



Set a **New Course for Success** at WATC



Student Handbook 2008-2009

We're Growing and Changing. Are You?

Welcome to Wichita Area Technical College!

We're glad you're here, and we hope this handbook will help you easily navigate your way through our college.

WATC has grown immeasurably over the past year, and we continue to grow and change. Change and growth are reflected in your life, too, as you set your course for success. Whether you are enrolled in a short-term program as a stepping stone for your career, or you are taking general education and online courses to affordably begin your four-year degree, WATC has something for you.

We measure *our* success by *your* success. We understand that sometimes you might need a little help. If you need assistance, please don't hesitate to ask! We'll do what we can to help you get where you're going.

Thanks for choosing WATC for your educational needs!

*The administration, staff and faculty
at Wichita Area Technical College*

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MISSION, VISION AND VALUES STATEMENTS

WATC Mission Statement: The mission of Wichita Area Technical College is to provide relevant, technical education and training that meets the needs of learners, the community, and industry while instilling a positive work ethic and desire for lifelong learning.

WATC Vision Statement: Wichita Area Technical College will be recognized as the premier technical college in the Midwest with highly qualified faculty, state-of-the-art facilities, programs, and technologically advanced resources.

WATC Values Statement: To achieve our vision and fulfill our mission, Wichita Area Technical College has embraced the following values:

- *Accountability:* WATC values the resources entrusted to us and will use them responsibly to support the mission of the college.
- *Quality:* WATC values the desire of students, faculty, and staff to learn and work in an environment that encourages professionalism from each individual.
- *Education for Employment:* WATC values the importance of technical as well as general education in preparing students for high-skill, high-demand, high-wage jobs to meet the demands of workforce and economic development.
- *Innovation:* WATC values a state-of-the-art learning environment, including alternative delivery methods and flexible scheduling, that encourages all members of our community to participate fully in lifelong learning within a rapidly changing society.
- *Customer Service:* WATC values the diverse needs of its customers and seeks to exceed their expectations.
- *Collaboration:* WATC values its responsiveness to meet the needs and specific requirements of its partnerships with community, business, educational systems, and governmental agencies.
- *Equity/Diversity:* WATC values the diverse nature of its students, faculty, and staff seeking to treat each person with utmost respect.
- *Work Ethics:* WATC values behaviors that promote responsible students, employees, and citizens.

REGISTRATION, ATTENDANCE, AND GRADES

Registrar: The registrar is an officer of the college who keeps records on the enrollment and academic standing of WATC students. Students may obtain a copy of their transcripts, add or drop a course, file for graduation, or update demographic information through the registrar's office. The registrar is located at the Main Campus and can be reached at 316.677.9400.

Attendance: Class attendance is a reliable predictor of future performance as an employee, and WATC is dedicated to providing employability as well as technical skills. Punctual attendance at all scheduled classes is regarded as integral to all courses and is expected of all students. Students are also expected to maintain satisfactory progress in all courses in which they are registered. Because all coursework builds upon material sequentially presented in classes, WATC faculty members include attendance expectations in their course syllabi. Students are responsible for knowing and adhering to these expectations. Penalties for excessive absences may include reduction of grades and/or withdrawal from courses. Students are responsible for obtaining information presented during absences. Only college sponsored events are considered excused absences. WATC encourages all students to check with their instructors if they have any questions regarding program attendance expectations.

Grading System:

WATC issues *letter grades* to communicate students' level of achievement or competency. It is important to note the quality points and the meaning of each letter grade.

Letter Grade	Quality Points Per Credit Hour	Grade Description
A	4	Superior achievement (credit awarded)
B	3	Above average achievement (credit awarded)
C	2	Average achievement (credit awarded)
D	1	Below average achievement (credit awarded, but does not satisfy graduation requirements in occupational specific/core courses)
F	0	Failing work (no credit awarded)
CE	Cr	Credit by examination (credit awarded)
S	N/C	Satisfactory achievement
U	N/C	Unsatisfactory achievement (no credit awarded)
W	N/C	Withdrawn
I	N/C	Incomplete
N	N/C	Grade not submitted
X	N/C	Audit (no credit awarded)

Grade Point Average: Semester and cumulative grade point averages (GPAs) are calculated and recorded on the student's permanent transcript at the end of each grading period. Semester GPAs are calculated by adding the quality points earned, which is the number of credits taken multiplied by the points awarded for each letter grade (A=4, B=3, C=2, D=1, F=0). This number is then divided by the credit hours attempted that semester. Cumulative GPAs are calculated the same way, but are a composite of all quality points earned and credit hours attempted at WATC. While transferred credits are added to transcripts, the grades for these hours are not included in calculating the WATC GPA.

Repeat courses are noted on grade reports and transcripts with an R after the letter grade. The new grade replaces the original grade in the calculation of student's cumulative GPA. Questions about grades or GPAs should be directed to the registrar or department chair.

Incomplete Courses: Students who are unable to complete courses should contact their instructor regarding incomplete grades. At the instructor's discretion, students may be granted an extension of time to complete assigned work if they are in good standing (have been making a passing grade) and they enter into a contract with the instructor indicating what work must be completed and the time frame for completion. If granted, students receive an incomplete letter grade for the course, which is recorded as an I on the grade report and transcript.

All work for incomplete courses must be satisfactorily completed within four calendar weeks of the end of the term. The instructor then completes the appropriate documentation and submits it to the department chair for validation. The department chair then submits the validated documentation to the registrar. The I automatically becomes an F or U at the end of the four-week period if a change is not requested.

Repeating Courses: Students are allowed to repeat failed or dropped courses one time. All course-related charges must be paid for repeated courses. Repeat courses are noted on grade reports and transcripts with an R after the letter grade. Only the latest grade earned, higher or lower, is used to calculate the GPA.

Occupational Profiles and Career Technical Programs: Occupational profiles are more explicit than letter grades and provide prospective employers detailed information about students' technical knowledge and skills. This gives graduates an advantage when seeking employment.

Occupational profiles are based on a numerical rating system that assesses students' occupational competencies as follows:

- 4 Skilled — performs task independently
- 3 Moderately skilled — performs task with limited supervision
- 2 Limited skilled — performs task with close supervision
- 1 Exposure — received instruction, but has not developed skill
- N No instruction on task

Occupational profiles are available for most career technical programs. Students may obtain copies of their occupational profile through the registrar by submitting a completed Transcript Request form along with payment for the processing charge. Upon written request from the student, WATC mails profiles to prospective employers and others. The Consent to Release Nondirectory Information and Transcript Request forms are available from the registrar or online at www.watc.edu/learnerservices.

Schedule Changes: Students may add or drop a course by completing an add/drop form within the designated time frame. The form may be obtained from an advisor, the registrar's office or the admissions office at either the Main Campus or the Southside Education Center.

