Bailey Hall. The SSC provides free tutoring to all students, as well as specialized instruction to strengthen basic skills such as reading, writing, spelling and mathematics. The SSC provides instruction via self-study modules or in a traditional classroom setting. Faculty members may refer students to the SSC for specialized instruction, or students may come in voluntarily.

The SSC administers aptitude tests and career evaluation testing. In addition, computers are available for public use and include Internet access.

RAVE

RAVE is a campus-wide notification system. Students have the opportunity to sign up for this service on the college website at fortscott.edu. Students can choose from the following categories in order to receive text notifications: emergencies and weather closings, athletic events, campus events, and critical dates. Regular standard messaging rates apply.

TRIO/Student Support Services

TRIO/Student Support Services (TRIO/ SSS) is a federally funded program committed to empowering students to persist. The ultimate goal of Fort Scott Community College's TRIO/SSS program is to increase retention and assist students in completing degrees; and transferring to four-year institutions. The FSCC TRIO/ SSS program provides students with a multitude of support services including advising, cultural trips, campus visits, and career exploration. Each year, TRIO/SSS serves a minimum of 150 students - of those, 67% must meet at least one of the following criteria:

- 1) first-generation college student,
- 2) documented disability,
- 3) low income, or
- 4) a combination of the first three criteria.

In addition, participants must have some type of academic need and plan on graduating from FSCC and transferring to a four-year college or university. The offices are located in the Student Success Center which can be found in the southeast part of Bailey Hall.

CAMPUS ACTIVITIES AND STUDENT ORGANIZATIONS

All-school events

Special all-school events enliven the school year for FSCC students. FSCC hosts a variety of events throughout the year, including workshops, films, musical performances, dances, picnics, homecoming festivities, and the annual Spring Fling.

Christians on Campus

Membership in the Christians on Campus organization is open to all students who seek the fellowship of other Christian students. This active organization sponsors weekly Bible studies, exploration of Christianity, and a support for uplifting fellowship and activities for the students. The group provides a place where students can meet the needs of fellow students through caring and praying for one another. Sponsored activities include such activities as exciting and refreshing retreats, trips to concerts, visits to university campuses, mission trips, cookouts, unique and fun banquets as well as a place to develop deep friendships with fellow students while attending FSCC.

Collegiate Farm Bureau

FSCC established the first Collegiate Farm Bureau organization formed in the state of Kansas. Now, the State of Kansas has one of the largest memberships of Collegiate Farm Bureau in the Nation. Membership is open to all students with an interest in Agriculture. Farm Bureau is an organization that supports all aspects of agriculture and provides leadership in protecting our natural resources. Members of the Collegiate Farm Bureau have the opportunity to participate in Kansas Farm Bureau activities throughout the year and compete in contests such as discussion meets and quiz bowls.

Greyhound Student Government

Greyhound Student Government is an elite group at FSCC. Members are active in voicing all student organization's opinions or issues, voting on important matters, and assisting with campus/ community events. This group provides a bridge for students to communicate directly with FSCC Administration

Livestock Judging Team

Livestock judging involves carefully evaluating a class of animals—such as steers, sheep, and swine—and then rating them against commonly accepted standards. The student then gives oral reasons regarding his or her placement

of the animals within the class. Through the program, students learn teamwork, effective communication skills, and leadership skills.

Meat Judging Team

FSCC is a member of the American Meat Science Association (AMSA) and intercollegiate Meat Coaches Association (IMCA). Students are recruited by the Meat Judging Coach to fill the spots on the team, just as in varsity athletics. Non- recruited students may participate with the permission of the Meat Judging Coach. The team travels throughout the Midwest and the contestants have one year of eligibility (January through December) at the national competitions. The team is taught all the USDA grading standards for beef, pork and lamb. A competition consists of 15 USDA Beef Yield Grades, 15 USDA Beef Quality Grades, 10 placing classes (beef, pork, and lamb), and questions on five of the placing classes.

Miami County Campus Ambassadors (MICCA)

The Miami County Campus Ambassadors (MICCA) is a student organization that promotes interest in student life, provides fellowship among students and faculty, and represents student needs and wants in regard to student support and activities. They also provide a forum for the presentation of innovative ideas to benefit the Miami County Campus and community. Any Miami County Campus student is eligible to be an active member.

