

PCC 2013-2014
FACULTY HANDBOOK



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FACULTY HANDBOOK

2013-2014

Pratt Community College

A Comprehensive Community College

NOTICE OF NONDISCRIMINATION

Pratt Community College does not discriminate unlawfully on the basis of race, color, religion, national origin, ancestry, sex, age, veteran status, or handicap in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning Pratt Community College's compliance with the regulations implementing Title VI, Title IX or Section 504 is directed to contact the Director of Personnel.

Any questions or complaints concerning equal employment opportunity, including sexual harassment, are to be reported immediately to the Personnel Director or the President of the College if anyone in the Personnel Department is allegedly involved in such complaint. Any question or complaint in this regard will be handled promptly.

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Section A

GENERAL INFORMATION

PRATT COMMUNITY COLLEGE

Founded in 1938, Pratt Community College is a public, tax-supported institution governed by a seven-member Board of Trustees elected by the voters of Pratt County.

Situated on an 80-acre campus in Pratt, Kansas, just eighty miles west of Wichita, the campus offers modern, state-of-the-art facilities. The main building contains the administrative offices, faculty offices, switchboard/mailroom, Learning Resource Center, classrooms, science laboratories, Athletic Hall of Fame, auditorium, sports arena, Automotive Technology Shop, and Beaver Bytes Cafe.

Gwaltney Hall contains shops and classrooms for the vocation/technical programs in agriculture, welding, and the electrician technology courses as well as a computer lab. Offices for agriculture instructor, rodeo coaches, and the Director of Allied Health are also located in Gwaltney Hall.

The Classroom Building, completed in 1987, provides classrooms, laboratory, and office space for the Ag Power and the Wildlife Enterprise Management Programs.

A Student Union and Conference Center was completed in the summer of 1989. It houses the cafeteria, Riney Art Gallery, bookstore, fitness center, student recreation center, wrestling training room, and various conference rooms. The Conference Center has since been renamed The Riney Student Center.

The George and Barbara Chandler Hall was completed in December 2002. This building houses classrooms, laboratories, and offices for the nursing and art departments. The building was re-dedicated in April, 2008 with a ground breaking ceremony for an expansion which included a classroom, computer lab and patient simulation lab.

Six residence halls provide housing during the academic year for 354 students. Also on the main campus are the Stanion Baseball Diamond, the Herb Huffman Rodeo Arena, the soccer field, the Agricultural Activities Center, the indoor batting facility, Electrical Powerline Technology building and a maintenance building.

TYPE: Two-year public, comprehensive community college and area vocational school offering broad-based educational programs that meet the diverse educational needs of south-central Kansas.

OPEN ADMISSIONS: PCC philosophy and practice epitomize the "open door" perspective in assuring equal access to the programs of study offered to all interested citizens residing in south-central Kansas.

DEGREES: PCC offers six different types of Associate Degrees plus occupational certificates - Associate in Science, Associate in Arts, Associate in Applied Science, Associate in Applied Science in Nursing, Associate in Applied Science in Technology, and Associate in General Studies.

STUDENT BODY: An enrollment of approximately 693 full-time (non-high school) students.

COLORS: Blue and White

MASCOT: Beaver

WEB SITE: www.prattcc.edu

INTRANET SITE: <http://beavers/>



BOARD POLICY

Policy No. 2-01 Policy Type Mission/Philosophy
Policy Title Mission Statement and Statement of Institutional Purpose
Date Adopted 10-14-75
Date Revised May 17, 2010
Date Deleted
Review Date April 17, 2013

Pratt Community College is a learning centered public institution of higher education that grants associate degrees and occupational certificates.

MISSION:

The mission of Pratt Community College is maximum student learning, individual and workforce development, high quality instruction and service, and community enrichment.

STATEMENT OF INSTITUTIONAL PURPOSE

Striving for excellence, Pratt Community College has publicly adopted the following specific institutional purposes. To:

1. Provide associate degree programs consisting of a general education core and other courses that satisfy lower division requirements of selected baccalaureate programs.
2. Provide associate degree and certificate programs consisting of a general education core and other courses that qualify students for employment.
3. Provide continuing education courses that respond to more immediate career and personal learning needs.
4. Provide educational programs that advance student achievement.
5. Provide access to college credit coursework and associate degrees to south central Kansas and beyond.
6. Provide academic and support services that respond to personal, social and career planning needs of students.
7. Provide customized training and services that assist businesses/industry and aid economic development.
8. Engage the community by ensuring public access to information and providing social and cultural programs and services that address responsible citizenship, diversity, and improve the quality of life.
9. Collaborate with state and private higher education institutions to provide additional, lower division, upper division and graduate instruction.
10. Foster an institutional environment that promotes the freedom of inquiry necessary for exceptional learning and teaching.

Replaces policy dated Feb 19, 2007, May 15, 2006, May 12, 2008



BOARD POLICY

Policy No. 2-02 Policy Type Mission/Philosophy
Policy Title Statement of Philosophy
Date Adopted 7-10-89
Date Revised May-12-2008
Date Deleted
Review Date April 17, 2013

PHILOSOPHY:

Students are provided opportunities for academic, personal and career growth in a student centered learning environment.

Elaboration: The Board of Trustees and the college administration are accountable to the public to provide for open admissions and accessibility through both traditional and non-traditional delivery systems.

Consistent with this philosophy, Pratt Community College supports the policy of open admissions believing it is critical to assuring a viable educational opportunity for all potential students. The policy will be administered to assure access to the college and all of its services. While Pratt Community College is an open admissions institution, selected programs and courses may require testing and/or prerequisites to ensure student readiness. Implicit in the college's mission statement is producing graduates qualified to perform in their fields of study. Therefore, open admissions provide the first step to qualifying entrance into a program of choice while recognizing varying abilities and backgrounds of students. Remedial and developmental study programs are used to bridge the gaps between students' preparation and course/program requirements. Quality instructional programs based on the assessment of learning outcomes provide the means for student learning and fulfilling educational objectives.

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X Replaced policy dated 05-05-12, 05-16-05

Vision Statement


Policy Type: Board Policy
Policy Number: 6-01
Adoption Date: March 16, 1998
Review Date: May 20, 2013
Revision Date: May 12, 2008

VISION

Pratt Community College will be recognized as a center of excellence for higher education.

Elaboration: PCC will be mission and market driven, geographically diverse, and known for its excellence in education, business/industry training and student/customer service. Students and customers will be able to choose from a menu of quality driven, value-added traditional and distance educational programs and services. Providing outcomes-driven instruction, and support services that enhance the growth and development of our students in a learning centered environment will be an institutional priority. The college will also be known as the region's higher education center for the delivery of upper division and graduate instruction through cooperating universities. PCC will use leading edge technology for delivery of instruction and services conveniently, efficiently and effectively. The college administration will assure that a participative management environment and healthy institutional climate exist for the benefit of all constituencies. Business, industry and community leadership will partner with the college to address educational and training issues.

Replaces policy dated May-15-2006, May 17, 2004.

	BOARD POLICY
Policy No. <u>2-04</u>	Policy Type <u>Mission/Philosophy</u>
	Policy Title <u>Institutional Core Values</u>
Date Adopted <u>06-21-04</u>	
Date Revised <u>May-17-2010</u>	
Date Deleted	
Review Date <u>April 17, 2013</u>	

Institutional Core Values

PCC is committed to the success of its students, the institution and its service area. The following values, of equal weight and importance, are stated as a guide to Pratt Community College present and future operations in the performance of its mission and supporting functions.

Quality Learning

To foster a community of well-prepared learners who can successfully meet the demands of advanced academic study or entry-level employment. To provide both personal and professional development opportunities for the college's employees.

Integrity

To be fair, honest and objective in all PCC internal and external practices.

Customer Service

To provide the highest quality of customer service by delivering personal, individualized attention and anticipating and responding to all customers' needs in a professional, polite and prompt manner.

Collaboration and Teamwork

To value the contributions of internal constituents – Board, administration and employees, working to achieve common goals and celebrating accomplishments. To develop mutually beneficial objectives and relationships with the community, business and industry.

Innovation

To use a creative, mission driven approach, capitalizing on existing resources, to develop new growth opportunities and continuously improve internal operations.

Fiscal Viability

To provide adequate profitability to sustain continued growth.

X This replaces policy dated May 5, 2012 May-17-2005, May-15-2006, May-12-2008 .

2013-2018 Institutional Goals, Objectives and Strategies

Goal One: Enrollment Growth

Strategy	Office of Responsibility	Timeline	Cost	Comments
A. New Program Development KPI: Credit Hour Growth, Applications Received (<i>Foresight 2020</i>)				
1. Increase online enrollment		FALL 2012- SEPT 2014 / 2 YEARS		
2. Expand partnership with WATC (High Priority)	VP inst./dean of nursing			
3. Plan, develop and offer short-term workforce development programs	Dean tech. Instruction			
4. Offer CompTIA A+ and NET+ certification programs	Dean tech. Instruction			
5. Seek B&I opportunities with oil and gas industry (Low Priority)				
6. Develop and offer Solar Power courses for B/I	Dean tech. Instruction			

7. Nationally market the existing online Electrical Power Technology program	Dean tech. Instruction	Open/ongoing		
8. Develop a college relationship plan for the extended service area, including area USDs		ONGOING		

B. Retention KPI: Fall-to-Fall Retention (IPEDS) 150% Grad Rates (IPEDS), Completion + Transfer Rates, Voc. Completers Pursuing Ed or Employed (*Foresight 2020, KBOR PA*)

1. NEW Develop a state wide working relationship with businesses and unified school districts to promote/fill existing programs. Focus increasing enrollment through relationship building.				
2. NEW Improve the consistency and or availability of required coursework				
3. Improve student satisfaction to increase annual retention rates (Fall to Fall)				
4. Increase student success in “barrier” courses through Supplemental Instruction (SI).				
5. Transition select components of the PASS program to all students	Instructional council, pass coordinator	2013-2014		
6. Improve Career Services	Aqip team	Summer 2013		

Key Performance Indicator Performance History:	Target	Status:
Credit Hour growth: <u>12-13</u> : 33,908 <u>11-12</u> : 34,869 cr. hrs., +0.2% <u>10-11</u> : 34,794 cr. hrs., +5.6% <u>09-10</u> : 32,947 cr. hrs., +4.3% <u>08-09</u> : 31,600 cr. hrs.; +4%	2% average annual growth 2012-2013 – 35,367 CH- +498 2013-2014 – 36,074 CH- +707 2014-2015 – 36,796 CH- +722 2015-2016 – 37,532 CH-+736 2016-2017 – 38,283 CH- +751	2012-2013: -2.7% Unsatisfactory
# of Applications received: Fall 2011 - 1305 (+20%) Fall 2010 – 1086 (-9%) Fall 2009 – 1199 (+3%) Fall 2008 – 1161	5% annual increase Fall 2013: 1,284 Fall 2014: 1,348 Fall 2015: 1,416 Fall 2016: 1,487	Fall 2012 - 1,223 Unsatisfactory

IPEDS Fall-to-Fall Retention compared to 19 KS CC.			Unsatisfactory
Cohort	PCC	KS NCCBP	
Fall 2011	37%	TBA	
Fall 2010	32%	38%	
Fall 2009	36%	38%	
IPEDS Grad Rate compared to 19 KS CC:			Satisfactory
Cohort	PCC	KS NCCBP	
2012 IPEDS report	32%	TBA	
2012 IPEDS report	37%	28%	
2011 IPEDS Report	36%	27%	
Completion + Transfer Rate compared to 19 KS CC:			Satisfactory
Cohort	PCC	KS NCCBP	
Fall 2009 cohort complete/transfer by May 2012	54%	TBA	
Fall 2008 cohort	60%	56%	
Fall 2007 cohort	58%	55	
Voc. Completers Pursuing Ed or Employed in Related Field compared to KS NCCBP participants:			Satisfactory
Cohort	PCC	KS NCCBP	
2011 grads (2012 follow-up)	90%	Tba	
2010 grads	83%	81%	
2009 grads	98%	72%	
2008 grads	96%	88%	

Goal Two: Service Excellence

Strategy	Office of Responsibility	Timeline	Account Cost	Comments
A. Advising KPI: Title III Advising Goals (<i>Foresight 2020, HLC/AQIP, Title III</i>)				
1. Implement Academic Plan	REGISTRAR IT	DEC. 2017		
2. Target at-risk developmental retention by increasing faculty expertise in advising practices	TITLE III, STUDENT SUCCESS, INSTRUCTION	ONGOING		
3. Increase expertise of faculty/staff academic advisors	TITLE III ADVISORS	FALL 2013-15		
B. Access KPI: # of additional courses/programs (<i>Foresight 2020</i>)				
1. Develop partnerships to provide student access to program and courses not accessible though PCC		ONGOING		
2. Increase online enrollment – for cross-reference				
3. Pursue programs/initiatives to support enrollment in Hispanic population				

C. Online Services (<i>Foresight 2020, KBOR PA</i>)				
1. NEW Explore additional options for math requirements – with the intent of removing barriers for students who are unable to complete college algebra, but could complete a different math requirement.		FALL 2014		
2. NEW Explore a freshmen orientation process/class as a requirement to all incoming students. Would partially meet the need of transitioning PASS to all students.		FALL 2014		
3. Introduce a mobile friendly web page	IT	SPRING 2014		
4. Utilize online/digital textbooks via tablets in library		FALL 2013-15		
5. NEW Convert tech programs to online/hybrid format				

Performance History:	Key Performance Indicator/Target	Comments/Status:
Title III Advising Goals		
10 academic advisors and Student Success Center staff participate in NACADA workshop.	10	40 Satisfactory
75% of faculty indicate via survey that retention information/training impacts of instructional methods.	75%	96% Satisfactory
# of additional courses/programs	AY 2014 – 2 AY 2015 – 2	AY2014 – 2 Broadcast Journalism, Wildlife Enterprise Management Satisfactory