FINANCIAL AID

The financial aid program assists students who want to attend WATC but who would find it difficult to do so without assistance. WATC's financial aid program combines grants, loans and scholarships for students who meet certain eligibility requirements. To receive federal financial aid, students must be registered in or accepted for registration as a regular student in an eligible program and must meet all admission criteria. Students must file a Free Application for Federal Student Aid (FAFSA) form each year to determine eligibility. WATC also provides educational benefits through the Veterans Administration. Contact Financial Aid at the Main Campus, 316.667.9595.

STUDENT LIFE

Housing: WATC is an urban college and does not own, operate or enter into formal agreements for student housing. Contact Learner Services for local information, 316.677.9400.

Inclement Weather: If classes are cancelled due to inclement weather, notification of cancellation is sent to local radio and television stations. If a student is unsure about a particular location, information is available by calling the college's Emergency Closing Hotline, 316.677.9596, or online at www.watc.edu.

Public Transportation: Wichita has a public transit system. Call the City of Wichita Transit, Bus Schedules and Carpools at 316.265.7221 for information.

Safety and Security: The safety and security of all individuals while on WATC property and in classrooms and laboratories is of utmost consideration to WATC. Safety and security are everyone's responsibility. Students and employees should familiarize themselves with recommended security and prevention methods. All individuals are reminded to always be conscious of their surroundings and immediately report all suspicious activities. Security procedures are discussed during orientation and counseling sessions. Security information is available from administration at each location.

For more information about safety policies, as well as personal safety suggestions, pick up WATC's Safety Report brochure, which is available from the admissions office, administrative offices at all locations, and online at www.watc.edu.

Student Accident Insurance: WATC does not carry insurance that covers students for accidents or injuries that occur on WATC property or off-site at WATC-sponsored activities. Students are advised to consider purchasing personal accident insurance, which is available to college students at reasonable rates. Insurance applications are available at each location's administrative offices. Some programs of study require students to purchase insurance.

Student Organizations: Local chapters of the Health Occupations Students of America (HOSA), and SkillsUSA, a club for vocational industrial students, offer students a wide variety of leadership skill training and professional development opportunities. Students also have opportunities to participate in local, state and national leadership and skill conferences. These activities present students with opportunities to build self-confidence, meet new people, participate in competitive events and visit with local, state and national employers.

LEARNER SUCCESS

Disability Services: Students who have a documented disability and need accommodations in the classroom should file for services with Learner Success. In compliance with the Americans with Disability Act of 1990, WATC ensures that facilities and instructional programs are accessible to all people and provides reasonable accommodations according to the law. It is the policy of WATC that no individual shall be discriminated against on the basis of disability. The Learner Success Administrator serves as the disabilities coordinator for WATC. Contact Learner Success at the Main Campus or the Southside Education Center for accommodation information.

Library Learning Resources: Collections at the Library and Learning Resource Center (LLRC) include books, current and archived periodicals, audiovisual materials, software programs, an online catalog and online databases that are both general and program-specific. These allow students to do subject searches for journal articles or e-books. Off campus, students can access the LLRC through WATC's Web page at www.watc.edu/library. Interlibrary Loan is a system to order books and journal articles from other libraries to obtain materials for faculty, staff and students. The LLRC is able to order items directly from libraries throughout the state. With the support of the South Central Kansas Library System, materials can be ordered from throughout the world.

Main Campus LLRC
301 S. Grove, Wichita, KS 67211-2099
Building B
316.677.9444

Job Placement: WATC partners with *College Central Network, Inc.* (CCN), an online job and résumé board. This service is available to current students, alumni and employers. Student success specialists provide training sessions for current students. To use the system, students, alumni and employers must register online at www.collegecentral.com/watc.

Job Boards: WATC's Main Campus and Central Center have job boards where available employment opportunities are posted. The job board is updated and new jobs are posted daily. Jobs that are specific to a program are also sent to instructors for announcement in classrooms.

Career Placement Study: WATC conducts a career placement follow-up study each year to determine the employment status of WATC graduates. Follow-up results are published in the Career Placement Report, which is available from Student Success Services, administrative offices at all locations or online at www.watc.edu. WATC provides career placement assistance to all WATC graduates; however, career or job placement cannot be guaranteed.

References and Letters of Recommendation: To request a letter of recommendation or reference from a WATC faculty member, students must complete, sign and date a Student Reference Request form. Students are responsible for submitting the original completed form to the registrar and a copy of the form to the faculty member before a recommendation is given. Forms are available at the Learner Services office or online at www.watc.edu.

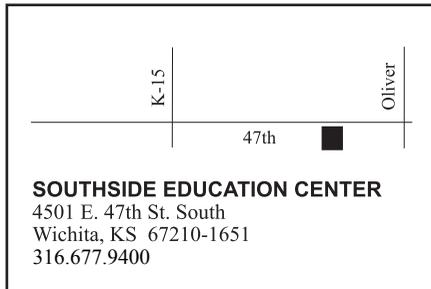
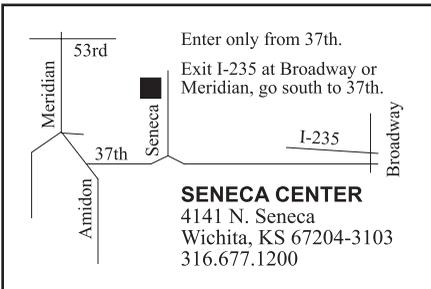
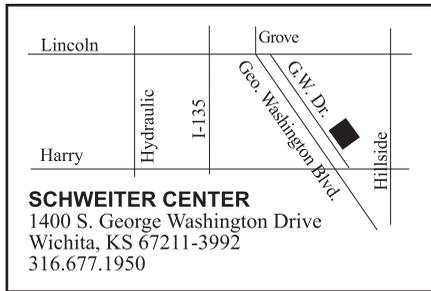
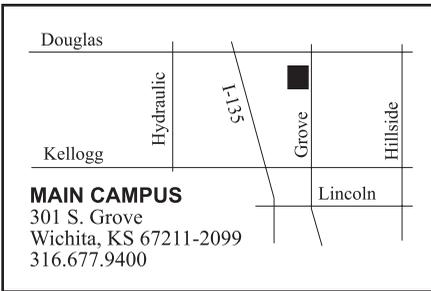
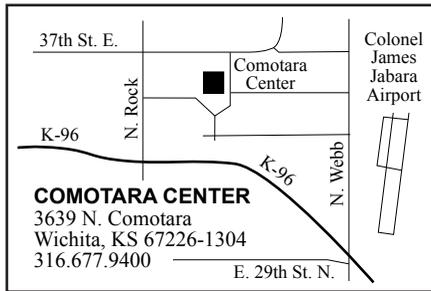
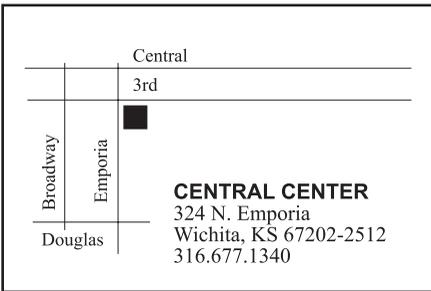
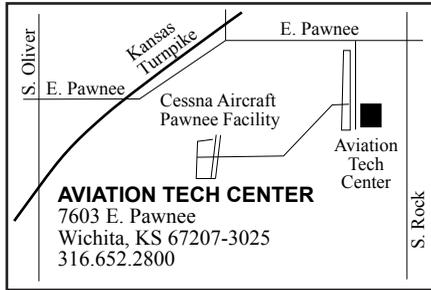
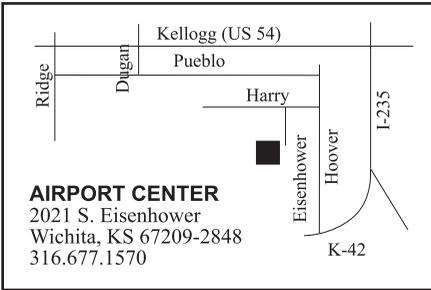
FINDING YOUR WAY AROUND