Music Groups

With the permission of the director, any student may participate in FSCC vocal and instrumental music performance groups. All groups perform for college activities, other schools, and civic and social organizations. The Greyhound Marching Band & Pep Band performs at, basketball, and playoff games. They also play at pep assemblies and march in regional parades. Another instrumental ensemble is the concert band which performs a concert in the spring. By being a member of the concert band, a student is eligible to audition for the FSCC Jazz Band. The jazz band performs for civic events and performs tour programs at local high schools. FSCC students may also perform with in the college/community symphony, which gives students a chance to play standard orchestral repertoire and meet community members who have an interest in instrumental music.

Phi Theta Kappa (PTK)

Both FSCC's Fort Scott and Miami County campuses offer Phi Theta Kappa, an international scholastic organization for community college. Eligible students are those who have completed at least 12 hours and have minimum

cumulative GPA of 3.5. Students who wish to be a PTK member need to complete an application and be accepted and initiated. There is a lifetime membership fee at the time of application.

President's Ambassadors

The President's Ambassadors are a group of students who serve as official college hosts and hostesses while promoting the college. To qualify for membership, a student must be a full-time student (minimum of 12 credit hours), maintain at least a 2.5 GPA, possess good communication and leadership skills, and be active in organizations or activities on and off campus. Students who wish to be an Ambassador must complete an application, submit two letters of recommendation, and participate in the interview process. The selection committee makes the final decision regarding membership in the organization. Application forms are available in the President's Office, Student Services Office, and Miami County Campus Office.

SkillsUSA

SkillsUSA is a partnership of students, teachers, and industry representatives working together to ensure a skilled workforce for America and excellence for each student. FSCC's local SkillsUSA chapter gives students the opportunity to discover and grow their passions, learn to appreciate their self worth, and develop critical thinking and social skills as well as a sense of community through a variety of activities. FSCC's Harley-Davidson and Construction Trades students have successfully competed at the state and national levels, and FSCC students have held officer positions at the national and state level.

Sports Broadcasting

Sports broadcasting students learn how to film, commentate, and produce a live- streaming broadcast at FSCC athletic contests. Students edit film to create highlights for individual students and programs. In addition to working at FSCC events, students receive mentorship and have the opportunity to work with local radio station 103.9-FM.

STEAM Club

The FSCC STEM (Science, Technology, Engineering, Agriculture and Math) Club promotes STEAM-related majors to the student body, provides a forum for science- minded students to discuss current trends and topics related to STEAM industries, and encourages critical thinking and professionalism.

Student Nursing Organization (SNO)

Membership in FSCC’s student nursing organization is open to current nursing students and those students interested in nursing. Nursing students are highly encouraged to join. The SNO provides student with opportunities to develop professional and leadership skills. Fund raising projects are implemented to support departmental activities such as professionalism awards, pinning ceremony, SNO luncheons, and Battle of the Classes contest. Community service projects are sponsored that contribute to health related needs such as participating in food drives, adopting families at Christmas time, and teddy bear clinics. One goal of this organization is to promote a positive image of the nursing profession.

Theatre

The FSCC Theatre program produces two main stage shows: one in the fall and one in the spring. Any student who wishes to significantly contribute to the main stage productions is encouraged to enroll in Theatre Projects. Students do not have to be scholarship students in Theatre to enroll and participate in the main stage shows. Student may volunteer to work on the productions.

Varsity Athletics

FSCC is a member of the Kansas Jayhawk Community College Conference (KJCCC) and the National Junior College Athletic Association (NJCAA). Greyhound Athletics adheres to the rules and regulations of both the KJCCC and the NJCAA. FSCC provides opportunities for competitive varsity participation and scholarships for the following sports:

| Women’s Sports | Men’s Sports |
|----------------|---------------|
| Volleyball | Esports |
| Rodeo | Rodeo |
| Basketball | Basketball |
| Spirit Squad | Spirit Squad |
| Softball | Baseball |
| Track | Track |
| Golf | Cross Country |
| Cross Country | Golf |
| Flag Football | |

COMMUNITY SERVICES AND EVENTS

Aggie Day

The FSCC Agriculture Department hosts more than 1,500 4-H and FFA members to campus during the annual interscholastic Aggie Day. The FSCC Agriculture Department prepares competitions and judging events from public speaking to livestock. This event also serves as an open house for the college agriculture program.

Catering

GreatWestern Dining serves the community by catering banquets and dinners for large or small groups. For more information, call 620-223-2700.

Community Education

The FSCC Community Education program consists of a number of short courses organized to bring together people with common interests in particular learning areas. These programs are designed to present concentrated learning activities dealing with specific skills or concepts. The individual is thus helped toward maximum learning in the shortest possible time. The individual finds that continuing education becomes an efficient and enjoyable means toward lifelong learning.