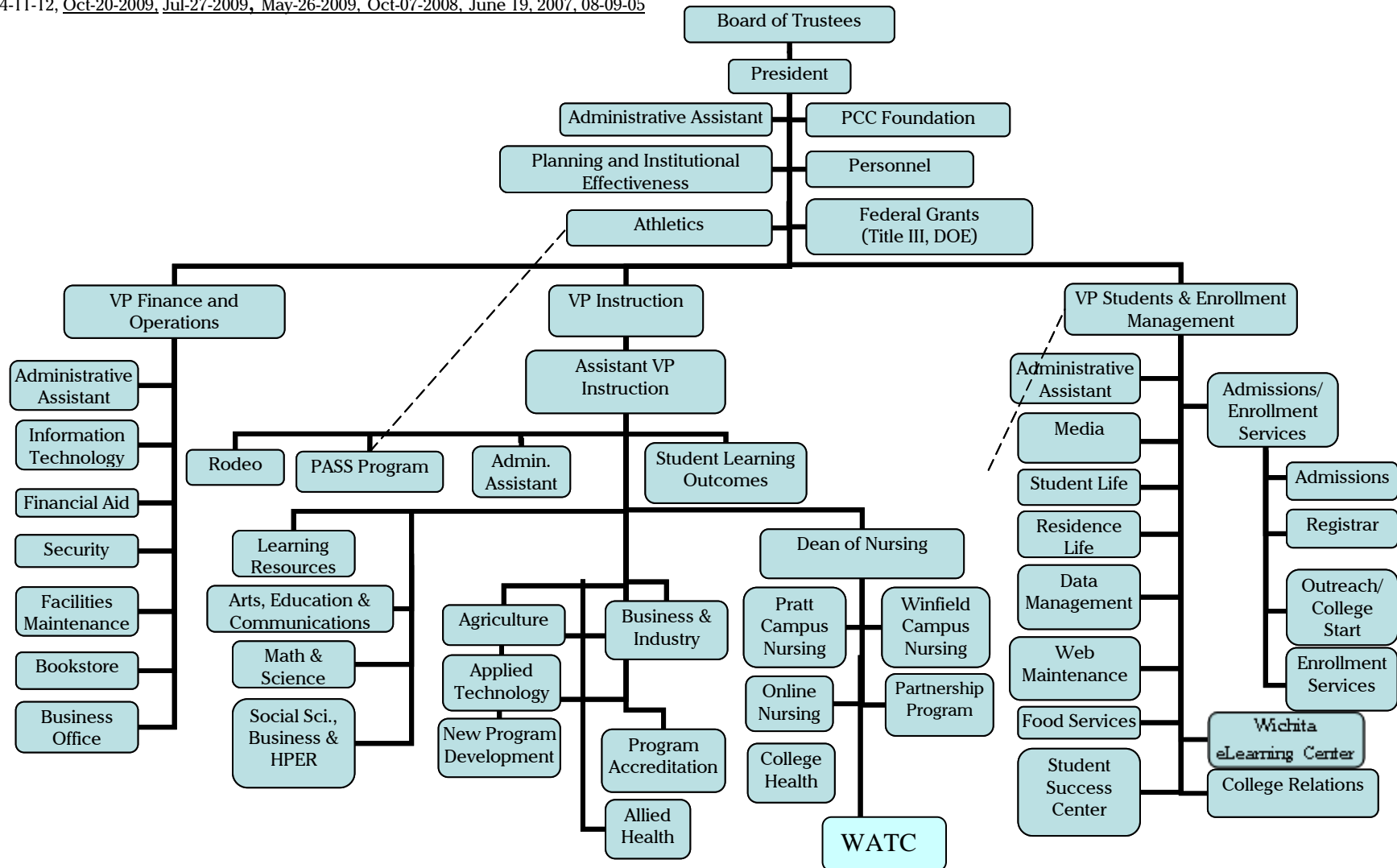
Goal Three: Improve Internal Processes

Strategy	Office of Responsibility	Timeline	Cost	Comments
A. Streamline KPI: Program Reviews (Instruction & Support Services), Departments Using Noli				
1. Improve the intake training process for newly hired employees	SUPERVISORS, AQIP TEAM	SUMMER 2013-SPRING 2014		
2. Study/Implement Desktop virtualization	IT	DEC. 2013-DEC. 2014		
3. Sustain selected Title III activities.	TITLE III COORDINATOR/ ADMINISTRATION	FALL 2014		
4. Develop desktop guides for every position	SUPERVISORS	SUMMER 2013 – SUMMER 2014 / 1 YEAR		

5. Install Power Campus Portal	VP F&O, IT	MAY 2012		COMPLETE
6. Ensure that each instructional and support service program is reviewed at least once every five years.	ADMINISTRATION	ONGOING		Schedules in Appendix B
7. Assess existing programs for productivity and efficiency (innovative, workforce demand)	VP INSTRUCTION	ONGOING		
B. Training KPI: % of (FT/PT Faculty, FT/PT Staff) participating (HLC/AQIP)				
1. Develop an annual division in service training plan for fulltime & adjunct instructors		SPRING 2014		
2. Develop an annual in service plan for a, staff development (soft skills, customer service, computer skills)		JAN 2014		
3. Develop an annual training plan to enhance supervisory skills	AQIP TEAM	SUMMER 2014		
4. NEW Assess the effectiveness of in service training activities in terms of satisfaction and outcomes				
Performance History:	Key Performance Indicator/Target		Comments/Status:	
Instructional Program Reviews	Review <ul style="list-style-type: none"> • Agriculture • Lifetime Fitness & Health • Nursing • Allied Health 		See Appendix B for more information Unsatisfactory	
Support Service Program Review	Review <ul style="list-style-type: none"> • Admissions • Registrar • Enrollment Services • College Start/Concurrent Enrollment 		See Appendix B for more information Unsatisfactory	
Departments using Noli	Integrate Noli into all applicable departments.		Currently finish integration in Business office. Planning on integration with personnel and foundation. Satisfactory	
% of FT/PT Faculty with professional development plans	FT – 90% PT – 50%		Baseline	
% FT/PT Staff participating in training	FT – 85%		Satisfactory – Summer professional development courses	
# Supervisory skill development exercises	AY 13 – 5		In Progress – AQIP team Supervisory development	

ADMINISTRATIVE POLICY

ORGANIZATIONAL CHART: This organizational chart depicts the official organizational structure of Pratt Community College. Replaced policy dated 4-11-12, Oct-20-2009, Jul-27-2009, May-26-2009, Oct-07-2008, June 19, 2007, 08-09-05



WHOM TO CONTACT

Absence.....	Department Chair/Asst VP or VP of Instruction
Alumni	Director of Development
Athletic Tickets	Director of Athletics
Audio Visual Equipment	Director of Learning Resources
Big Blue Booster Club	Director of Athletics
Budget	Vice President for Finance & Operations
Clubs & Organizations	Student Activities Coordinator
College Start Program.....	Coordinator of HS Relations & College Start Program
Committee Assignments	Adm. Assistant to President
Computer Services.....	Director of Information Systems
Contracts, Employment	Personnel Director
Contracts, Non-Employment.....	Vice President for Finance & Operations
Credit Card (Master Card)	Cashier
Custodial Services	Director of Building & Grounds
Daily Bulletin.....	Adm. Assistant to VP of Finance & Operations
Employment Benefits.....	Personnel Director
Envelopes/Letterhead.....	Payroll Clerk
Expense Reimbursement.....	Vice President for Finance & Operations
Fax Machine.....	Switchboard Operator
Financial Aid/Scholarships	Financial Aid Director
Self-Service for Students	450-2217 for Maneuvering Assistance, 450-2104 for Re-Setting Password
Self-Service Help for Faculty	#124 or 450-2124
Keys	Director of Building & Grounds
Lost and Found.....	Switchboard Operator
Mail	Switchboard Operator
Office Supplies.....	Switchboard Operator
PCC Foundation	Director of Development
Paychecks	Payroll Clerk
Payroll Deductions	Director of Personnel
Placement Tests	Director of Student Success Center
Publicity.....	Coordinator of Media Services
Purchasing	Vice President for Finance & Operations
Scheduling of Facilities.....	Adm. Assistant to VP of Finance & Operations
Security.....	VP of Finance & Operations
Student Enrollment	Registrar
Student Billings	Student Account Coordinator
Student Transcripts	Assistant to Registrar
Student Counseling	Director of Student Success Center
Telephone Problems.....	Computer Center, #106
Tuition Remission.....	Personnel Director
Vehicles	Adm. Assistant to VP of Finance & Operations

LOCATION AND ROOM INFORMATION

Numbered Rooms on Campus

0 – 99 Main Building
100-150 Gwaltney Hall (vocational building)
200-250 Classroom Building (ag power building)
300-399 Riney Student Conference Center
400-499 Chandler Hall
500-502 Electrical Power Technology Center

Designated Rooms/Labs & Abbreviations

2 ITV Classroom
4 ITV Classroom
40 Carpenter Auditorium
AAC Agricultural Activities Center
CF Clinical Facility
FC Fitness Center
HA Huffman Arena
PA Practice Arena for each individual sport
SHOP Auto Shop
CC Community Center (619 N Main)

COURSE CODE INFORMATION

Course Sub Type Codes (example follows)

B Course By Arrangement (BUS136-**B**-2P)
C Clinical (NUR111-**C**-1P)
E EduKan (ENG177-**E**-1E)
I Business & Industry (EPD188-**I**-1P)
L Lab (BIO125-**L**-1P)
N Concurrent (College Start Class, taught by PCC instructors: ENG176-**N**-1B)
NP Concurrent Partnership (College Start, taught at high school by h.s. instructors:
ENG176-**NP**-1B)
O Pratt On-line Classes (EPD151-**O**-1E)
OI Pratt On-line Business & Industry (HOC101-**OI**-1E)
ON On-line Concurrent (College Start) classes: BUS176-ON-1E
R Lecture (BIO125-**R**-1P)
V Video based (PSY132-**V**-1P)

Location Abbreviations (e.g. ENG177-R-1B):

A	Winfield	M	Medicine Lodge
B	Attica	O	Haviland
C	Anthony/Harper	P	Pratt
D	Cheney	Q	Kiowa
E	eLearning (online)	R	Macksville
F	Coldwater	S	Stafford
G	Greensburg	T	Pratt High
H	Clearwater	U	Sawyer
J	Cunningham	V	Coffeyville
K	Kingman	W	Wichita
L	Goddard	Y	Norwich
N	Skyline	1	WATC Partnership Course (in Wichita at either the NCAT or eLearning Center)

Section B

**FACULTY
INFORMATION**

Principal Duties and Responsibilities of Instructors

1. Teaching
 - a. Teach assigned courses in accordance with the schedule of classes designated by the Vice President of Instruction consistent with stated course objectives. Quality instruction, including assistance to students as needed, is a primary responsibility of instructors. **Classes must be held as scheduled and for the full scheduled period** unless change is specifically approved by the department chair or instructional administrator.
 - b. **File a current syllabus for each course electronically** at the following location: i:\syllabus\ under the appropriate year's folder. This needs to be done **PRIOR TO THE START OF EACH CLASS**. A guide to writing a syllabus is found in Section J as well as at the electronic location noted above.
NOTE: Departments may elect to prepare one standard syllabus for all sections of a course. In that event, only one syllabus need be filed for all sections with copies of each instructor's individual requirements.
 - c. Maintain **current** curriculum and course content by personal research and review of the literature and by contact with colleagues at other colleges and universities, and recommend textbooks, materials, and course objectives as needed to assure a quality curriculum.
 - d. The instructor has direct responsibility for grading the performance of each student in his/her class according to the objectives and evaluation criteria published in the syllabus, and using the official college grading policy and procedures. No person other than the course instructor may change a grade that has been assigned by the instructor unless the grade has clearly been shown with documentation to be erroneous.
2. Advising and Counseling. Serve as an academic advisor as assigned. Refer to the advising handbook for information on student class loads, programs of study, placement testing, etc.
3. Assist with Recruitment and Retention. Actively recruit students in accordance with college procedures and endeavor to retain students to degree completion.
4. General Support. Consistent with the rights of a private citizen, observe, support, and enforce the regulations, policies, and programs of the college. Represent the college creditably with respect to any of its activities.
5. Meetings. Professional employees of the college will meet periodically to consider and review appropriate matters of educational policy and student affairs in the interest of achieving the objectives of the college. All professional employees are required to attend these meetings.

6. Weekly Schedule of Hours. Maintain a posted schedule of at least 34 weekly hours on campus, as approved each semester by the Department Chairperson. The schedule shall include daily office hours and assigned courses, and it should be submitted to the Vice President for Instruction **before classes begin** each semester. "Hours on campus" may include hours for traveling and teaching off-campus if such is a part of the basic assignment.
7. Professional Development. Maintain currency and competency as an instructor in his or her field. Participate in faculty development and in-service activities. Each instructor shall prepare a faculty development plan for review by his/her department chair/dean and approved by the Vice President for Instruction. This file shall be completed according to current procedures and filed as per directed in the fall in-service schedule.
9. Use of College Vehicles. Abide by all college policies & traffic regulations.
10. Facilities Maintenance. Cooperate with other faculty members in the maintenance and operation of laboratories and other college facilities. Help protect college buildings, grounds and equipment. Turn off lights and close windows at the end of the day or when an assigned room will not be occupied during the following hour. Keep supply and equipment rooms locked. College equipment cannot be used for personal reasons, taken off-campus or allowed to be used by non-college persons without prior written approval by Assistant Vice President or Vice-President.
11. Laboratory Supervision. Whenever students are working in a laboratory situation, a qualified instructor must be on location to provide supervision and guidance. This will help to assure the personal safety of the students and the proper use of laboratory equipment.
12. Technical Education Advisory Committees. Plan, schedule, and conduct at least two occupational education advisory committee meetings during each academic year, and submit a copy of the minutes to the Dean of Technical Instruction within one week following the meeting.
13. Personnel Forms. The following documentation must be on file in the Personnel office prior to the employee beginning work:
 - Application -- W-4 Form -- Transcripts (Official)
 - I-9 Form w/verification documentation -- Drug-Free Work Place Form
 - Employee Information Sheet -- Loyalty Oath

15. Personnel Data Change. If an employee has a change of address, name, telephone number, payroll withholding status, marital status, beneficiary, or other pertinent personal information, **the employee should notify the Personnel Office in writing as soon as possible.** The College is not responsible for any loss of benefits which could result from the employee's failure to report such changes in writing.
16. Abide by all terms and conditions as stated in the current "Agreement between Pratt Community College and the Pratt Higher Education Association."