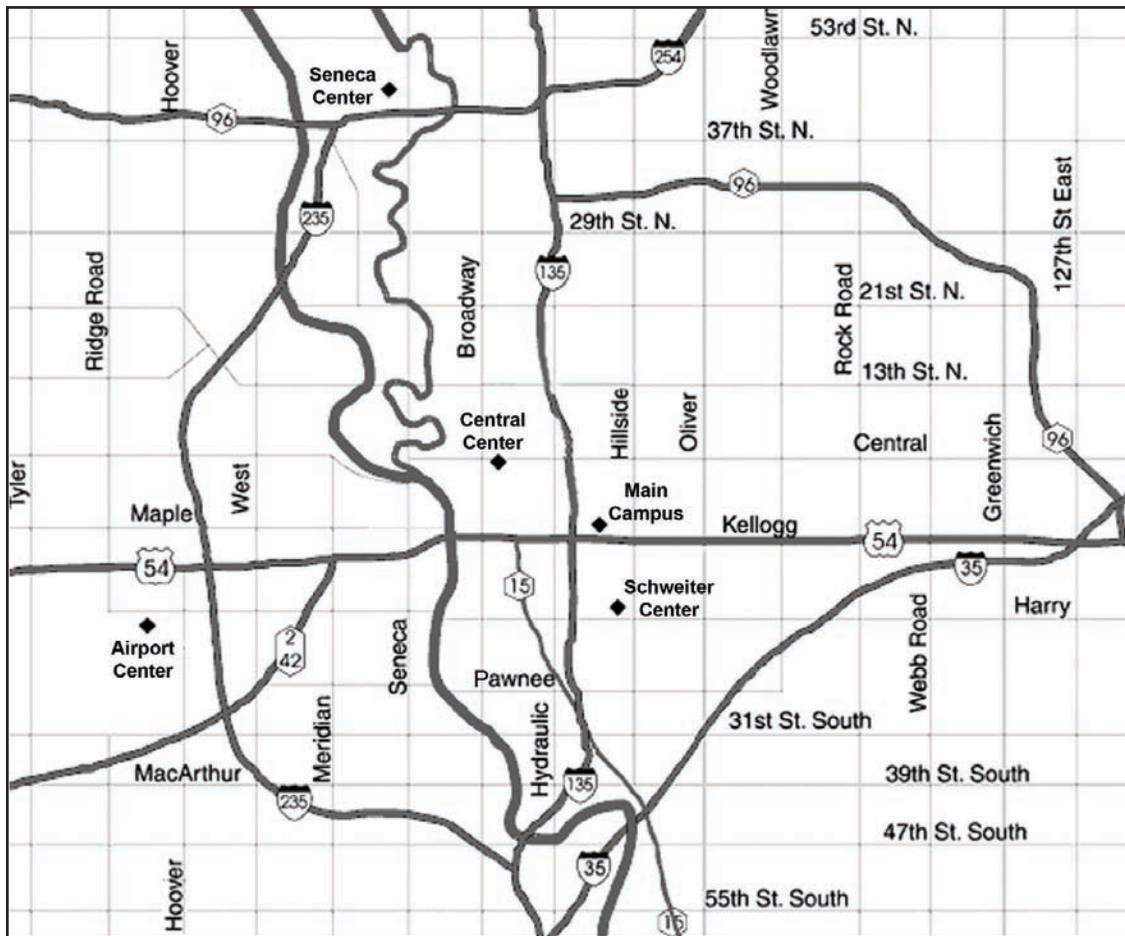
General Information.....	316.677.9400
Fax.....	316.677.9555
E-mail.....	info@watc.edu
Web Site.....	www.watc.edu
Emergency Closing Hotline.....	316.677.9596

Frequently Called Numbers

Academic Affairs, Main Campus.....	316.677.9560
Academic Success, Main Campus.....	316.677.1956
Administrative Offices, Main Campus.....	316.677.9400
Admissions, Main Campus.....	316.677.9400
Adult Education (ABE/ESOL/GED), Central Center.....	316.677.1150
Airport Center	316.677.1550
American's with Disability Act Compliance Officer, Main Campus.....	316.677.9560
Apprenticeships, Main Campus.....	316.677.9460
Business Partnerships / Customized Training, Main Campus.....	316.677.9400
Career Services, Main Campus.....	316.677.9400
Central Center.....	316.677.1340
Comotara Center, Main Campus.....	316.677.9400
Financial Aid, Main Campus	316.677.9518
Financial Services / Business Office, Main Campus.....	316.677.9541
General Educational Development (GED) Testing, Schweiter Center.....	316.677.1951
Health Sciences, Central Center.....	316.677.1355
Learner Enrollment, Main Campus.....	316.677.9520
Learner Success, Main Campus.....	316.677.9520
Library and Learning Resource Center, Main Campus	316.677.9444
Manufacturing and Engineering Technologies, Main Campus.....	316.677.9460
President's Office, Main Campus.....	316.677.9500
Registrar, Main Campus.....	316.677.9400
Schweiter Center.....	316.677.1950
Seneca Center.....	316.677.1200
Southside Education Center.....	316.677.9400
Testing Services, Main Campus.....	316.677.9520
Transportation , Main Campus.....	316.677.9460

WATC LOCATIONS AND MAPS





CODES AND POLICIES

WATC provides every student the opportunity to learn. Taking advantage of this opportunity is the student's responsibility. Students are expected to acquaint themselves with all published policies and procedures and are held responsible for compliance with these policies and procedures.

STUDENT BILL OF RIGHTS

LS 13.0 Policy Statement

The Wichita Area Technical College (WATC) community expects all members to discipline themselves, individually and collectively, and it requires adherence to the regulation of conduct appropriate for an academic community. Members of the college community are obligated to assume individual responsibility for their personal freedoms and obligations. WATC must and will take appropriate action when a member's conduct places the best interests of the community at jeopardy.