Community Children's Fair

Each fall and spring, FSCC hosts a special day for local children on the Fort Scott campus. The event features a variety of activities for children of all ages, including a bounce house, carnival games, minute-to-win-it games, science experiments, and more. Approximately 40 campus-wide volunteers help with the events and activities.

Cosmetology Services

FSCC Cosmetology students, in both Fort Scott and Pittsburg, provide services to area residents, including haircuts, hair coloring, styling, perms, waxing, and manicures, and more.

Math Relays

Each year, FSCC hosts the Math Relays, a mathematics competition for area high school students. Students had the opportunity to compete in up to four of the twelve math contests, which included mental math, equations and inequalities, computational math, algebra, geometry, trigonometry, probability and statistics, potpourri, simplifications, set theory, word problems, and number theory. Every participant receives a math tag, and

individual medals are awarded for first, second, and third place in each event for each grade level. First, second, and third place plaques are also awarded to schools.

Music Festivals

On the first Saturday in May, regional elementary school musicians are invited to participate in FSCC's annual vocal and instrumental music festivals on-campus. Hundreds of young musicians take part in the events, intended as an educational opportunity to improve performance and technique. Presentations are judged by well-trained musicians with public school or private studio teaching experience.

Breakfast with Santa

Each December, FSCC hosts a special day with Santa for the children of the community. Each child has the opportunity to have his/her picture taken with Santa, enjoy breakfast, makes craft, and much

Theatre Productions

FSCC's Department of Communication and Theater Arts presents three major community theater events each year that may include a musical, drama, comedy, a children's theater play, and other theatrical productions.

Use of Facilities

FSCC welcomes area civic groups, service clubs and other non-profit organizations to use college facilities for meetings, dinners and special events or exhibitions as long as the activities do not interfere with college programs or athletic competitions. Businesses or groups may contract with FSCC to use the college facilities and cafeteria for short courses, seminars and training programs. Usage fees may apply. To reserve a room, visit fortscott.edu/ area request. For more information, call 620-223-2700.

Women's Appreciation Luncheon

FSCC hosts this annual event in April. All women in the local community are invited to eat a catered lunch, relax with friends, win door prizes donated by many local merchants/business, and browse through merchandise/services made available by the many vendors that participate in the event.

CONTINUING EDUCATION

FSCC provides customized training for business and industry as well as personal enrichment courses for the community. FSCC's Department of

Business & Industry Services assists regional employers and/or employer groups in developing short term training for their employees or potential employees in areas of identified need or emerging technology. Area residents who are interested in sharing their special/ interests may work with the college to provide classes that share their talents with the community. A class proposal form is available at fortscott.edu for those interested in providing a class. The FSCC Nursing Program is approved by the Kansas Board of Nursing to offer healthcare related continuing education. For a complete list of classes, staff contact information or information on providing a personal enrichment course visit fortscott.edu/continuinged.

STUDENT PATHWAYS

College Transfer Program

FSCC offers the first two years of most four-year college undergraduate bachelor's degree programs. By following a transfer program, students can enroll their first two years at FSCC, earn an associate degree, and transfer to the four-year school without loss of time or credit.

Students must work closely with academic advisors to make sure their classes apply toward their chosen course of study. The Advising Office has handbooks describing course equivalencies between FSCC and the institutions to which FSCC students most commonly transfer. The office also has many catalogs and other reference works describing other four-year institutions.

Students who have not chosen a major should follow the general education courses required by most colleges. At FSCC, students can be guided by the basic 62 semester-hour program for an Associate of Arts or Associate of Science degree.

Individuals who have chosen a major should closely review the requirements of their intended four-year school for that major. Courses of study for some major fields may follow general education courses; others may require a specific sequence of courses. General requirements for the four-year institutions can be met at the community college level in excess of the 62 hours required for the associate degree Two-Year Associate Degree Programs FSCC offers four types of two-year associate degree programs. To earn an associate degree, students must complete a minimum of 62 college credit hours with a 2.0 (C) minimum grade-point average. Some programs require more than 62 credit hours.

A student who transfers from another school must take a minimum of 15 semester hours at FSCC to be eligible to receive an associate degree from FSCC.

Career and Technical Education

FSCC career and technical programs prepare students for entry-level job skills in a variety of fields. Some certificate programs can be completed in a year or less. These courses may be supplemented in some fields with general education courses for associate degrees or to transfer to a four-year college. Both certificate and degree career education programs have been designed with the assistance of industry professionals and are continually modified to ensure the curriculum is up-to-date and responsive to current industry practices.

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