Calendars, Schedules, and Leaves

Semester System. The College operates on the semester system, with a summer session, a fall semester, a spring semester and inter-term sessions. Short-term classes start and finish throughout the calendar year.

Fiscal Year. July 1 through June 30 is the official fiscal year of Pratt Community College. This fiscal year is utilized in the preparation of budgets and annual reports. Student enrollments are counted by academic year (summer, fall, spring) rather than by fiscal year.

- Calendar. The College adopts an annual Learning Calendar that specifies the start and end dates of each semester and/or session, all non-instructional holidays or other days when instruction is not scheduled, registration and enrollment dates and other scheduled activities and events. A copy of the published Learning Calendar is included in the Appendix to this handbook. Updated calendars are published from time to time as needed. The current Learning Calendar can be found at i:\Learning Calendars.

Workload. (Refer to the master contract for official language and details.) The normal professional workload for a year is 30 credit hours of teaching or equivalent, in addition to such miscellaneous assignments as student registration, student advising and counseling, enrollment, recruitment, and committee service. The master contract gives detailed rules governing reassignments for canceled classes, maximum numbers of preparations, special assignments, credit hour equivalencies, and the like.

Leaves and Other Absences. (Refer to the master contract for official language and details governing leaves of absence.)

Each instructor is responsible for ensuring that all assigned classes and office hours are conducted as scheduled. Each instructor who must miss class (es) or office time must document the absence with an Absence Form. The Absence Form is available on the PCC Intranet site at <http://beavers/online> forms.

Planned absences

- Instructor must submit an Absence Form requesting the absence to the appropriate department chair at least five (5) days in advance of the requested absence.
- The department chair will approve or deny the request.
- If the request is approved, a determination will be made as to the appropriate coverage of the missed classes. If a substitute is needed for a planned classroom absence, it would be beneficial for the instructor to recommend a substitute when submitting the request. If not, the department chair will find a substitute. Instructor is expected to provide information for the substitute instruction (i.e., material to be covered, video, exam, etc.) to the contact person or academic dean/department chair.
- If the request is denied, the instructor will be notified by the academic dean/department chair.
- A copy of the absence form will be sent to the office personnel tracking absences on the annual faculty leave record (Ginnie Wright for nursing, Cathy Blasi for technical and academic.)

Unplanned absences, emergency or illness

- Instructors are to get in touch with their Contact Person. Contact should be as early as possible.

 Contact Persons:

 Nursing Staff—Melissa Allen (450-2270) or Ginnie Wright (450-2233)

 Technical Programs— Joe Varrientos (316-299-8568)

 Instructional (including coaches who will be missing class) —
 Brenda Sterneker (450-2202)

Don't leave a phone message (in case the contact person is absent that day.) Keep calling until you reach that person. If the contact person cannot be reached, the instructor should call his/her department chair/dean. In the event the department chair/dean is not available, the instructor should call the

Assistant Vice President of Instruction at 620-672-2646 (home) or office 620-450-2199, or the Vice President of Instruction at 620-450-2175 (Office) or (cell 316-299-8568.)

- If substitute instruction is appropriate, the instructor is expected to provide information for the substitute instruction (i.e., material to be covered, video, exam, etc.)
- Instructor assistance in finding a substitute instructor is appreciated. Substitute teaching by a professional employee is as per the current PHEA agreement.

- The instructor will generate the Absence Form upon his/her return to campus and forward to the appropriate academic dean/department chair. A copy of the absence form will be sent to the office personnel tracking absences on the annual faculty leave record (Ginnie Wright for nursing, Cathy Blasi for technical and academic.)

If a substitute is desired: Contact Person will find a substitute and as much as possible have class materials ready for the substitute.

If a substitute is not warranted: Contact Person will post a sign on the classroom door informing students class has been canceled and listing any supplemental assignment.

Faculty substituting for another faculty will fill it out the "Substitute Pay Voucher" form (i:\beavers\instruction\forms\substitute pay voucher) and submit it to the appropriate dean/department chair for approval. The dean/department chair will then give it to Cathy Blasi for processing.

For non-faculty, the contact person will generate the substitute pay voucher and have the substitute sign immediately after completing the substitute assignment. This form will be sent to the appropriate dean/department chair for approval then forwarded to Cathy Blasi for processing.

Substitute Instructors

- Only personnel approved by the appropriate academic dean/department chair will be allowed to work as a substitute instructor.
- The academic dean/department chair is responsible for ensuring that the required employment paperwork is on file in the Personnel Office (before the first work session if possible, required before any pay request will be submitted.)

Professional Employee will be paid for substitute instruction as per the current PHEA contract. Others will be paid at the \$12.50 per hour rate. If higher substitute rates are necessary in specialty areas, the request must have prior approval by the Vice President for Instruction.

- Substitute instructors will need to submit a signed Substitute Payment Voucher (located on the PCC Intranet site at <http://beavers> or i:\beavers\instruction\forms) in order to be paid for their time. Substitute instructors will be compensated for the actual contact hours of substitute classroom instruction provided to the nearest ½ contact hour. The completed Substitute Pay Voucher request is submitted to the appropriate academic dean for verification. Verified Approval forms are to be forwarded to the administrative assistant for the Vice President for Instruction by the last working day of the month to be included in the next month's payroll request. The administrative assistant will include copies of these forms with the monthly substitute payroll request for the Personnel Office.

Grading System

- **Administrative Policies**

Revision Date: June 15, 2010

Policy Number: 400-02

Adoption Date: Mar-09-1976

Course grades at Pratt Community College are earned by students and awarded by faculty. Upon completion of the class the instructor certifies all final course grades on the official grade roster according to the time-line established by the Registrar.

The final course grades awarded by faculty are based on the work and grades earned by students through the official end-date of the course. No grading consideration can be given for late work that has not been received and graded prior to the completion of the final grade roster.

Under exceptional circumstances as outlined below, an instructor may issue an "I" grade that provides the student with additional time to complete course work before her/his course grade is calculated and posted on the student's transcript. The "I" grade is the only institutionally approved method of allowing students to submit work for grade consideration following the official end-date of the class.

Grade changes can only be made by the instructor **with the written approval of the Vice President for Instruction , the Assistant Vice President of Instruction**, or through successful appeal through the Academic Appeal Process. Pratt Community College awards one of the following grades to each student officially enrolled in each course:

A Excellent achievement, course outcomes standards met, credit given, four grade points per semester hour.

B Above average achievement, course outcomes standards met, credit given, three grade points per semester hour.

C Average achievement, course outcomes standards met, credit given, two grade points per semester hour.

D Below average achievement, course outcomes partially met, credit given, one grade point per semester hour.

A student who receives a "D" grade should strongly consider repeating the course in an effort to achieve a stronger outcome. Many courses require "C or better" grade in prerequisite course work.

F Failing achievement, course outcomes and/or participation requirements not met, zero credit given, zero grade points calculated per semester hour.

I Incomplete, zero credit given, zero grade points per semester hour. Temporarily recorded as a grade when the instructor of the course determines that the student should be granted an extension of time to complete the course work. Normally this extension is granted only for circumstances beyond the student's control. The incomplete grade is not intended for use to extend time because the student failed to complete course work during the officially scheduled class dates.

To issue an "I" grade, the instructor must process an Incomplete Grade Contract that includes the plan and approved time-line for completion of the course. The contract may provide for extended time of a day up to a maximum of one semester. At the date specified, or after one semester from the date of issuance, an "I" grade automatically converts to an "F" grade unless the instructor has previously awarded another letter grade. When the grade is changed from an "I", it is included in the student's grade point average calculation.

W Withdrawal, zero credit, zero grade points per semester hour. This grade is automatically given when a student is officially withdrawn. No withdrawals are permitted after 75% of a course is completed.

P Passing work, credit given, zero grade points per semester credit hour. This grade is not included in the grade point calculation. This grade may only be used if the instructor has received permission from the Vice President for Instruction prior to offering the course. The request to take a course on a Pass/Fail basis must be made before the course begins.

AU Audit, zero credit, zero grade points per semester hour. A student must receive permission of the course instructor **and the Vice President for Instruction** prior to enrollment to audit a course.

Administrative Dismissal:

A student may be withdrawn at any time for violation of the Code of Conduct, failure to meet financial obligations, and/or willful violation of college standards. A student who is administratively withdrawn will receive a grade of "F" with the right to appeal.

Mid-Semester Report:

By a designated date near the mid-term of the fall and spring semesters, instructors calculate each student's grade to that point to determine a mid-semester grade. This grade is intended to be a progress report to the student. The mid-semester grade does not necessarily reflect 50% of the final grade of the class. Mid-semester grade reports are not normally provided for summer or short-term classes. It is the student's responsibility to seek desired feedback concerning graded work and performance.

Grade Appeals

Final course grades are to be awarded as per the criteria established in the course syllabus. If the student believes that a grading error has been made, the student should follow the established Academic Appeal Process as printed in the current college catalog.

COLLEGE-WIDE ATTENDANCE POLICY

This policy applies to regular session classes. Attendance policies for short term, mixed term, hybrid, and online classes will differ. Attendance policy for these classes will be included in all individual class syllabi.

Students are expected to attend all classes, laboratories, shop sessions and other scheduled class activities and have full responsibility for accounting to their instructor for absences. Make-up work will be provided when prior arrangements have been made for the absence with the instructor. Make-up work may be allowed at the discretion of the instructor for absences without prior arrangement.

At the completion of the first three weeks of Fall and Spring semesters, the following process will be initiated:

1. Students missing three or more unexcused class periods from the first day of classes will be assigned to a Student Success Center Specialist for case management.
2. Student Success Center staff will run an attendance report, summarizing each student's daily attendance record based on the recording of daily attendance by instructors in the institutional data system for all enrolled students.
3. Students will receive an early alert by personal contact, email, telephone or letter from their assigned case manager. Other sources, such as advisors, instructors, coaches and activity sponsors will also be used to contact students in need of an early alert or academic/personal guidance.
4. Individual instructors may also complete an Academic Alert form if he/she is concerned about a student's attendance, academic status, punctuality, study habits, exams or class behavior.
5. The Student Success Center will send the alert to the student. Copies will go to the student's advisor, coach and/or activity sponsor as appropriate.
6. A Student Success Advisory Committee will meet weekly beginning week three of the Fall and Spring semesters through completion of 75% of the semester. Following this period, the committee will meet as needed. The purpose of the committee is to provide oversight, direction and follow-up relative to each student's case and attendance status. The committee also acts upon student appeals. Members include: Student Success Center Director, SSC Secretary (recorder), SSC Case Managers, Director of Residence Life, Director of Financial Aid, and Coordinator of Enrollment Services.
7. Attendance reports will be reviewed weekly to evaluate student progress. Students demonstrating poor attendance patterns will be added to the Student Success Specialist's caseload each week.
8. All case management will be documented to guide future actions with the student.
9. Attendance Policy monitoring will end after 75% of regular, semester long classes has been completed so that appeals do not occur near or at the end of the semester.

10. Students with a mid-term semester grade point average of below 1.0 and eight unexcused absences in one or more classes will be administratively withdrawn with a “W” grade from all classes by the student’s assigned Student Success Center Specialist.

Students may withdraw from a class with a guaranteed “W” until 75% of the class has been completed. No withdrawals will be permitted after 75% of the course has been completed. After 75% of the class is completed, the instructor will assign a letter grade unless the course was originally taken as a Pass/Fail course.

Students have the right to appeal this dismissal decision subject to the Academic Due Process procedures found in the current Student Handbook. The Academic Progress/Attendance Committee will act on the appeal as quickly as possible. While the appeal is pending, the student will remain enrolled and should attend all classes.

Each curriculum department can be more stringent, but cannot be more lenient than the College-Wide Attendance Policy. A consistent policy for each department is expected. Both the College-Wide Attendance Policy and any department attendance policy shall be included in each class syllabus *for regular session classes*.

Updated 6-27-12

Class Absences due to Participation in Scheduled College Events

If a student's participation in organized college events should require missing a class or classes, it is the student's responsibility to notify his/her instructors in advance and to arrange to make up the work. Because it is the college's philosophy that student learning is the institutional priority, an instructor may request that students not miss scheduled classes should an absence endanger the student's class standing. After communicating this recommendation to the student directly, the instructor should notify the event or activity sponsor of the recommendation. Students who fail to make advance arrangements for absence due to college events will be counted absent with no right to make up missed work/grades. Students who have made prior arrangements that are accepted by the instructor are to be marked ABSENT with a “PA” noted in the Comments to indicate Prior Arrangements have been made.

Attendance Records

Instructors are required to generate daily attendance records for all students enrolled in their classes.

Daily student attendance data is to be entered (by the instructor) into the institutional data system on a daily basis from the first day of class through the Certification Date of the class. Thereafter, daily attendance data is to be entered by Friday of each week.

Students must enroll, and be in attendance, within the enrollment window designated as two class meetings for traditional courses and one class meeting for short term, even, hybrid, and/or video courses (unless they have received prior approval for late arrival*). If a registered student has not attended at least once during the window, the student may be administratively dropped from the class. Students enrolled in an on-line course that do not show evidence of class participation (completion of the first assignment, participation in initial discussion boards, etc.) within one week of the start date may be administratively dropped from the course.

- Note: Even though the student has received prior approval for late arrival and will remain in the class, the student should be marked Absent and the absences will count toward that student's total class absences.