Students are both citizens and members of the academic community. As citizens, they enjoy the same freedoms of speech, peaceful assembly and right of petition that other citizens enjoy. As members of the academic community, they assume the obligations inherent in that membership and as representatives of the college. Students, as members of this community, are responsible for being familiar with the policies of WATC.

1. Freedom of Association: Students are free to organize and to participate in voluntary associations of their own choosing, subject only to reasonable college regulations ensuring that such associations are neither discriminatory in their treatment of other members of the college, nor operated in a manner that substantially interferes with the rights of others. Freedom of association may not be forbidden because of the general political or philosophical objectives of any particular group. However, college groups or organizations are under a strong obligation to avoid representing their actions or views as those of the college.

2. Recognized Campus Organizations: A recognized organization is a group of WATC students organized for a stated purpose that has official recognition from the college. Affiliation with extramural organizations shall not of itself disqualify student organizations, neither from institutional recognition nor from the use of college facilities, although reasonable provisions may be made to safeguard the autonomy of college organizations from domination by outside groups.

3. Freedom of Speech and Assembly: No regulation shall restrict student expression solely on the basis of disapproval or fear of their ideas or motives. Students and student organizations shall be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. Modes of expression or assembly that are manifestly unreasonable in terms of time, place or manner may be forbidden. This does not, however, abrogate students' accountability as citizens to the laws of the larger society.

Students and student organizations shall always be free to support causes by orderly and peaceful assembly that does not infringe upon the rights of others. It shall be made clear that such expressions represent views of the students or student organizations and not the college.

Student groups are allowed to invite and to hear any persons of their own choosing. Routine procedures required by the college before guest speakers are invited to appear at college locations shall be designed to ensure that there is orderly scheduling of facilities and adequate preparation for the event. College control of college facilities shall not be used as a device of censorship. It shall be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed either by the sponsoring group or the college.

4. Freedom of the Press: There shall be no ideological censorship in the determination of printed matter available at the college; access to publications is not to be denied because of disapproval of their content. Any student publications supported by compulsory student fees or by substantial college subsidy shall, however, be subject to the rules and regulations of the Kansas State Board of Education acting as trustees of the college or their designees.

5. Freedom in the Classroom: Classrooms are not unstructured political forums; they are the center for study and understanding of described subject matter for which faculty members have professional responsibility and institutional accountability. Faculty members should respect the confidential nature of the relationship between faculty and students. Faculty members should avoid exploitation of students for private advantage and should acknowledge significant assistance from them. Faculty members should protect students' rights as defined herein. Control of the order and direction of class, as well as control of the scope and treatment of the subject matter, must therefore, immediately rest with faculty members, free from disruption by students or others who may be in disagreement with the manner in which they discharge their responsibilities.

Students have the right to be informed in reasonable detail at the beginning of each term of the nature of the course, course expectations, the evaluative standards and the grading system that is being used.

Students have the right to take reasonable exception to the data or views offered in classrooms and to reserve judgment about matter of opinion, without fear of penalty.

Students have the right of protection against improper disclosure of information concerning their grades, views, beliefs, political associations or character that faculty members acquire in the course of their professional relationship with students.

Students shall have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

6. Nondiscrimination: It is the policy of WATC not to discriminate against any individual in matters of admission, employment, housing, services or in the educational programs or other activities based on non-meritorious factors including, but not limited to, age, race, sex, color, religion, gender, national origin, ancestry, disability, veteran status or political affiliation.

7. Student Records: WATC complies with the Family Educational Rights and Privacy Act (FERPA) of 1974 and affords students certain rights with respect to their educational records. This act was designed to protect the privacy of educational records, to establish students' right to inspect and review their educational records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. See board policies LS 4.0 Construction and Maintenance of Educational Student Records and LS 5.0 Privacy of Student Records.

In accordance with FERPA, WATC requires that students who want WATC to release copies of grade transcripts or any other information relative to academic performance must give WATC permission to do so.

8. Equal Protection: The college has an obligation to apply its regulations equally to all students who are similarly situated. This does not mean, however, that the college is required to refrain from taking action against some offenders because there are others who cannot be identified, or who are not similarly charged.

STUDENT CODE OF CONDUCT

LS 14.0 Policy Statement

The college community expects all students to live by the following regulations that are designed for its general well being. Any violations of these board policies may result in disciplinary action, such as probation, suspension, expulsion and/or legal action. Visitors to the college shall observe these regulations while on college property. Noncompliance by their visitors may subject students to sanctions imposed by the college as well as to the provisions of local and state law.

College students enjoy all the rights and privileges of citizenship. Students are subject, however, to the special obligations that accrue to them as members of the academic community. Institutional effort should be exerted to develop, not inhibit, intellectual and personal development of students by the exercise of the rights of citizenship both on and off college locations.

The enforcement of the obligations of students to the larger society is the responsibility of the legal and judicial authorities duly established for that purpose. When the interests of the college community are clearly involved, however, the authority of the college may be asserted. The fact that a violation occurs off college locations does not preclude the interest and involvement of the college.

The Student Code of Conduct exists to encourage the best possible learning and living environment for all students. It is the obligation of students to treat all other members of the academic community with dignity and respect — including other students, faculty members, employees, visitors and neighbors of WATC. The enforcement of college regulations is critical to the existence of such an environment for all members of the academic community.

The Student Code of Conduct is not a criminal law code, and criminal law concepts do not apply to it.

The following are not permitted:

- 1. Academic Dishonesty:** Cheating or plagiarism in any form is unacceptable. The college functions to promote the cognitive and psychosocial development of all students. Therefore, all work submitted by students must represent their own ideas, concepts and current understanding. Academic dishonesty also includes submitting substantial portions of the same academic course work to more than one course for credit without prior permission of the faculty members.
- 2. Falsification of College Records:** Willful falsification of official records or documents, or omission with the intent to deceive, is prohibited. Included in this regulation, but not limited to the following examples, is the forging, alteration or misuse of college documents, records, academic record change forms, fee receipts, identification cards, parking permits, financial aid forms, telephone billing cards, WATC forms or documents and computer tampering.
- 3. Use of Alcoholic Beverages on College Property:** Possession, consumption or sale of alcoholic beverages is prohibited in college-owned, leased or operated facilities and on campus grounds unless otherwise specifically authorized by college administration for an event.
- 4. Illegal Drug Activity:** Possession, manufacture, distribution, use or sale of drugs or drug paraphernalia and narcotics classified as illegal, except those taken under a doctor's prescription, are prohibited on college-owned or controlled property, in college-related housing or at any college-sponsored or supervised function.
- 5. Hazing:** Hazing is defined as an activity that endangers the physical safety of a person; produces mental or physical discomfort; causes embarrassment, fright, humiliation or ridicule; or degrades the individual — whether it is intentional or unintentional. The college does not tolerate students being subjected to any treatment that debases individuals' status or robs them of dignity.
- 6. Harassment:** Conduct toward another person or identifiable group of persons including, but not limited to, unwelcome comments or other conduct that unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive environment for that individual's work, education or participation in a college activity; retaliation against any person filing a conduct complaint or against any person

cooperating as a witness. Harassment based on race, age, sex, color, religion, gender, national origin, ancestry, disability or veteran status is not tolerated.

7. Physical Assault: Conduct including, but not limited to, unwanted touching, threats of violence, use of violence and/or fighting.

8. Sexual Harassment and/or Sexual Assault: Any actions or statements of a sexual nature that are abusive, intimidating, harassing or embarrassing, along with implied or stated threats are prohibited. This policy includes, but is not limited to, unwanted touching or comments, retaliation, threats of violence, use of violence and sexual assault.

9. Lewd or Indecent Conduct: Conduct including, but not limited to, actions that are indecent, vulgar, obscene, profane or offensive.

10. Destruction/Damage/Misuse of Property: Malicious destruction, damage or misuse of college or private property.

11. Disorderly Conduct: Detaining or threatening another person, obstructive or riotous acts and/or verbal/physical abuse of any member of the WATC community on- or off-college locations.

12. Unauthorized Entry: Any unauthorized or forceful entry, whether actual or attempted, into any college facility or building.

13. Failure to Obey Official Orders: Failure to disperse or to leave; disrupting or obstructing a college building or facility, room or other premise; failure to identify oneself with an identification card; or to cease the use of loudspeakers, amplifiers or other forms of noise after being given notice or an official order to do so by a duly authorized agent or administrative officer of the college.

14. Theft: Theft or the conversion of another's property — personal, public or college.

15. Possession or Use of Firearms/Weapons: The possession, wearing, carrying, transporting or use of a firearm or other dangerous weapon, incendiary device or explosive is strictly forbidden on college-owned or controlled premises or vehicles.

16. Gambling: Any illegal game or contest played for money or for any form of property or item of value. Gambling includes, but is not limited to, games played with cards, dice or other gambling devices that involve betting and/or wagering.

17. Fiscal Misconduct: Fiscal misconduct includes, but is not limited to, falsification of college or student organization financial records, any purchase made without organization membership approval, including, but not limited to, long-distance calls, copier use, signature of contracts, travel expenses, etc.; failure to relinquish student organization financial records to officers/advisors and/or WATC officials; failure to provide an end-of-fiscal-year financial disclosure statement to the organization's membership when requested to do so; writing

non-sufficient funds checks to the college; forgery; and/or embezzlement.

18. Failure to Comply With Official Notification: Failure to comply with any official notification, written or verbal, of a duly authorized administrative, faculty or conduct authority of the college.

19. Conduct System Process Misconduct: Falsifying, distorting or misrepresenting information before a conduct authority and/or knowingly instituting a conduct proceeding without cause.

20. Other Acts of Misconduct: Violation of any city or state laws and/or board policies or the policies of WATC instructional centers and satellites, including internship and clinical sites.

21. Irresponsibility: Living organizations, societies, clubs and similarly organized groups are responsible for compliance with college regulations. Upon satisfactory proof that a group encouraged or did not take satisfactory steps to prevent violations of college regulations, that group may be subject to permanent or temporary suspension, loss of recognition or charter, social probation or other action.

STUDENT GRIEVANCE POLICY

LS 15.0 Policy Statement

Wichita Area Technical College encourages all students to pursue academic goals and other college-sponsored activities that promote intellectual growth and personal development. In pursuit of these goals, students should be free of unfair or improper action from any member of the academic community. Students, however, must also be aware that they are responsible for complying with all board policies and for maintaining the appropriate requirements as established by the faculty for each course in which they are enrolled. The following grievance procedures have been developed to provide students with a prompt and equitable means of seeking an appropriate remedy for any alleged violation of their rights.

General Provisions

Under this section, a grievance may be initiated by a student alleging violation of board policies and procedures. The grievance may be against another student, an instructor, an administrator or a member of the staff.

Step I: Informal Procedure

Before filing a formal, written grievance, students should first attempt to resolve the issue in the following manner. An informal conference should be conducted with:

1. The person against whom the grievance is directed, if the student is comfortable with such a meeting. (Optional: Sexual harassment/sexual assault claims should follow the formal procedure.)
2. The appropriate senior learning officer.

3. The vice president, Academic Affairs and Learner Services

Students who feel that a grievance has not been resolved by any of the above conferences within five business days, may submit a formal grievance to the appropriate vice president.

Step II: Formal Procedure

Formal grievances shall be filed within 30 days of the action being grieved. Grievances should be submitted to the vice president, Academic Affairs and Learner Services. Grievances will be referred to the Student Grievance Committee; this committee is a standing committee with one-year appointments.

The process for submitting a formal grievance is as follows:

1. After completing the Informal Procedure, the student shall fill out and submit a grievance form provided by the vice president within five working days.

2. Upon receipt of the completed grievance form, the vice president shall within five working days:

- a. Request a response from the person against whom the charges are made. That person should submit a response within 10 business days. Failure to respond within the defined timelines will not delay the processing of the grievance.
- b. Refer the grievance materials from both parties to the chair of the Student Grievance Committee. The committee chair will convene the committee to investigate hearings, establish findings of facts and recommend action for resolution.
- c. Advise the student of the investigation that will ensue.

The Student Grievance Committee shall conduct its proceedings as follows:

1. A record of all information in the possession of the vice president shall be given to the committee chair. The committee shall make every reasonable effort to conduct its hearing and present its findings and recommendations within 15 business days of receiving the grievance.

2. The committee shall discuss issues, hear testimony, interview witnesses and consider all available evidence pertaining to the charge.

3. Both parties shall have the right to present written or oral statements, testimony, evidence and witnesses. Each party has the right to be present at the hearing.

4. The committee shall judge the relevancy and weight of testimony and evidence and make its findings of facts, limiting its investigation to the formal charge. The committee shall also make recommendations for the disposition of the charge.

5. The hearing shall be closed to the public.

6. The committee shall submit its findings of facts and recommend action within 10 business days after the hearing to the vice president, with a copy to each party and the college president.

7. A summary record of the proceedings is the responsibility of the committee chair. These proceedings should be kept in a file by the appropriate vice president for two years and shall be available to both parties.

- a. Final action for all grievances: The vice president, upon receiving the findings of facts and recommendations of the committee, will review the proceedings of the committee, conduct such investigations as are appropriate and take one of the following actions:
 - i. Concur with the committee's recommendations.
 - ii. Reduce the recommended sanctions.
 - iii. Dismiss the charge.

If ii. or iii. should occur, the vice president shall convene the committee for further discussion and consultation. The decision by the vice president shall be rendered within five business days, in writing, to: the accused person, the appropriate committee, college president and student filing the grievance.