Instructors are required to maintain accurate daily attendance records for all students enrolled in each of their classes on the Self-Service. These records must clearly show **date of first attendance, date of last attendance, and daily attendance.**

Grade Books

Each instructor is to maintain accurate and complete daily records of the grades that students earn in their classes. The records must be maintained electronically on the Self-Service. The instructor must keep the grade records so that they can be easily interpreted by another party at a later date if a review is required. Hard copies of the Self-Service gradebook showing the activities and grades/points earned must be submitted to the Administrative Assistant to the Vice President for Instruction **at the end of each semester.** The hard copies must include the grading scale for each course. Interim grades must be entered into the Self-Service system at points identified on the Learning Calendar.

Class Rosters: Instructors will not receive rosters prior to the certification roster. It is the instructor's responsibility to access the list of students in their classes via the Self-Service. **Directions:**

1. Go to the PCC website at www.prattcc.edu
2. Click on Self-Service.
3. Type in your Login Id and Password.
5. Under the Faculty column, click on the Classes.
6. From the list of years, terms, sessions, select the course.
7. Select the Enrollment Status in the drop down menus (View all, Add, Drop, Hold) and select "Go".

If you want to print your class list, select Print List then select Print.

On the twentieth day of the semester, or when the class is one-fourth over, a "Certification Roster" will be issued to each instructor. **THIS SHOULD BE CHECKED VERY CLOSELY AND THE PRINTED INSTRUCTIONS FOLLOWED CAREFULLY.** Students who have attended one or more times prior to the certification date are "claimable" and should remain on the certification roster. **DO NOT WRITE ANY NOTES ON THIS ROSTER!!!** By signing your name to this roster, you are "certifying" that all students listed on the roster have attended class at least one time prior to the certification date listed on the roster. **NOTE: EXTREME ACCURACY IS ESSENTIAL IN**

THE PREPARATION OF ALL CERTIFICATION ROSTERS. Students and the State of Kansas are billed based on the instructor's records. By signing the rosters, the instructor is "certifying" their accuracy. Signing the certification roster which includes a student who was not in the class constitutes fraud.

Instructors will post final grades on the Self-Service by the deadline noted on the Learning Calendar. Please note: do not assume a student has completed the withdrawal process even though he/she may have had you sign a withdrawal form. **Do not enter a "W" for the grade.** If a "W" is not already entered in the final grade roster and your records indicate the student dropped the course, check with the registrar's office. **DO NOT INCLUDE ANYTHING OTHER THE EARNED GRADES ON THE FINAL GRADE ROSTER.**

Approval to Change Grade An error in grading may require an instructor to change a grade after the grades for the semester have been submitted. The form for this procedure is "Approval to Change Grade" which the instructor completes and submits to the Vice President for Instruction. Grade changes after the initial grade has been certified can **only** be made by the instructor with the approval of the Vice President for Instruction. Students have the right to appeal their grade by following the Academic Appeals Process.

Posting of Grades The public posting of grades (even using codes or numbers rather than names) violates the intent and spirit of student privacy laws. Therefore, the public posting of grades is prohibited.

Excessive Absences and Withdrawals for Non-Attendance

An instructor may withdraw a student from a class for excessive absences, **as defined in the course syllabus**, before the last day to withdraw, if the instructor determines that the student's irregular attendance prevents the student from obtaining reasonable benefits from the class and/or if the absences unreasonably disrupt the class process for other enrolled students.

When an instructor determines that a student's absences are excessive, the instructor notifies the Student Success Center of that determination on the Academic/Attendance Alert. The Student Success Center forwards a letter of notification to the student with the warning that the instructor may withdraw the student from the class. The last day to withdraw with a guaranteed "W" and the last day to withdraw (grade issued is at the instructor's discretion) will be determined by the Vice President for Instruction and published in the student handbook and Learning Calendar.

The student is given three days from the date of the letter to respond to the instructor if there are extenuating circumstances or if the student feels that arrangements can still be made to complete the course. Students not responding within the stated time frame, or who have missed too much class work to complete the course may at that time be dropped by the instructor, following the above guidelines.

The instructor must personally initiate the drop procedure and complete the process following guidelines from the Admissions and Registrar's Office.

Scheduling Student Activities Following is the operational policy on scheduling student activities: “Student activities, athletic contests, music and drama productions, or other events that involve student participation will **NOT** be scheduled during mid-term and final examination periods of each semester. Conference, regional, state, or national competitions over which the college has little scheduling influence are exempt from this restriction.”

Final Examinations Final examinations will be given according to the schedule of examinations distributed by the Vice President for Instruction each semester. All classes must meet at the time and place designated by the final examination schedule unless an exception has been approved in writing by the Vice President for Instruction. Final examinations are expected to be a rigorous assessment of the student learning expectations of the class. Alternatives to traditional examinations such as project or portfolio presentations, oral reports, etc. shall be approved in advance by the appropriate department chair or dean. Instructors are to ensure that final examinations and or alternative instruments require students to utilize all, or most, of the time scheduled.

Students are expected to take the final exam at the scheduled time. Only true emergencies will be considered for exception. Students who have three or more consecutive exam periods on the same day may request a special exam schedule by contacting the Vice President for Instruction by the deadline noted on the final examination schedule.

Honor Rolls The names of full-time students who maintain a grade-point average of 4.0 for the semester are placed on the President's Honor Roll. The names of full-time students who maintain a grade-point average of 3.5 to 3.9 for the semester are placed on the Dean's Honor Roll. Developmental course grades are not included in honor roll calculations.

Course Changes and Withdrawals If a student withdraws from a course officially his or her grade will be recorded as a “W”. No withdrawals may occur once the course is 75% completed.

Withdrawals for emergency reasons after the Monday of the thirteenth week will be considered on an individual basis by the Vice President for Instruction. In each case the instructor's recommendation will be considered.

To drop or add a course officially, a student obtains the form “Add-Drop” from the Admissions and Registrars Office and follows the instructions on the form. Approval of the student's advisor is required. There may also be an additional tuition and fee charge. **NO COURSE MAY BE ADDED AFTER ITS CERTIFICATION DATE.**

A student will have five days to process an add/drop form from the time of the initiation date (date issued from Registrar or off-campus coordinator) and return it to the Registrar's Office or off-campus coordinator. All forms will become VOID after the fifth day, if not returned to the appropriate office.

Enrollment Window: Pratt Community College believes that class attendance is the foundation of student success. All students are expected to be enrolled and attend the first session, and all sessions, of every course.

Students must enroll, and be in attendance, within the enrollment window designated as two class meetings for traditional courses and one class meeting for short term, evening, hybrid, and/or video courses. If a registered student has not attended at least once during the window, the student may be administratively dropped from the class. Students enrolled in an on-line course who do not show evidence of class participation (completion of the first assignment, participation in initial discussion boards, etc.) within one week of the start date may be administratively dropped from the course.

Students may add classes--with permission of the instructor and of their advisor -- within one full week of the start date of the class. After that point, no late enrollment will be allowed. The Add Form must be processed with the Registrar and Business Office before enrollment is official.

Class transfers for academic reasons may extend beyond the enrollment window. Upon recommendation from the academic advisor, approval of the instructor of the desired class, and approval of the Vice President of Instruction, a student may be transferred from one class to another (i.e., from College Algebra to Intermediate Algebra).

Withdrawal from College A student who wishes to withdraw from college during the semester should first confer with his or her advisor for assistance. Thereafter, the student completes the withdrawal procedure at the Admissions and Registrar's Office. A student withdrawing during the semester without completing the official procedures with the Admissions and Registrar's Office may be given grades of "F" in all courses. Honorable withdrawal is granted only to students who have paid all fees and satisfactorily accounted for all college property charged to them.

Last Date of Attendance Policy Federal regulations require that an institution have procedures to document a student's last date of attendance. If the institution is unable to document the student's last date of attendance, any cash disbursed to that student for that payment period is considered an overpayment and must be returned by the institution.

Academic/Attendance Alert

Academic/Attendance Alerts are an early indication that students are having difficulties meeting course requirements. Experience has shown that early contact with struggling students is critical for student success.

Attendance Alerts are generated by the institutional student attendance data system or by individual instructors. Academic Alerts are generated by the instructor when concern about the student's academic performance warrants. The Academic/Attendance Alert form can be obtained either from the PCC intranet site (online forms) or from the Advising Center. Academic/Attendance Alerts are distributed to the student, advisor, coach, or activity sponsor and other parties with a need to know.

IMPORTANT!! FEDERAL REGULATIONS REQUIRE THAT THE INSTITUTION DOCUMENT THE LAST DATE OF ATTENDANCE OF ANY STUDENT THAT DOES NOT OFFICIALLY WITHDRAW. When a student has missed four consecutive classes in a regular class or two consecutive classes in a short term or evening class it is mandatory that the attendance alert be filed with the Student Success Center.

Course By Arrangement

A course by arrangement may be established to provide students with learning experience not available in a regularly scheduled course. To apply for a course by arrangement, a student must complete the Course By Arrangement Contract and obtain permission of the instructor, of the dean or chairperson of the division originating the course, and of the Vice President for Instruction. The Course By Arrangement contract must be approved in writing by the Vice President for Instruction **before** the course begins.

The Course by Arrangement Record must be accurately completed to document student work and student-instructor interaction. Date and time detail must be reported for each session. The Record must clearly detail the date, time and location of the final examination. The Course by Arrangement Record must be submitted upon completion of the course to the office of the Vice President for Instruction.

All requirements of the Kansas Board of Regents guidelines for directed study must be met before the student is awarded credit.

Credit for Prior Learning/Experience

A student whose educational and/or life experience has resulted in knowledge and proficiency equivalent to that ordinarily attained by successful completion of a college course may, under certain conditions, receive credit from Pratt Community College for that knowledge and proficiency as verified by one of several programs. This provision is applicable especially to the adult student who has engaged in higher education pursuits outside the recognized institutions of higher education, e.g. military service, correspondence courses, on-the-job training, internships, or other employer-sponsored programs.

The college record of the student who is awarded credit will show a grade of "CR" (credit), the name of the program under which credit was awarded, the student's score or grade on the examination (e.g. CLEP American Literature, 56) if applicable, and the number of credit hours awarded. This credit will not be used in calculating the student's grade-point average or in determining the student's status as a full-time or part-time student.

The student's test report or other documentation and request for credit may be submitted at any time, but no credit will be entered in the student's college record until the student has successfully completed a minimum of twelve (12) credit hours by enrollment in regular courses.

A maximum of thirty (30) credit hours of credit for prior learning/experience may be counted toward an associate degree, and a maximum of fifteen (15) credit hours may be counted toward a one-year certificate.

◆ Advanced Placement Courses

The college accepts College Board Advanced Placement courses. The student is required to have an official College Board Score Report mailed directly from the College Board to the PCC Registrar. AP courses will be posted on the student's transcript pending initial enrollment and provided the score is 3 (qualified) or better on AP's 5-point scale. Credit hours will correspond to the PCC equivalent course. Course equivalency will be determined either by the Vice President of Instruction or the appropriate academic department. Advanced Placement courses are not included in the student's grade point average (GPA). Advanced Placement courses posted on the student's transcript will count toward degree requirements.

◆ College-Level Examination Program (CLEP):

College Credit may be awarded for each approved CLEP Subject Examination in which the student's weighted score equals or exceeds the American Council on Education's recommended score weighting. The required minimum scores, accepted subject examinations, and equivalent credit awarded are established by the PCC Instructional Council. The standards are published and are effective until replaced by new standards. Some subject examinations also require additional local examination components. CLEP General Examinations are not considered for the awarding of credit by PCC. Not all CLEP subject examinations are accepted.

◆ Credit By (Local) Examinations:

A student may receive credit on the basis of a comprehensive examination in a course taught at Pratt Community College. When feasible, the designated instructor will be a full-time instructor on the faculty of the college. The Assistant Vice President or Vice President of Instruction will designate the instructor and must approve the examination.

A special examination preparation and grading fee must be paid in advance. When feasible, the student may take the regular final examination in the course, provided that the instructor judges that examination sufficiently comprehensive for this purpose. Otherwise, the examination may be taken at a time mutually convenient for the student and the instructor. If the outcome of the examination will affect the student's college program for the following semester, the

examination should be scheduled early enough to be graded and reported to the student prior to registration for that semester.

Military Service:

Students may earn college credit for experiences and training obtained during service in the military. Credit is awarded based on the recommendations of the American Council on Education Guide to Evaluation of Educational Experiences in the Armed Forces. The Assistant Vice President or Vice President of Instruction must approve the award of credit. Students must submit appropriate military records and documentation with their application for credit. The student must have received an honorable discharge or be currently active to be considered to receive credit.

Vocational-Technical School Credits:

Students may receive college credit for study completed at a Kansas Area Vocational-Technical school. The credit awarded will be in compliance with PCC Policy 400-03 and the Kansas State Board of Education policy statement "Awarding of College Credit to Students Who Have Successfully Completed Vocational Courses."

Academic Probation and Dismissal

A student is considered to be doing probation level work if their point average falls below 1.5 for a given semester or falls below the cumulative GPA as shown in the table below. After one semester of unsatisfactory work, a student is placed on academic probation, with the expectation that he or she shall improve their academic standing the following semester. Should he or she fail to do so, he or she may be subject to academic dismissal.

Probation In accordance with policy, a student will be placed on probation under the following conditions:

1. If the cumulative GPA, after the student has attempted six or more credit hours, is less than the following:

6 - 11 credit hours	1.5
12 - 22 credit hours, inclusive	1.6
23 - 32 credit hours, inclusive	1.7
33 - 44 credit hours, inclusive	1.8
45 - 55 credit hours, inclusive	1.9
56 credit hours and above	2.0
2. In transferring to Pratt Community College, the cumulative GPA at all colleges and universities does not meet the requirements listed above (if he or she attempted fewer than six (6) credit hours the minimum requirements are 1.5).

A student receiving financial assistance and on probation will be permitted to receive financial assistance for the probationary term but must meet one of the following conditions in order to receive financial assistance for a term following the probationary term:

- A. A full-time student must complete 12 semester hours with a GPA of at least 2.0 for all hours completed in the probationary term.
- B. A part-time student must complete two-thirds of the semester hours for which he/she enrolled with a GPA of at least 2.0 for all hours completed in the probationary term.