- b. The accused or the aggrieved person may write an appeal of the decision made by the vice president to the college president within five business days. Upon receipt of the appeal, the college president will review the proceedings of the committee, conduct such investigations as are appropriate and take one of the following actions:
 - i. Concur with the committee's recommendations.
 - ii. Reduce the recommended sanctions.
 - iii. Dismiss the charge.

If ii. or iii. should occur, the president shall convene the vice president and committee for further discussion and consultation. The decision by the president shall be rendered within five business days, in writing, to: the accused person, the appropriate committee, vice president and student filing the grievance. The president's decision is final, unless the grievance is specifically against the president.

- c. In the event a grievance is against the president, a written appeal may be filed with the board within 10 business days. Upon receipt of the appeal, the board will review the proceedings of the committee, conduct such investigations as are appropriate and take one of the following steps:
 - i. Concur with the committee's recommendations.
 - ii. Reduce the recommended sanctions.
 - iii. Dismiss the charge.

The decision of the board shall be made within 10 business days and transmitted, in writing, to the accused person, the committee, the president, the vice president and the student filing the grievance. The decision of the board is final.

- d. Retaliation: Any retaliatory action of any kind by an employee or student of the college against any student as a result of filing a grievance under these procedures, cooperating in an investigation, or other participation in these procedures is prohibited and will be regarded as basis for disciplinary action.

Student Discipline

Procedure for Probation, Suspension and Expulsion

The board may place on probation, suspend or expel, or by regulation, may authorize the president, vice president, Academic Affairs and Learner Services, or their designees, to place on probation, suspend or expel any student who violates the Student Bill of Rights, the Student Code of Conduct or other published policies.

Appeals Process

Probation, Suspension and Expulsion

1. Appeal to the Student Review and Appeals Committee: No extended-term suspension and no expulsion shall be imposed upon a student without notification of their right to an appeal to the Student Review and Appeals Committee. In all cases wherein a student might be suspended for an extended term or might be expelled, he or she shall first be suspended for a short term. A written notice of any decision to suspend for an extended term or to expel and the charges upon which the same is based shall be given to the student to be suspended or expelled and to his or her parents or guardians (if student is dependent and under 18 years of age). Such notice shall be accompanied by a copy of this procedural regulation of the board. If the student wishes to appeal the decision to suspend or expel, he or she must do so in writing to the vice president, Academic Affairs and Learner Services, within two days of receiving the initial decision. Upon receipt of the letter requesting the appeal, the vice president, Academic Affairs and Learner Services, must notify the student in writing of the time, date and place that the student will be afforded an opportunity for a formal hearing, and such date shall not be later than 72 hours after the vice president, Academic Affairs and Learner Services, has received the student's appeal. For the purposes of time notification, weekends and school holidays are excluded.

2. Reports of Hearing: Upon the conclusion of any formal hearing, the Student Review and Appeals Committee shall make a written recommendation to the president of the college. Such recommendation shall be copied to the board and shall be open to the inspection of the student who is suspended or expelled and, if the student has not attained 18 years of age, to his or her parents or guardians and counsel or other advisor. If the student has attained 18 years of age, such report shall be open to the inspection of his or her parents

or guardians and counsel or other advisor only upon written consent of the student.

Whenever any such formal hearing results in suspension for an extended term or expulsion, the Student Review and Appeals Committee conducting such hearing may make a recommendation to the college president that returns the student to classes, pending any appeal or during the period allowed for notice of appeal, if such student is not reasonably anticipated to cause continued repeated material disorder, disruption or interference with the operation of the college or substantial and material impingement upon or invasion of the rights of others. Whenever the committee fails to make a recommendation, the suspension shall continue until an appeal is determined or until the period of suspension or expulsion has expired, whichever is the sooner.

Under this regulation, whenever any written notice is required to be given to parents or guardians of any student, it shall be sufficient if the same is mailed to the residence of such parents or guardians at the address on file in the college records of such student. In lieu of mailing such written notice, the same may be personally delivered.

3. Procedural Due Process: The student and the college administrator involved in this hearing may choose to be present during the entire presentation of evidence. The formal hearing required under Paragraph 1 hereof shall afford procedural due process including, but not limited to, the following:

- a. The right of the student and the college to have counsel of his/her own choice present and to receive the advice of such counsel or other person whom he/she may select.
- b. The right of the student and his/her counsel or advisor and the college to hear or read a full report of testimony.
- c. The right of the student and his/her counsel and the college to confront and cross-examine witnesses who appear in person at the hearing, either voluntarily or as a result of the issuance of a subpoena.
- d. The right of the student and college to present their own witnesses in person or their testimony by affidavit.
- e. The right of the student and the college to testify in their behalf and give reasons for his/her conduct.
- f. The right of the student and the college to have an orderly hearing.
- g. The right of the student and the college to a fair and impartial decision based on substantial evidence.

For the purposes of this regulation, “counsel” means any person a student or the college selects to represent and advise them at all proceedings conducted pursuant to the provisions of these regulations governing suspension and expulsion of students.

4. Appeal to Board: Written notice of any hearing resulting in an extended-term suspension or expulsion shall be given to the student suspended or expelled and to his parents or guardian (if student is dependent upon parents for support and is under 18 years of age) by certified letter, mailed within 24 hours after determination. Any student who has been suspended for an extended term or expelled, or one of his parents or guardians (if student is dependent upon parents for support and is under 18 years of age), may appeal such suspension or expulsion to the board by filing a written notice specified in this section. Any such appeal shall be heard by the board or by a hearing officer appointed by such board not later than 20 calendar days after such notice of appeal is filed. The student and his parents or guardians (if required) shall be notified in writing of the time and place of the appeal hearing at least five days prior thereto. Such appeal shall be conducted under rules that are consistent with Paragraph 3. In all expulsion or extended-term suspension cases, a record of the appeal hearing shall be made by mechanical or electronic recording or by an official court reporter, and the costs shall be paid by the college. The board shall render its decision on any such appeal at the next regularly scheduled meeting of the board. Again, for the purposes of time notification, weekends and school holidays are excluded.

For the purpose of hearing any appeal under this section, the board may appoint one or more hearing officers. Any such hearing officer shall be a member of the board, a faculty member or an administrator of the college. Any such appointment shall apply to a particular hearing or to a set or class of hearings as specified by the board in making such appointment. Whenever a hearing officer appointed under authority of this section hears any appeal, he/she shall, after hearing the same, prepare a written report to the board. After receiving the report, the board shall determine the appeal with or without additional hearing. Any appeal determined by the board in accordance with this paragraph shall be valid to the same extent as if the matter were fully heard by the board without a hearing officer.

5. Powers and Duties of Persons Conducting Hearings: Any person, hearing officer or any member of a committee or the board, while conducting a hearing may:

- a. Administer oaths for the purpose of taking testimony therein.
- b. Call and examine witnesses and receive documentary and other evidence.
- c. Take any other action necessary to make the hearing in accord with procedural due process.