Termination of Financial Assistance A student on probation receiving financial assistance and unable to meet the appropriate condition above may have his or her financial assistance terminated. The student may be considered for reinstatement if he or she petitions the Financial Aid Office.

Dismissal A student on probation may be dropped at any time for failure to attend classes regularly or failure to make satisfactory progress in his or her studies. The student will be withdrawn with a failing grade in his/her classes.

Textbook Purchasing Procedure

Instructors work with their Department Chairperson on all textbook matters--not directly with the bookstore. Each semester, each instructor estimates his or her enrollment numbers for the next semester and confirms book titles. To change the textbook for a course, the instructor completes the "Textbook Requirement Form" and submits it to the Department Chairperson. Textbook changes must be coordinated with all instructors who will teach the course, including adjunct and off-campus.

Ordinarily a book should be used for several semesters in order to reduce costs to students, provided the text is still available and appropriate to the course. Requests to continue using current books should be submitted as early as possible. Dates for book orders and changes will be determined by the bookstore.

When ordering a new book, the instructor should request a complimentary copy from the publisher unless one has already been received. **Instructors should not purchase desk copies from the bookstore.**

Accident, Illness, Incident, and Offense Reports

Any accident, illness, incident, or offense that you believe should be brought to the attention of the college administration, should be reported to the Dean of Finance & Operations on an "Accident, Illness, Incident, & Offense Report".

Committees

Committee assignments are made at the beginning of each academic year with changes throughout the year as necessary. Committee members are expected to attend all regular and special meetings, as called by the committee chair. Ad Hoc Committees are established as needed by the Vice President for Instruction for specific purposes. These committees disband when their assignment is completed. Faculty should refer to the committee handbook for a complete listing of committees and their responsibilities.

Section C

**RESOURCES AND
SERVICES FOR
INSTRUCTORS**

Linda Hunt Memorial Library Services

The Linda Hunt Memorial Library staff will provide general orientation tours of the Library upon request. However, any student questions on specific class assignments will be referred back to the instructor. Student orientation for special subject area work should be handled by the instructor. Linda Hunt Memorial Library staff will provide additional help upon request. A PCC Electronic Information Sheet is available at the Library's front desk.

The Library has on file a large number of publishers' catalogs and other aids for use in selecting and ordering books. The Library makes available a percentage of its yearly budget to each division.

There is no time limit for the return of books borrowed by professional employees. There are few duplicate copies of books; it is desirable that books be returned promptly after use. The Library does not purchase classroom texts.

PCC faculty and staff are responsible for any books or equipment lost while charged to them, including dictionaries checked out for classroom use.

Instructors may borrow current and back-issue magazines and journals. The Library has a large collection of books and journals on the subject of education, including many that are especially for and about community college teaching.

Special services for faculty members Library staff offer the following special services for faculty members:

1. Purchase of books and audio visuals for the Linda Hunt Memorial Library, as described above. Books will be ordered as the budget allows.
2. Research on reference questions. Time must be allowed for search, depending on the question.
3. Bibliographies generated for personal activities, such as talks, papers, and investigations for committee work. Time must be allowed, depending on the length of the talk or paper.
4. Faculty may reserve books, audio visuals, and journals for student use in the Library. Faculty need to leave specific instructions regarding the material they want placed on reserve and how long it is to be reserved.

Audiovisual Services

An instructor who wishes to use a particular piece of audiovisual equipment completes the form "Request for Audiovisual Equipment" and submits it to the Audiovisual Equipment Coordinator in the Linda Hunt Memorial Library. Persons borrowing equipment should arrange to pick it up and return it to the library. As a general rule, if there are conflicting requests for the same equipment, the earlier request is honored.

All malfunctions of audiovisual equipment should be reported promptly to the coordinator.

This procedure applies also to instructors of evening classes on campus.

Computer Services

The college has acquired a large amount of computer equipment in recent years and encourages faculty members to use it, as appropriate, for instruction and other functions.

The central computing equipment located in the computer center is connected to terminals in administrative and faculty office areas. To use this equipment, a faculty member obtains a "User ID" and "Password" from the Director of Information Systems. Technical problems should be reported and requests made via on-line request form found on the PCC intranet site.

Microcomputers and printers are located in room 32, 34, Journalism Lab (70), 110, 419 and 438.

Secretarial Services

Secretarial support is provided to the faculty. Faculty members will be assigned to one of the support staff for help as needed. Work is to be given to these individuals with a "Work Order". Several days of lead time should be allowed, especially for large jobs and at busy seasons, such as the week preceding the beginning of each semester and the period just before final examinations. Student work study assistance is provided as available.

Section D

MISCELLEANEOUS

News Releases

All official college news releases emanate from the office of Publications and Media Services. Controversial items must be cleared in advance through the President's Office.

Student or Employee Lists

Names of employees or students are not to be provided to any persons or organizations for purposes of commerce or solicitation. The college adheres to the Family Educational Rights and Privacy Act.

Solicitation and Advertising

Employees and students are not to be solicited on campus for commercial purposes. Outside groups are not permitted to sell tickets on campus except with special permission of the President.

Handouts

Instructors who use handouts in such quantity that they become a supplementary text for the course may pre-copy and bind the whole set of handouts and the bookstore will sell them to the students along with the other materials.

Hazard Communication Law

Students and employees must be informed of the hazards and safety precautions associated with equipment, chemicals, and hazardous substances which they might encounter in the college. The college has policies and procedures to clarify how teachers and supervisors can provide such information accurately and efficiently. Please see the Hazard Communication Program Coordinator for information and policies.

Telephone Procedures

Instructions for using the telephone system are shown on the following page. For long distance calls: 9 for an outside line; the number and the department access code. This code number is available from the Assistant to the Vice President for Finance and Operations. Only toll calls devoted to official college business are to be charged to a college account.

Telephone Instructions

Dial 9 to get an outside line.

Long distance calls still require that you enter your four digit access code after you dial the desired number.

To access voice mail system on campus:

1. Dial *512 from an office extension.
2. Enter your security code (your own four digit number you created).
3. Select menu options.

To retrieve voice mail messages system off campus:

1. Dial 672-9800.
2. As soon as you hear recording, press * key plus your **extension**.
3. Recording will ask you for your password (the four digit number you created).
4. Select menu.

When placing a call and the party doesn't answer, the voice mail option will be heard after the fourth ring.

Busy signals will rarely be heard. You will get the voice mail option if the line is busy.

For the older “analog” phones (which most of you have)

To transfer a call:

1. Press "flash" button on phone. If your phone doesn't have a flash button, click the receiver button.
2. Dial desired extension.
3. Announce call or hang-up.

To page through all speaker phones:

1. Dial 111 and make your announcement.

To forward your calls to another extension:

1. Dial *611.
2. Dial extension to which calls will be forwarded. Your calls will now be forwarded to this extension.
3. *611 will deactivate call forwarding.

To pick up group phones: (Feature is available on a limited number of phones.)

1. Dial *55 then the extension which is ringing.

Copy Machine Procedure

The college provides machines for staff use. Procedures for the use of copy machines are provided by Finance and Operations.

Drug-Free Workplace Policy

The unlawful manufacture, distribution, possession, or use of illicit drugs and alcohol by students or employees on the property of the College or during activities involving the College is strictly prohibited. Employees in violation will be reported to the appropriate law enforcement officials and will be subject to the following sanctions:

- Short-term suspension with pay;
- Short-term suspension without pay;

- Long-term suspension without pay;
- Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program;
- Termination or dismissal from employment.

Additional information concerning the policy, the Drug-Free Workplace Act, and the Drug-Free Schools and Communities Act Amendments of 1989 are available from the Personnel Director.

Section E

HARASSMENT & DISCRIMINATION

Harassment and Discrimination Policy

Policy Type: Administrative Policy

Policy Number: 200-26

Adoption Date: June 9, 1987

Review Date: January 22, 2013

Revision Date: January 20, 2004

Pratt Community College is committed to providing for any member of the College community, 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.

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion to a person's race, color, gender, age, sexual orientation, religion, disability, national origin, political affiliation, veteran status, or other characteristic recognized by that person as important to his/her culture or lifestyle. It is harassment if the conduct also includes one or more of the following:

- a. Has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment;
- b. Has the purpose or effect of unreasonably interfering with an individual's work or study performance;
- c. Otherwise adversely affects an individual's employment or educational opportunities.

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- b. Submission to or rejection of such conduct is used as the basis for employment decisions affecting that individual.
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive work or educational environment.

A college is a community of learners where strong emphasis is placed on self-awareness and consideration for the lives and feelings of others. While an atmosphere for freedom of expression exists, it must always be in conjunction with a responsibility to observe the rights of one another. In such a setting, there is no place for conduct that diminishes, uses, or abuses another person. For these reasons, harassment of any kind is unacceptable at Pratt Community College.

Anyone who believes that he or she has been the object of harassment should advise the division vice president or the Personnel Director.

Informal procedures exist for dealing with the problem. If appropriate, an attempt will be made to resolve the problem through informal procedures. These discussions will be handled in a professional manner. No formal action on the alleged charge will be taken unless initiated by the complainant.

If informal efforts are unsuccessful, formal procedures exist which allow both parties an opportunity to pursue a resolution. Investigation of a complaint will be conducted in an expeditious manner, assuring release of information only on a need-to-know basis consistent with principles of due process and fundamental fairness as follows:

1. The complaint must be in writing with sufficient specificity.
2. A person bringing a complaint founded in good faith will suffer no retaliation.
3. The person charged will be promptly notified and given an opportunity to respond.

Any individual will have up to 90 days after the alleged occurrence to file a complaint. It must be recognized, however, that a lengthy period of time between an alleged occurrence and an investigation make fact finding extremely difficult or impossible.

If a complaint is found to be valid, the appropriate disciplinary action, consistent with the degree of seriousness of the harassment, will be instituted up to and including termination or dismissal. Discipline or dismissal of a faculty member will follow the procedures outlined in the current collective bargaining agreement.

Sexual harassment in the workplace is prohibited under Title VII of the Civil Rights Act of 1964. Guidelines were issued by the Equal Employment Opportunity Commission in 1980 incorporating sexual harassment in the workplace as a violation of Title VII. Under Title IX of the Educational Amendments Act of 1972, as clarified by the Civil Rights Restoration Act of 1988, sex may not be a basis for exclusion from participation, denial of benefits, or discrimination in any education program or activity.

The failure of managers, supervisors, and others in authority to remedy discriminatory harassment violates institutional policy.

This is a new policy.

X This replaces policy dated 08-20-01.

Section F

FIRST AID AND BLOODBORNE PATHOGEN ADMINISTRATION POLICY/GOALS/PROCEDURES

First Aid and Bloodborne Pathogen Administration

Policy Type: Administrative Policy

Policy Number: 200-24

Adoption Date: March 12, 1998

Review Date: September 13, 2011

Revision Date: September 11, 2007

FIRST AID AND BLOODBORNE PATHOGEN ADMINISTRATION

Pratt Community College employees should administer first aid only at the level for which they have been prepared through formal training/certification. Bloodborne pathogen precautions as outlined in the college's Bloodborne Pathogen Plan must be followed whenever exposure to body fluids is a possibility. Students should be instructed to consult their personal health care provider for follow-up care. Used first aid kits and/or used bloodborne pathogen kits should be given to the college health nurse to be restocked.

In event of a serious (life-threatening) illness or injury, 911 should be called immediately to administer emergency treatment and transport to a health care facility.

An Accident, Illness, Incident and Offense Report should be completed immediately following any accident, injury or serious illness involving a PCC student or employee that occurs on the PCC campus. This report should be filed in the office of the Vice President of Finance and Operations.

Both Bio-hazard (BH) and first aid (FA) kits will be supplied by the College Health Nurse to the following areas unless otherwise noted.

Office/Department Location

Admission-Registrar

FA only: file cabinets by copier

Chandler Hall

BH only: custodial wkrm and nursing lab area

Ag Power Tech

Instructor's Office

College Health

Nurse's Office

Area 8

FA only: shelf behind secretary's desk

Custodial workroom

BH: Shelves left of door; FA: wall above time clock

Area 9

FA only: secretary's desk

Electric Power Tech

In shop area

Art Lab

BH only: Rm 414, top shelf cabinet at entrance

Fitness Center

On shelves just outside office door

Athletic Training

FA: in trainer's office

Gwaltney Hall

FA: reception area

Auditorium

BH only: sound booth

Learning Resource Center

Top shelf in workroom

Bookstore

FA only: in supply room

Personnel

Only unlocked file cabinet, top drawer

Business Office

BH only: top shelf of cabinet by door

X Replaces policy dated 10-20-03, 10-16-00. **F1**

Section G

CRISIS COMMUNICATION PLAN and EMERGENCY PREPAREDNESS PLAN

**(PROCEDURES FOR TORNADO, FIRE, BOMB
THREAT & OTHER EMERGENCY SITUATIONS)**

ORGANIZATION & ASSIGNMENTS

Emergency Management Group (EMG)

In the event of an emergency which disrupts normal operations, emergency management procedures will be implemented under the direction and control of the President*. He will be assisted by an Emergency Management Group (EMG) consisting of the following: **vice presidents, personnel director, and the coordinator of information services**. The president and the emergency management group will have the authority to determine the short- and long-term effects of the emergency, to order the evacuation or shutdown of the facilities, work in cooperation with local emergency and law enforcement agencies, and to oversee all response activities.

*In the event the President is off campus the chain of command during the President's absence follows in the order indicated:

1. Vice President for Instruction
2. Vice President, Finance and Operations
3. Vice President, Students/Enrollment Management
4. Athletic Director
5. Assistant VP Instruction
6. Dean of Nursing and Allied Health

Emergency Operations Center

If such an emergency arises, members of the Emergency Management Group and other employees assigned to assist in response activities should report as soon as possible to the Emergency Operations Center located in the computer center lab. The basement of the main building will be used as a centralized staging area, with Chandler Hall to be used as a first aid center. (Alternate site: Riney Student Conference Center basement). Communications will be handled via landlines if operable, if not, by cell phones and two-way radios in possession of information technology. Cell phones are not operable in the Student Conference Center basement and minimally in Chandler Hall.

Resources Needed

1. Communications equipment: cellular phones, computer center phones that operate independent of electricity, two-way radios, use of e-mail and an alternate power source for computers. (Responsibility: Computer Center)
 2. Blueprints, etc. for location of utility lines. (Responsibility: Maintenance)
 3. List of students/personnel with telephone numbers, emergency contacts, etc. to be used to notify families of well-being. (Responsibility: Director Res. Life and Personnel)
 4. Backup power for communications and lighting. (Responsibility: Maintenance)
 5. Emergency supplies (food, water)
 6. Equipment for fighting fires, rescue
 7. Shelters
- } Responsibility: Finance/Operations
assisted by Athletic Department

EMERGENCY CONTACT INFORMATION

Emergency management group	Cell Number	Location (Primary)	Ext. (Prim)	Location (Alternate)	Ext. (Alt.)
Dr. Calvert		Computer Center	107	Rec Center Office Weight Room	181 148
Dr. Varrientos	316-299-8568				
Kent Adams	316-641-0260				
Lisa Miller	770-3483				
Communications					
Pinkall, Rita	770-2226				
Sanko, Jerry	770-0846				

Team	Team Leader(s)	Primary		Cell #	Operation Center Contact
		Ext.	Location		(p) primary, (s) secondary
Medical	Gail Withers	x232; Chandler Hall		770-2059	Pinkall
Fire/ Rescue	Kurt McAfee Tim Renner	x151; Athletic Training Room		Kurt: 316-461-8073 Tim: 770-1016	Miller
Inventory	Jennifer Barten	x146; Journalism Office		785-479-1127	Pinkall
Communications	William Lee Janie Whitman	x162 Computer Center		Will: 770-2994 Janie:	Sanko
Facilities Survey/ Safety	Dan Petz Al Wiese	x108; Maint. Work Room		Dan: 770-1374 Al: 770-0021	Adams
Access Control	Mario Tursini Varrientos	Main Building Entry		770-2174 (Security)	Dr. Calvert
Support	Eric Webb	Lower Commons Area Riney Student Center		272-3446	Miller

FIRE/EVACUATION

FIRE PROTECTION:

Any person discovering a fire should immediately activate the nearest fire alarm pull station and call 911 to report the fire. Fire alarm pull stations are located near each outside entrance of all buildings on campus. Activation will send an audible alarm throughout each building. In addition, smoke detectors are located in each of the six residence halls.

Fire extinguisher cabinets are located near each outside entrance of each building. Use an extinguisher only if it is a small fire, otherwise activate the pull alarm and calmly call the fire department at 911 to report the location of the fire. **REMEMBER PEOPLE'S SAFETY IS FIRST CONSIDERATION IN ANY EMERGENCY.**

If a fire extinguisher is used, follow the procedure listed below:

Remove the extinguisher from its place and hold it upright. Stand back 8 to 10 feet from the fire. Follow the acronym PASS.

Pull the retaining pin

Aim the nozzle at the base of the flames, and

Squeeze the handle completely. This will discharge the extinguishing agent at the fire.

Sweep from side to side. Go slightly beyond the fire area with each pass. Once the fire is out wait before leaving the area. You may need to make a further application, in case the fire re-ignites.

In case of fire, the building(s) should be evacuated immediately. REMAIN CALM, and move in an orderly fashion to designated area as follows. Do not use the elevator.

Persons in the Student Conference Center, Gwaltney Hall, Auto Technology Building, Chandler Hall, Beck and Scholarship Halls, and East Hall Apartments should immediately go to the east edge of the campus.

Persons in other buildings should immediately go to the west edge of the campus near the highway or to the east edge of campus by the baseball field. PCC employees should direct students to these areas well away from the buildings to ensure their safety should an explosion occur.

Areas of the building(s) [Electrical Power Distribution Building] that do not hear the fire alarms will be notified by phone by the President's Office or alternate, Personnel or Vice President of Finance & Operations Offices, during the day, or by Security at night:

Faculty should appoint individuals to assist handicapped students as necessary.

TORNADO – NOTIFICATION PROCEDURES

DAYTIME HOURS

1. Notification of a severe weather will be received by weather radios in each building, the switchboard, the office of the president and the office of the VP for Finance and Operations.
2. Upon issuance of Tornado or Severe Thunderstorm Watch by the National Weather Service, an administrator with weather radio access will notify the switchboard. In turn, the switchboard operator will call the following offices with information concerning the watch:
 - President (Ext. 240)
 - Vice President of Finance and Operations (Ext. 250)
 - Vice President of Students/Enrollment Management (Ext. 184)The Switchboard operator and those offices will monitor the radio/scanner.
3. If a tornado warning is issued for Pratt County, the Switchboard operator (or others monitoring radio) notifies the President (or in his absence, the designated administrator-in-charge). He notifies the following:
 - Announcement made over the phone system intercom (**Page Button or *640**) by President's Office (or Alternate - Vice President of Finance & Operations Office personnel).
 - If during noon hour, announcement should be made by the switchboard operator.

EVENING HOURS

Notification of a severe weather will be received by weather radios in each building, the switchboard, the office of the president and the office of the VP for Finance and Operations. The Law Enforcement Center will also notify the security officer over his radio or cell phone that a tornado watch has been issued. He, in turn, will notify the *Evening Administrator On-Call* and the *North Hall Supervisor* or in his/her absence the other Resident Hall supervisors. **Contact numbers are located on the attached Emergency Contact Listing.** Both the Evening Administrator On-Call and the North Hall Supervisor will monitor the radio/scanner and if tornado warning is issued:

The security officer also:

- Makes announcement over phone intercom. (**Page button or *640**)
- Notifies auditorium and gymnasium areas (**In person**).

North Hall supervisor or other resident hall supervisor notifies all residence halls.

If a tornado watch is issued after 8 p.m., on weekends/holidays, during summer months, the Residence Life Supervisors or alternates will monitor the radio/scanner. If a tornado warning is issued the North Hall Supervisor or alternate notifies all residence halls.

Hall	Ext.	Parent	(W) Cell phone	(P) Cell Phone
Novotny	181	Nathan Lawrence	770-1371	
North	192	Jennifer Barton	770-0925	
Beck	657	Britt Weston	770-1006	
Porter	677	Eric Webb	770-1370	620-272-3446
Scholarship	117	Kevin Edwards	388-1512	
Wojciechowski Hall	120	Nick Lobmeyer	770-0925	

TORNADO – SHELTER PROCEDURES

MAIN BUILDING

Supervisor for this area will be the Coordinator of Student Activities {Alternate: Director of Information Technology} A battery operated portable radio and/or scanner will be available in the office of the Coordinator of Student Activities. Everyone should move quickly and calmly to basement area, if possible (lower commons area, halls, student services area etc.) and stay as close to walls as possible. If there is not time to go to basement, move to inside halls away from door and windows.

Evacuate gymnasium, auditorium, shop, or other areas where there is a large ceiling area.

STAY AWAY FROM WINDOWS AND GLASS DOORS!

RESIDENCE HALLS

Novotny Hall – move to laundry room and television lounge in basement area, inside halls, and away from windows and doors.

Beck Hall – move to inside halls away from windows and doors or shelter in East Hall Apartments.

North Hall – residents on the top floor should move to lowest floor to inside halls away from windows and doors; first floor residents should move into their bathrooms.

Porter Hall - move to inside halls away from windows and doors or shelter in East Hall Apartments.

Scholarship Hall – residents on the top floor should move to lowest floor to inside halls away from windows and doors; first floor residents should move into their bathrooms.
Wojciechowski Hall Apartments – Move to designated shelter area.

GWALTNEY HALL AND AG POWER TECH BUILDING

(Supervisor: Dean of Technical Education) Move to basement hallways surrounding Dennis Lesh Sports Arena.

ELECTRICAL POWER TECHNOLOGY CENTER

(Supervisor: EPT Instructor) Move to shelter in East Hall Apartments. Instructors will be issued key cards for access.

CHANDLER SCHOOL OF NURSING AND ALLIED HEALTH

(Supervisor: Dean of Nursing and Allied Health) Move to safe rooms in Art Room 414.

RINEY STUDENT CENTER

(Supervisor: Food Service Director) Move to basement hallway away from windows.

ALL CLEAR

The all clear will be announced either over the intercoms or in person. The residence halls will be notified over cell phones or in person.

HAZARDOUS MATERIALS INCIDENT

HAZARDOUS MATERIALS INCIDENTS:

- Flammable, combustible, explosive, toxic, noxious, corrosive, oxidizable, and irritant or radioactive substances.
- A hazardous materials spill or release can pose a risk to life, health or property.

HAZARDOUS MATERIALS EMERGENCIES:

Hazardous materials incidents occur without warning. For incidents occurring on campus, the person discovering the incident should immediately contact the instructor or supervisor of the area at the following extension numbers to take the appropriate actions according to the Materials Safety Data Sheet (MSDS).

Department	Contact	Ext.	Office
Physical Sciences	Carol Bonham	205	33
	Steve Behymer	244	
Biological Sciences	Kip Chambers	243	
	Jason Ghumm	249	
Automotive	Greg Bacon	189	60C
	Daryl Lucas	227	
Electrical Power	Lane Gourley	127	EPT Center
	Dave Campbell	271	
Ag Power Technology	Luke Laha	165	101
	Rod Stewart	272	204
Maintenance Dept.	Dan Petz	132	73
		770-1374*	
	Al Wiese	770-0021*	
	Tim Renner	770-1016*	

*Denotes contacts outside of normal business hours

Should a hazardous materials spill occur in close proximity to the campus (i.e. on highway or railroad), the County Emergency Preparedness Director should be contacted through the Law Enforcement Center (**911 or 672-5551**) and he will determine the appropriate actions to be taken.

Biohazard clean-up kits are listed in part 4 - Maps starting on p. 48.

CIVIL DISTURBANCE/BUILDING SECURITY

During business hours, suspicious, intoxicated, or individuals creating a disturbance should be reported to the President (if President is not available, follow the chart below) immediately. If necessary, he will contact law enforcement authorities. Employees/students should avoid becoming involved in the situation by arguing or attempting to interfere and should leave the area of disturbance.

Order	Contact	Ext	Cell phone	Office
1	Dr. Calvert	240		49A
2	Kent Adams	140	316-721-7757	43A
3	Jim Stratford	121	770-2628	41A
4	Lisa Perez-Miller	185	770-3483	48F

Outside of normal hours, call security – 770-2174

SUICIDE INTERVENTION

PROCEDURE:

If any employee has reason to believe, either through direct knowledge or through a report from someone, that a person is in any danger of harming himself/herself, that employee must intercede in the situation immediately according to the following procedure.

- 1) Your responsibility for the students well-being ends after one of two situations:
 - i) You **and** the Student Success Center decide the student's threat to their self is over.
 - ii) You transfer responsibility to: the student's family, a more qualified PCC employee, or a trained mental, medial, or law professional.
- 2) If possible, ask the following questions of the student:
 - a) Are you having thoughts of harming yourself?
 - b) Do you have the means to carry out your plan (pills, gun etc.)?
- 3) With answers in hand
 - a) Stay with the student until another individual takes responsibility.
 - b) Call the student success center x156; divulge the answers to the questions as part of your conversation with the student success center. Based on that conversation the way to move forward is unique to the employee and student in the situation.
 - c) At the conclusion of your interaction with the student fill out the Suicide Intervention form at the back of the emergency operation plan, or on the I drive under the "Emergency Planning" folder.

- 4) Student Success Center (SSC) intervention:
 - a) The SSC is to discuss the student's options with the employee who contacts the center.
 - b) Remind the employee that they are to stay with the student until the intervention is concluded based on *your* assessment, or handed off to a psychological, law enforcement, or medical professional.
 - c) The SSC is responsible for notifying administration of the situation.
 - d) If it is in the best interest of the student, the SSC is to contact the student's emergency contact. If a student is in duress due to the relationship of the emergency contact, it is in the best interest of the student to:
 - (1) Notify the police of the situation
 - (2) Check the student into a facility capable of protective services
 - e) If the student is in need of services above the capacity of the employee with the student or the individuals in the SSC the following can be contacted.
 - i) Horizons Mental Health Center (602 E. 2nd St..) 620-672-2332
 - ii) Pratt Regional Medical Center (200 Commodore St.) 620-672-4751
 - iii) Pratt Police Dept. (303 S Oak St.) 620-672-5551

Once a decision has been made to either release the student, or transfer responsibility of the student's well-being from PCC to another entity the Student Success Center is to file a Suicide Intervention form with the SSC, found in the back of the Emergency Operations Plan or in the I: drive under Emergency Operations. Discuss the *decisions made*, and *who* accepted responsibility for the student's well-being. Outside of normal business hours: Call police for intervention, do not leave student unattended.

ACCIDENT/SERIOUS INJURY/ILLNESS

DEFINITION:

Emergency through which one or more are sick or injured. Immediate concern is to aid the injured or sick.

STEPS OF ACTION:

1. If it is a serious illness, accident or injury, call emergency services (911).
2. Stay with the injured/sick person. DO NOT move victim; locate and use AED (defibrillator) or initiate CPR/first aid if you have training and if needed.
3. Notify the President's Office of the incident and complete a college incident report to be filed with the VP of Finance and Operations Office.