The chairperson of the Student Review and Appeals Committee or a member of the board, in holding an appeal hearing under Paragraphs 1 or 4 may, and upon the request of any student for whom such hearing is held, or his or her parent or counsel, petition that the administrative judge of the judicial district court be authorized to issue subpoenas for the

attendance and testimony of the principal witness or witnesses and production of books, records, reports, papers and documents relating to the proposed suspension or expulsion in the same manner as the issuance of subpoenas in civil actions pursuant to KSA 60-245. For the purpose of this paragraph, “principal witness” means any witness whose testimony is of major importance in support of the charges upon which the proposed suspension or expulsion is based or in determination of material questions of fact.

Internet Usage

Board policy LS 6.0 Acceptable Use of Computers, Networks, Internet, Electronic Mail and Other Online Services — Students describe procedures that must be accepted and followed. All individuals utilizing these resources are required to complete and sign an Internet Access Contract. Examples of violations can be found in board policy AF 10.0 Academic Probation, Suspension and Expulsion.

Acceptable Use of Computers, Networks, Internet, Electronic Mail and Other Online Services — Students

LS 6.0 Policy Statement

Wichita Area Technical College is committed to making advanced technology and increased access to learning opportunities available to all students. The goal of the college in providing access to students is to promote educational excellence by facilitating resource sharing, innovations and communications. The use of computers, networks, the Internet or other online services shall be in support of education and research consistent with the college’s educational objectives.

Implemental Procedures

1. Student Responsibilities: Regardless of any “technology protection measure” implemented by the college as may be required by the Children’s Internet Protection Act, students are responsible for good behavior on computers, networks, the Internet or other online services just as they are in a classroom or a hallway. General college rules for behavior and communications apply. Network storage areas will be treated like college lockers. Network administrators, instructors and other appropriate college staff may review student files and student communications from time to time to prevent misuse and to ensure students are using the system responsibly and in compliance with laws and college policies. Communications on the network are often public in nature; students should not expect that files stored on college servers will be private.

2. Permission: Students must have permission from, and be under the supervision of, college professional staff before utilizing college-provided computers, networks, the Internet or other online services. Permission is not transferable from one student to another and may not be shared. Students shall not be allowed to utilize electronic communications unless a signed Student Access Contract is on file. To remain eligible as users, students’ use must be consistent with the educational objectives of the college. Access is a privilege, not a right, and inappropriate use will result in, among other disciplinary measures, the cancellation of those privileges. Students will display college-appropriate conduct when using the computer equipment or network and shall maintain an environment conducive to learning.

3. Violations: Administrators, instructors and other appropriate college employees decide what inappropriate use is. Violating this policy may result in:

- a. Restriction or loss of network access; and/or
- b. Disciplinary or legal action including, but not limited to, suspension or expulsion from college and/or criminal prosecution under appropriate local, state and federal laws; and
- c. Assessment of the cost of damages to hardware/software.

4. Inappropriate Use: The following uses of college-provided computers, networks, the Internet or other online services are not permitted on the part of WATC students:

- a. Accessing, uploading, downloading or distributing pornographic, obscene or sexually explicit material.
- b. Transmitting obscene, abusive, sexually explicit or threatening language.
- c. Violating any local, state or federal statute.
- d. Accessing another individual's materials, information or files without permission.
- e. Violating copyright or otherwise using the intellectual property of another individual or organization without permission.
- f. Using others' passwords.
- g. Vandalizing, defined as any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including creating, uploading or intentionally introducing viruses.
- h. Intentionally wasting limited resources.
- i. Using the network for commercial purposes.
- j. Harassing, insulting or attacking others.
- k. Using, disclosing or disseminating personal information online such as full name, home address, phone number, etc., except with approval by certified or administrative college staff.
- l. Using e-mail lists from the college's Internet site, network or servers to create mailing lists for non-college purposes.

- m. Gaining unauthorized access to resources or entities.
- n. Invading the privacy of individuals.
- o. Improperly altering the setup of computers (e.g., desktops, icons, wallpapers, screen savers, installed software) as determined by the network administrator.
- p. Using software that has not been assigned or approved by staff.
- q. Failing to follow a college policy while using computers or failing to follow any other policies or guidelines established by college administration, instructors or other appropriate college staff.
- r. Seeking to gain or gaining unauthorized access to information resources or other computing devices.

5. Security Risk: Any student identified as a security risk or having a history of problems with other computer systems may be denied access.

6. Disclaimer: The college makes no warranties of any kind, whether expressed or implied, for the access it is providing. The college will not be responsible for any damages suffered. This includes loss of data resulting from delays, nondeliveries, misdeliveries or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. The college denies any responsibility for the accuracy or quality of information or for any commercial transactions conducted through its system.

7. Statements of Personal Belief: Any statement of personal belief found on computers, networks, the Internet, other online services or other telecommunication systems is implicitly understood to be representative of the author's individual point of view, and not that of WATC, its employees or the participating school. No representations to the contrary shall be published without written approval from the college. Program or college administrators may review all content in any Internet or online accounts paid for, in whole or in part, by the college without notice of any kind.

8. Student Access Contract: Prior to use of college computers or networks (e.g., the Internet or other online services), each student shall submit a signed Student Access Contract for filing in the registrar's office. Prior to use of computers at any other college facility, each student shall also submit a signed Student Access Contract for filing with the registrar's office of the facility at which these computers are located. If a student is under the age of 18, a parent/guardian shall also sign the contract(s). New Student Access Contracts must be signed and submitted each school year. This policy applies to all students regardless of whether they have submitted a signed Student Access Contract. If a student does not have a current Student Access Contract on file as required above, access to computer services and accounts is prohibited.

9. College Technology Plan: The Administrative Implemental Procedures contained in this policy shall be consistent with the college technology plan adopted by the Board of trustees.

Sexual Harassment

WATC does not tolerate sexual harassment of students or employees by students, non-students, employees or non-employees (as outlined in board policies HR 1.0 Sexual Harassment of Employees and LS 1.0 Sexual Harassment of Students). Violations of these policies will result in disciplinary actions being taken against all individuals involved, including possible expulsion of students and termination of employees. Non-students or non-employees who violate these policies are reported to local law enforcement authorities for the appropriate action. Administrators who fail to follow the policies or fail to investigate complaints will also be disciplined.

Sexual Harassment of Students

Board policy LS 1.0 Sexual Harassment of Students adopts the following definition of sexual harassment regarding students:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly as a term of the student's academic opportunities; (2) submission to or rejection of such conduct by a student is used as a basis for academic decisions affecting such students; or (3) such conduct has the purpose or effect of unreasonably interfering with the student's educational performance or it creates an intimidating, hostile or offensive educational environment.

Note: Conduct that has the effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment may be "sexual harassment" whether or not the person engaging in the conduct intends to create that effect.

Students who believe they have been subjected to sexual harassment should report the problem to an instructor or department chair.

Board Policies

To read WATC Board policies, contact any WATC administrative office, or online, go to www.watc.edu/policies.