PERSONNEL ROLES - CRISES TEAM LEADERS

- Coordinate appropriate services.
- Notify emergency services, President, Vice President and family, as directed.
- Assist with communications and first aid, as appropriate.
- All staff will assist with keeping the area open for health care providers and discourage onlookers and extra persons from being in area. Move non-involved students away from the crisis situation.
- AED defibrillators are located in the Riney Student Center, Benson Education Center (training room and east hall by Riney Art Gallery), Chandler Hall and Scholarship Hall.
- Bio-hazard (BH) and first aid (FA) kits are in the following areas unless otherwise noted. **The situation should be assessed for personal risk factors prior to assistance/intervention.*

Office/ Department	Location	Office/ Department	Location
<i>Admissions/ Registrar</i>	FA only: file cabinets by copier	<i>College Health</i>	Nurses office
<i>Ag Power Tech</i>	Instructor's office	<i>Custodial wkrm.</i>	BH: Shelves left of door; FA: wall above time clock
<i>Area 8</i>	FA only: shelf behind secretary's desk	<i>Electric Power Tech</i>	In shop area
<i>Area 9:</i>	FA only: secretary's desk	<i>Fitness Center</i>	On shelves just outside office door
<i>Art lab</i>	BH only: Rm 414, top shelf cabinet at entrance	<i>Gwaltney Hall</i>	FA only: Reception Area
<i>Athletic Training</i>	FA only: in trainer's office	<i>LRC</i>	Top shelf in workroom
<i>Auditorium</i>	BH only: Sound booth	<i>Personnel</i>	Only unlocked file cabinet, top drawer
<i>Auto Tech</i>	BH: on file cabinet in upper office; FA: Darryl's office	<i>Residence Halls</i>	Located in hall supervisor apartments
<i>Bookstore</i>	FA only: in supply room	<i>Science Labs</i>	Lab prep rooms
<i>Business Office</i>	BH only: top shelf of cabinet by door	<i>Student Rec Center</i>	BH: shelves just outside office door; FA: file cabinet in office
<i>Chandler Hall</i>	BH: custodial wkrm and nursing lab area	<i>Switchboard</i>	Under desk

DEATH AND DYING

STEPS OF ACTION:

1. Summon emergency help. 911 / 672-5551
2. Isolate area where death occurred.
3. Move all those who witnessed death to a separate location.
4. Notify support staff needed to assist.
5. Notify President's Office.

PRESIDENT OR APPROPRIATE VICE PRESIDENT

1. Arrange notification of next-of-kin and provide support as needed.
2. Determine the need to reassign staff for class coverage or change the schedule or location of a class.
3. Determine the time and method for communicating to the remaining staff, students and public about the death.
4. Secure personal belongings for either police or family.
5. Notify other administrators.
6. Notify building Crisis Team Leader.
7. Determine plans for the remainder of the day or week.
8. Establish follow-up of staff and students who were affected by the death.

DIVISIONAL ADMINISTRATIVE ASSISTANT, PERSONNEL DEPARTMENT:

1. Communicate appropriate memorials from the funeral home.
2. Remove name of victim from mailing lists, billing lists, memos, absence lists, etc. as quickly as possible.

UNWANTED INTRUDER: BUILDING AND GROUNDS

The goal is to maintain calm and order and not disrupt the classroom any more than necessary. Students will not be alerted unless necessary. Faculty/staff are to stop any suspicious person and inquire as to his/her business in the building. Law enforcement officers will be called when any person poses a threat to the safety of students or staff.

- If the intruder is in the hall, one or more faculty/staff members should determine the business of the intruder, ask the intruder to leave or contact a VP/Dean (daytime) or a security officer (evening). The Law Enforcement Center (911) will be called when any person poses a threat to the safety of students or staff.
- If the intruder is in a classroom, a faculty member should send a student to the nearest Administrative Office for help.
- If a weapon is involved stay put.

SIGNALS:

- Alert Signal via intercom “**Sorry to interrupt. The Intruder on Campus is in/near Room ____.** He/She is armed with ____.” Update with new location if the intruder moves. Cancel by announcing: “The IOC meeting has been canceled.”
- Alert Signal via AlertNow Notification System will also be utilized with the message “Intruder on campus. Lock down immediately.”

STEPS OF ACTION:

1. Give signal and call 911. When calling 911, advise if there is a weapon. Try to give a description of the person by noting clothing, gender, race, etc.
2. Take students into protected classrooms; lock doors, if possible.
3. Check restrooms and vacant rooms.
4. Move students away from doors and glass.
5. Any faculty/staff member who can see them will direct students who are outside to go to the nearest building. Students are to remain there until an “all clear” signal is given.
6. Any staff member may send students inside when they feel there is a need to do so.

PERSONNEL ROLES - CRISES TEAM LEADERS:

- Announces warning signal. Computer Center will serve as the command post. If necessary, help evacuate students.
- Phone 911 and the personnel at the office of the President. Staff will provide emergency student list with home phone numbers.
- Stay with and protect students, provide first aid, and take roll. Lock rooms.
- Provide first aid and assist with evacuation, if necessary.

LOCKDOWN

Lockdown and Shelter in Place procedures are implemented in response to unsafe conditions either inside or outside of campus buildings. Unsafe conditions may involve hostile intruder(s) being observed on campus and attempting threatening or actively causing death or serious bodily injury to a person(s). The following procedures should be followed.

LOCKDOWN:

The first administrator aware of the need to lockdown campus will first use the PA system and then the AlertNOW procedure to send a signal to all enrolled in the service to lockdown, remain where they are until an all clear signal is given, remind them that this is not a drill there is a clear and present danger on campus. Remain in-doors with your doors and windows locked.

If the lock down signal is given during business hours employees are to lock office doors and keep them locked until the all-clear signal is given via AlertNOW.

STEPS OF ACTION:

All employees with universal keys are to lock all doors in the hall way they are located when the lockdown order is given.

Maintenance will make contact with the administrator that gave the lockdown order to coordinate the remainder of the buildings.

Once the all-clear signal is given over AlertNOW the Emergency Management Group is to:

1. Meet in the President's office to debrief the situation
2. Determine if an ongoing/reoccurring threat is apparent
3. Notify students/employees the cause for concern
4. Make available/known the on-campus counselor

BOMB THREATS

In case of bomb threats, the person receiving the threat should immediately notify the President (Ext. 240) (or in his absence, the administrator in charge). He/she will notify law enforcement officials and start notification to evacuate buildings. If there is no answer on 1st call, immediately announce the threat and advise evacuation of building. Operator then calls 911 and exits the building. Notification will follow the procedures listed for tornadoes. The buildings should be immediately evacuated. REMAIN CALM and move in an orderly fashion to designated area as follows.

- Faculty should assign students to assist handicapped persons as needed.
- Persons in the Student Conference Center, Gwaltney Hall, Chandler Hall, Ag Power Technology Building, and Scholarship and Beck Halls should immediately go to the east edge of the campus on east side of Stanion Field fence.
- Persons located in other buildings should immediately go to the west edge of the campus near the highway. PCC employees should direct students to these areas well away from the buildings to ensure their safety should an explosion occur.

Prior to the arrival of the Police and/or Fire Department, all entrances to the building(s) involved must be monitored to assure that the buildings are clear and no one enters.

MONITORING ASSIGNMENTS:

1. Vice President, Students/Enrollment Mgt.Student Center
2. Dean of Technical InstructionGwaltney Hall, Ag Power Tech Bldg., EDP Building, and Auto Tech Area
3. Vice President, Instruction _____
Athletic Director _____
Vice President, Finance and Operations _____
President _____ } Main Building
4. Director of Residence LifeResidence Halls
5. Dean of NursingChandler Hall

PRACTICE DRILLS:

Practice drills will be held periodically. All employees and students will participate following all procedures noted in this plan. When conducting practice drills of any type, personnel noted in paragraphs 1-5 above will act as monitors to assure all procedures are followed. After each drill, report any discrepancies, observations or recommendations to the President.

(Response procedure on next page)

BOMB THREAT RESPONSE

SIGNALS:

Continuous ringing of the fire alarm or announcement on intercom.

STEPS OF ACTION:

1. If phone threat is made, obtain as many details as possible. Complete the check list below.
Do not hang up. Stay on the line to try to trace the call.
2. Get Caller ID if phone is equipped to do this.
3. Call 911 for professional assistance.
4. Move persons from the building to a distance of at least 100 yards, using outlined fire drill procedures and extending the outdoor time as necessary. If possible, the Instructor will carry the roster of assigned students and remain with those students.
5. Do not disrupt an expeditious search of the facility by appropriate officials.

THREATENING CALL CHECK LIST:

1. When is a bomb going to explode?
2. Where is the bomb now?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause the bomb to explode?
6. Did you place the bomb? Why?
7. What is your name? What is your address?

Caller I.D.:	Sex of Caller	Age	Race	Length of Call
Caller's Voice:	Calm	Distinct	Raspy	Deep breathing
	Soft	Familiar	Angry	Loud
	Slurred	Excited	Deep	Clearing throat
	Laughing	Nasal	Slow	Crying
	Ragged	Stutter	Rapid	Lisp
	Disguised	Accent	Normal	Cracking voice
Background Sounds	Music	Street noises	Factory machinery	Voices
	Static	Office machines	P.A. System	Local
	Restaurant noises	House noises	Animal noises	Long distance
	Other	Phone booth	Clear	Motor
Threat Language:	Well spoken	Foul	Incoherent	Irrational
	Taped	Educated	Message Read by threat maker	

CRISES TEAM LEADERS RESPONSE

- Determine need for evacuation, and notify staff accordingly.
- Gather information from staff on anything suspicious, and assess injuries.
- Assign auxiliary person to first aid assistance at evacuation site.

- Secure the scene. Designate command post.
- Phone 911, as directed and phone the President's Office
- Take emergency list of students, showing home phone numbers, to command post.
- Evacuate and remain with the students. Take roll.
- Assist with the evacuation. Report to the president or one of the VPs.
- Check bathrooms and other spaces for persons

COMMUNITY HEALTH CRISIS

A health crisis is defined as any health condition affecting the community at large, or where the cause of an individual illness puts the community's health at risk. Illnesses that are considered community health emergencies generally are of an infections nature. This includes food borne illnesses, community illnesses and/or water-borne diseases or a pandemic flu outbreak. They generally are of outbreak (3 or more cases caused by the same organism) or epidemic proportion and often impact a college activity such as Residence Life or Dining Services. Every attempt is made to diagnose the condition early, localize the source, stop the spread, and in a controlled way, warn the at-risk population about illness prevention.

SIGNALS:

In the event of a campus-wide health crisis, the campus is to move to a semi-lockdown status to minimize the risk of contamination. The message should be relayed through the AlertNOW system; to urge students/employees to remain in their rooms/offices for the time being until the threat has been assessed.

In the event of a full crisis biohazard should be contacted (via 911) and control of the situation transitioned to the trained professionals.

MONITORING ASSIGNMENTS:

Three conditions must be met for a pandemic to occur:

1. A new influenza virus subtype emerges;
2. The virus infects humans; and
3. The virus gains efficient and sustainable transmission from human to human.

If a virus would gain sustainable, efficient transmissibility, the public health strategy would focus on slowing the spread because it would be virtually impossible to stop it.

The EMG will meet, if cleared by the biohazard team, to assess the current situation. Ultimate decisions should be made in conjunction with health officials.

SUSTAINED POWER LOSS

An occurrence commonly related to severe weather, power loss is a reality when relying upon conventional sources of electricity. Power loss becomes an emergency on campus when the loss lasts for more than fifteen minutes. Momentary outages will affect personal computers minimally, and have zero effect on campus servers. However, prolonged periods (greater than fifteen minutes) of power loss will have an effect on campus servers.

STEPS OF ACTION:

In instances of power loss outside of normal business hours:

1. Immediately contact the Emergency IT person at – 770-2643 and inform them of the loss of power on campus.
 - a. If power is restored before the Emergency IT person reaches campus and within 10 minutes of loss of power call back the Emergency IT person and inform them that power has been restored within 10 minutes.

- b. If the power outage lasts more than 10 minutes, the IT person will need to come onto campus to check the status of the server and if the server is down to reboot the system.
2. Once the security guard on campus has contacted the Emergency IT person, they are to move throughout the dorms until power has been restored to ensure students are safe.
3. After power has been restored and the threat of future power loss has passed Security is to file an incident report that notes the approximate time of power loss, the time of the Emergency IT contact, and approximate time power was restored. Also include a narrative of decisions made as a result of the power loss.

In instances of power loss during normal business hours:

1. IT personnel are to shut down the server in outage lasts more than five minutes.
 - a. If the threat of future outages has passed (30 minutes has passed with no additional power outages), IT personnel are to restart the system.
 - b. If the threat persists, IT is to leave the system shut down until the following morning, returning to campus in ample time to restore the system before business resumes the following morning.

Section H

FINANCE AND OPERATIONS PROCEDURES

PURCHASES

ALL items purchased must have prior approval and an approved purchase order **before** the purchase is made. A password to access the eRequisition (on-line purchase order) program will be assigned to each employee following eReq training by the computer center. Once the requisition has final approval, the originator will be notified by e-mail and the purchase can be made.

PROCEDURES FOR THE USE OF THE COLLEGE MASTERCARD

1. Procedures for the Purchase Orders regarding credit card expense are the same as any Purchase Order. Requisition for the MasterCard must first be made on-line using the eReq Program. When the requisition has final approval you will be notified by e-mail.
2. The MasterCard can be checked out by the cashier. In order for the card to be issued, the cashier must first receive the approved copy of the Purchase Order for the related expense.
3. The e-Req vendor name will be MasterCard.
5. When the card is returned, all receipts of the credit card purchases must be submitted to the cashier.
6. Cards should be returned to the Cashier immediately following use.

PETTY CASH PROCEDURE

Reimbursements from Petty Cash are to be made for small cash expenditures up to \$25.

The Petty Cash Voucher is found on the intranet site as an on-line form. This form is to be printed out, completed and receipts are to be attached. The completed form with receipts is to be submitted to the department chair/Vice President for Instruction for approval. It is to then be submitted to the Vice President for Finance and Operations. When the form has been completely processed, the Cashier will notify individuals by e-mail that their petty cash reimbursement is ready to be picked up.

Both the person paying out petty cash and the person receiving the reimbursement must sign the form.

MONTHLY EXPENSE REIMBURSEMENT

A Monthly Expense Reimbursement form is to be used whenever there is a reimbursement due an individual for mileage, meals, workshop expenses, etc. The expenditure should be pre-approved before made and all receipts and other back-up must be attached before the form is submitted for signatures. Reimbursements will be made once a week. If expenditures happen on a monthly basis, reimbursement requests should be submitted monthly and in a timely manner. All receipts **must** be attached.