COLLEGE TERMINOLOGY

A

Accrediting Agencies

Agencies that establish operating standards for educational or professional institutions and programs, determine the extent to which the standards are met and publicly announce their findings. In the U.S., there are two types of accrediting agencies – regional accrediting agencies and specialized accrediting agencies.

Add/Drop

To add or remove a course from your official schedule once courses have started, you must fill out the Add/Drop form. This form can be obtained from your advisor, the registrar's office or the admissions office.

Advisor

A staff member who helps students achieve their educational goals by providing guidance about courses, program requirements, prerequisites, programs of study, policies and procedures.

Articulation Agreement

A written agreement between two colleges indicating how courses will transfer from one institution to the other. These agreements benefit students who plan to transfer. WATC has articulation agreements with several four-year colleges and universities.

B

Baccalaureate Degree

Bachelor of Arts (BA) and Bachelor of Science (BS) degrees are awarded by four-year colleges and universities upon successful completion of an organized program of study. They are commonly referred to as four-year college degrees, although it is common for it to take students more than four years to earn them.

C

Catalog

This book outlines the programs of study for all majors and provides course descriptions for all classes. The catalog also provides other detailed information regarding policy and procedure. Be sure to keep this book as it provides vital information regarding WATC. The catalog is also online at www.watc.edu.

Competency

A descriptive phrase used to identify skills, knowledge elements or other attributes students should possess for a particular degree, technical certificate or certificate of completion. Usually a competency refers to an outcome or the ability to demonstrate knowledge. An example of a competency is, "the ability to follow directions." Competency is also referred to as a performance description.

Course

An academic unit that is composed of instruction offered by an education provider.

Credit/Credit Hour

Each college course you take is denoted with a certain number of credit hours, usually ranging from one to five. The number of credit hours allotted to a course is determined by the number of clock hours students spend in the class each week.

D

Degree Check

This form lists current and former courses you have taken. It also shows your grades, total credits, and cumulative GPA. It categorizes the courses you have completed as they relate to the requirements for your degree or degree check.

Degree Offerings

Degree options at WATC include the Associate of Applied Science. Degree offerings vary depending upon student majors. You should consult the college catalog for degree offerings in your major. Most degrees require at least 62 credit hours for completion. The college also awards certificates to students who complete short-term career and technical programs. Students interested in advanced degrees may transfer their general education courses from WATC to the college of their choice. Transfer credits are determined by the receiving institution.

Developmental Courses

Instructional courses designed for students who are deficient in the general competencies necessary for regular postsecondary curriculum and educational settings.

Disability

A physical or mental impairment that prevents or restricts normal achievement.

E

Educational Goal

An educational outcome identified by the student. Examples are an AAS degree, technical certificate, certificate of completion, general education for transfer, etc.

F

FACTS Tuition Management

To help students meet education expenses, WATC offers FACTS as a convenient payment plan. FACTS is a tuition management plan that provides you with a low cost option for budgeting tuition and other educational expenses. See the business office for more information or visit www.watc.edu.

Fees

A fixed sum per credit hour that is charged to students for items not covered by tuition such as materials, books, tools and any other costs.

FERPA/Buckley Amendment

The Family Educational Right and Privacy Act of 1974 and the Buckley Amendment were established to protect the privacy of education records. Student records are to be kept confidential unless the student gives written permission for their release. Schools may disclose certain information without student consent or to approved individuals by law. For additional information regarding FERPA and the Buckley Amendment see the catalog or www.watc.edu.

Financial Aid

Monetary assistance for college expenses.

Full-Time Equivalency (FTE)

A student registered for 12 or more semester credits.

Full-time Status

For financial aid and registration purposes, students must be enrolled in at least 12 credit hours to be considered a full-time student.

G

Grading System

Your GPA is the tangible measure of your academic progress as a student. Once a grade is on your transcript, it is there forever. Your GPA is the measure by which honors, scholarship, suspension, financial aid and future college admissions are determined. The GPA is figured on a system where grades are given numerical value. The point values are as follows:

A= 4 points, B= 3 points, C= 2 points, D= 1 point, F=0 points, CE= 0 points, S= 0 points, U= 0 points, W= 0 points, I= 0 points, N= 0 points, X= 0 points

To calculate GPA: multiply the credit hours of each class by the grade points earned for that class. After adding these new numbers together, divide the sum by the total credit hours attempted.

Graduation

Ceremony for degree candidates who have completed the required number of credit hours for a major or program of study.

I

Incomplete

The grade given for a course when a portion of the semester's work cannot be completed due to circumstances outside the student's control. The student must take the initiative to obtain the instructor's permission to receive this grade and must complete the coursework within four weeks of the completion of the semester.

Internship / Practicum

A semester-long work experience related to the student's major or career interest. It usually carries academic credit and is generally unpaid.

M

Major

A group or series of courses in a specific area that are designed to provide an intensive education or study in that area.

N

Noncredit Course

A course or activity that carries no academic credit applicable toward a degree, technical certificate, certificate of completion or other formal award.

P

Pell Grant

A federal grant awarded to eligible students to help pay college expenses

Plagiarism

The act of stealing or using the ideas or writings of another as one's own.

Preregistration

The process of selecting courses and having them reserved.

Prerequisite

A requirement, usually credit in another course, that must be met before a particular course can be taken.

Program

A course of study that typically leads to the awarding of a degree, technical certificate or certificate of completion.

Program Plan

A plan developed by a WATC advisor and the student that describes the student's path to obtaining a degree, technical certificate or certificate of completion. Depending on the results of the student's academic and work experience, the advisor develops this plan shortly after the student is admitted to a program. The plan describes a timeline for completing the degree, technical certificate or certificate of completion; projects dates for domain assessments; and suggests classes or self-study activities the student is encouraged to pursue. The plan may change during the student's WATC experience depending on individual circumstances.

Program Requirements

The courses required to complete a specific program of study.

R

Registrar

An official at a school or college who maintains students' personal and academic records, issues grade reports and mails out official publications, etc.

Registration

The act of registering in courses. Also refers to the time period for students to register.

S***Section***

When there are multiple instances of the same course in the same semester, courses are divided into sections. Each course section is then identified by a separate section number.

Semester

One of two divisions of 15 to 18 weeks each of an academic year.

Student ID

Student IDs can be obtained in Learner Services. Students are required to carry or wear their WATC ID at all times while on campus. IDs can be used for discounts at area businesses.

T***Transcript***

An official copy of the student's permanent academic record. If you plan to transfer to another institution, you must have a copy of your official transcript sent. Transcripts can be requested through the registrar's office. Transcript requests are \$8.00. Rush delivery or priority mailed transcripts require an additional fee.

Tuition

The amount of money charged to students for instructional services. Depending on the institution, tuition is charged on a per-term, per-course or per-credit basis.

W***Withdraw***

The act of a student requesting to be removed from a course in congruence with the withdrawal policy and dates set by the college.