TRAVEL ADVANCE PROCEDURE

Travel advance requests must be submitted to the cashier three working days before the advance is to be paid. All travel advances must be approved by the requestor's department head (and the VP of Instruction if in that Division) and the Vice President for Finance and Operations. The request form is filed with the Cashier until the advance is paid.

The Travel Advance form must show the account number, department and fund to be charged, the dollar amount requested, the date the advance is needed, and a description of the expenditure.

All travel expenses that exceed \$500 or are for out-of-state travel must be submitted to Financial Working Group for consideration and recommendation to the president before commitment is made. The financial working group form must be attached to the Travel Advance request form.

TRAVEL RECONCILIATION PROCEDURE

Travel reconciliation forms must be returned to the cashier within three working days after the travel is completed.

The reconciliation form needs to list the amount of advance received, expenses paid out, the amount of cash returned or reimbursement due, account number to be charged and the dates of travel. **Monies returned must be in cash, not personal checks.**

Receipts to back up all expenses must be attached to the reconciliation form. Receipts must be itemized. Forms must be signed by the requestor and approved by the appropriate Vice President or athletic director.

Travel Expenses

Policy Type: Administrative Policy

Policy Number: 500-12

Adoption Date: November 1, 1968

Review Date: December 18, 2012

Revision Date: December 18, 2012

The College will reimburse reasonable and ordinary travel expenses deemed necessary by the administration for the conduct and support of the college mission. Funds will not be used to support activities or positions that are contrary to policy or that are considered by the President as not being in the best interests of the College.

Travel requests when the travel is out-of-state or the total amount of the trip is more than \$500 must go through Financial Working Group for approval prior to travel occurring. Claims for reimbursement must be presented on a College Travel Request and Expense Reconciliation Voucher. Detailed written receipts from the vendor must be submitted for all travel expenditures. Credit card receipts with amounts only will not be accepted.

Reimbursement will not be allowed for alcohol, tips in excess of 20 percent, personal telephone calls, in-room hospitality bars, entertainment, or room service except as noted elsewhere in this policy. Reimbursement will not be allowed for beverages, snacks and desserts that are not purchased with a meal or as a meal. Room service charges will be allowed only under extreme circumstances. Such circumstances would be late arrival, illness, etc.

It is preferable that all College travel will be made in College owned vehicles as noted in Policy 500-06, however employees may choose to use their private vehicle, which will be reimbursed at a rate set by the college. Use of a rental car while on college business requires prior approval from the Vice-President of Finance & Operations or the President.

Airline travel will be at the lowest fare possible and will be limited to coach fare. If the employee is given permission in advance to take a personal vehicle, the maximum mileage reimbursement will be the lowest quoted airfare. One day drive time will be allowed each way. Additional days must be taken as vacation or personal leave. Meal and lodging reimbursement will be limited to one day each way.

Meal and lodging reimbursements will be allowed as follows:

If the employee is away from their place of residence prior to 7:00 a.m., breakfast reimbursement not to exceed \$7.50 will be allowed, lunch reimbursement, not to exceed \$8.00, will be allowed if travel requires the employee to be away from their principal work location between the hours of 11:00 a.m. and 2:00 p.m. If an employee does not return to their place of residence until after 7:00 p.m., dinner reimbursement of up to \$16 will be allowed.

Meal reimbursements will be non-taxable to the employee if the meal expenses are incurred while the employee is traveling away from their principal work location as detailed above and meals associated with the conduct of college business if there is a clear business reason for incurring the expense. The receipts must be itemized and have the guests' name(s) and the business purpose of the meeting.

If the meal does not fall under the above circumstances, the meal expense will be considered taxable income to the employee if they are approved for reimbursement. If meal expenses are reimbursed and are deemed taxable income, the amount of the expense will be added to the employee's gross wages as taxable income. Social security and income tax withholding will be withheld for the amount of the reimbursement.

Lodging rates will be limited to \$115 per night. Meal and lodging rates will be increased for high cost areas such as New York, Washington DC, and California. For other potential high cost areas check with the Vice President of Finance and Operations prior to travel. In high cost areas the daily meal allowance will be: Breakfast \$10.00, Lunch \$13.00, Dinner \$26.00.

Travel expenditures are exempt from Kansas sales tax if paid for with college funds. A copy of the college's exemption certificate is required by all vendors to be eligible for the sales tax exemption. Employees should secure copies of the exemption certificate from accounts payable prior to traveling.

The rates as outlined are maximum limits. The Director of Athletics, Vice President of Students/Enrollment Management and individual club sponsors will determine limits for student travel and/or meals.

x This replaces policy dated April-6-2010, May-13-2008, Jan-30-2007, 03-22-2004, 4-1-1997.

PROCEDURE FOR TUITION REMISSION

Regular Professional Employees, their spouses and unmarried children may attend classes at the College tuition-free, provided such individuals are not attending school on athletic scholarships. This is as provided in the PHEA Agreement. A Request for Tuition Remission form must be completed.

PROCESS TO READY OUTGOING MAIL

1. Outgoing college business mail should be placed in the "mailbox" at the switchboard by 3:30 p.m. each day to insure that it goes out that day. Personal mail should be placed in the mail drop box outside of the building, north of the Learning Resource Center.
2. When the same access code is used by more than one person, their mail should all be included together each day. Each piece of mail should face the same direction. Be sure to write your access code above the return address. (Mail without an access code will be placed in the dead letter box until an access code has been assigned to it.)
3. Contact the switchboard for bulk mailing information.

FLYERS MUST BE MAILED IN ENVELOPES unless using paper that is heavier than regular copy paper (card stock, bond paper, etc).

FACILITIES USE PROCEDURES

The number of organizations, both on and off campus, that use our facilities necessitate the formation of written procedures to ensure the requestor know with certainty what facilities they can use, to enable the College to provide the necessary facilities in a timely manner.

1. All requests must be in writing and on the Facilities Use Form. These forms are located on PCC's intranet site. Forms must be submitted to the Assistant to the Vice President for Finance and Operations
2. All requests must be approved by the Vice President for Finance and Operations or the Assistant to the Vice President for Finance and Operations. No other person, (except the President) is authorized to approve or make changes in the facility requested.
 - a. If a change in request is made by the Vice President for Finance and Operations' office, the requestor will be notified verbally and a copy of the changed facilities use form, with the changes noted returned to the requestor.
 - b. If the form is approved, the requestor will be notified by e-mail.
3. Facilities will be booked on a first come, first served basis. School activities will take precedence over outside organizations.

4. Outside organizations (except for large events such as the Miss Kansas Pageant) may not reserve facilities more than 60 days in advance.
5. Upon approval the facilities use form will be copied and sent to the Director of Buildings and Grounds if special arrangements are required and to the cafeteria if food service is required. A copy will be sent to the Business Office if billing is required. If the use of the auditorium is needed, a copy will go to the auditorium manager. If the use of the Art Gallery is needed, a copy will go to the Art Director. If audio visual equipment is needed, a copy will go to the coordinator of instructional technology.
6. Facilities must be requested to allow time for the approval process to operate. No facility use will be approved the day of the event if any equipment or food service is required.
7. Outside organizations may be charged for the use of the college facilities. A list of current charges is available upon request.
8. The auditorium cannot be used by any organization if it requires the use of special lighting unless a person approved by the college to operate the lighting system is present. Such organizations must pay \$10.00 per hour for operating the lighting system in addition to any other charges.
9. A college employee must be present for each activity scheduled. A cost of \$20.00 per hour will be charged for the time of such employee if it is an activity that college employees are not involved in.

Scholarship Award Policy

Policy Type: Administrative Policy

Policy Number: 700-22

Adoption Date: May 20, 1996

Review Date: March 5, 2013

Revision Date: March 5, 2013

FINANCIAL AID AND SCHOLARSHIP REVIEW POLICY

This policy governs the administration of the financial aid and scholarship programs.

1. All letters of intent will contain the statement:

“Violations of college policies and violations of state/local laws are grounds for termination of this scholarship.”

2. Scholarships will be limited to 18 semester hours with an allowance of 9 semester hours for developmental courses. Kansas resident students with a GPA of 2.25 or higher may apply for scholarship aid for additional hours with the approval of the student’s advisor. But, granting of such aid is dependent on the availability of funds. The Financial Aid Director will be the approving authority.

3. The 18-semester hour limit will not apply to participation courses required for scholarship eligibility. Examples of participation courses are: orientation, varsity sports, fine arts, student learning improvement and agriculture techniques etc. A maximum of 3 credit hours per activity will be allowed each semester unless approved by the Vice President for Instruction.

4. The loan of books scholarship will be limited to 18 semester hours except for those students enrolled in developmental courses. The loan of books scholarship is not authorized for courses approved for additional aid over the 18 semester hour’s limit. Workbooks and other materials are not part of this scholarship.

5. The Financial Aid Director will announce a deadline date for scholarship renewals.

6. The GPA requirements for retention of PCC scholarships are 2.0 with the following exceptions:

a. Above and Beyond, Awards of Excellence, and Presidential Scholarships would remain as published in the college catalog.

b. Scholarship limits that may be established by the donor of a particular scholarship.

7. GPA requirements apply at the end of the first semester. The Registrar will review GPA requirements at the end of each semester, automatically place on probation students whose GPA falls between 1.5 and 1.9, and inform the students, their advisors and coaches, Director of Student Success Center and the Vice President of Instruction of that action. For those students who do not meet GPA requirements at the end of the next semester, the Financial Assistance Committee will be the approving authority for reducing or discontinuing financial aid and/or scholarship aid. The academic/vocational departments’ recommendation and, in the case of an athlete, the Athletic Director’s recommendation must be considered in the committee’s deliberations.

8. Each year the college provides a limited number of need-based scholarships for students. These awards are available to the entire student population and are based on financial need rather than ability. To qualify for consideration for a needs-based award, a student must have verified their financial need through the college’s financial aid office. Returning students in good academic standing receive priority consideration.

9. Students receiving scholarship awards in the amount of \$500 or greater will be required to enroll in 16 credit hours per semester, with a minimum of 32 credit hours per academic year, to retain their scholarship award. Exceptions to this requirement can be authorized by the administration in isolated cases of just cause. Students in the nursing program are excluded from this requirement

10. If a student has initially enrolled in 16 hours, drops * a course for whatever reason after the 20th day, the student receives a “W” grade in the course, is still technically enrolled in 16 hours, because “W” grades remain on their transcript and the hours they drop were originally counted for FA, eligibility, state reimbursement, ect. The student does not have to add back an equivalent amount of hours to equal the 16 hours or be actively “attending” 16 hours.

11. If the student “drops” * courses prior to the 20th day and falls below the 16 hours required, the hours they drop do not receive a grade, are removed from their transcript, do not count for FA, eligibility or state aide and is not enrolled in 16 hours, so the student must add back hours equivalent to 16 hours. If the student does not add back hours equivalent to 16 hours, scholarship will be revoked.

12. If student attends a class one time during the first week of the course and does not drop the course during the refund period, student is responsible for tuition and fee payment.

13. On line courses count in meeting the credit hour requirement but are not eligible for scholarship aid.

* There is a difference between “withdraw” which occurs after the 20th day and “drop” which occurs prior to the 20th day.

Regent, Private, Out-of-State College and University Scholarship Information

Scholarship information including brochures, applications, letters of information, phone inquiries, etc., received by faculty and staff should be forwarded to the Financial Aid Office for coordination, distribution and promotion. This includes, but is not limited, to the following:

- * Presidential transfer, departmental, and/or community college transfer scholarships.
- * Civic club, fraternity, sorority, corporation, or church related scholarships.

The Financial Aid Office will be responsible for summarizing the information as it arrives. Deadlines and contact information will be highlighted. Information will be made available through the Financial Aid Office and will be marketed through campus clubs and organizations, residence hall mailboxes, official posting boards, academic advisors, the college newspaper, etc.

Reviewed 10/04

Work Study

Work study is packaged in the tentative award letter and information on the work study program, as well as an application, are mailed with the tentative award letter. Students interested in Work Study must make application. Students are assigned positions by the Financial Aid office. If the supervisor or student finds that the placement is not satisfactory, they contact the Financial Aid office.

Supervisors may request a returning student who worked the previous year and that student will be assigned as long as the required paperwork is complete. Many students will be assigned positions and have the appropriate paperwork on file before school begins. When the student arrives on campus, he should see the Financial Aid office, pick up a time sheet and contact his supervisor so that they can meet, plan the calendar work schedule and discuss the job and its requirements.

Students are not to work hours during scheduled class times.

Required paperwork includes the employment packet. Forms include: Verification (Form I-9) Employment Eligibility, W-4 Form, Oath/Affirmation of Employee Form, Drug Free Workplace Statement, Direct Deposit Form, and the Work Study Contract. Before a student may begin work, all paperwork must be completed and on file in the Financial Aid office. The W-4 and Direct Deposit Forms are copied for the student file and originals are delivered to payroll. For identification, copies of the student's driver's license and Social Security card or birth certificate are acceptable.

Time sheets are due on the last work day of the time period or the following Monday if the due date falls on a weekend. (Time sheets for the last period while school is in session must be turned in by the last day of the term in order to be paid. Summer work study students must turn in time sheets by the usual deadline.) Time sheets must be signed by the supervisor and turned in to the Financial Aid office. Upon receipt of the time sheet in Financial Aid, the student will be given a new one for the next time period. Financial Aid records the hours worked, files a copy in the student file, and delivers the original time sheet to the Business Office.

Reviewed 4/02

Reviewed: 10/04

Section I

STUDENT SERVICES PROCEDURES

Pratt Community College

No. SS 400-01-P1-R

Refers to Policy(ies) 400-01

Procedure

Date 4-00

Degree or Certificate Summary or Checks

Students may request a degree or certificate summary or check to be completed from the Office of Registrar. A summary or check of the student's records determines the remaining requirements necessary to complete a degree or certificate from the college. The Office of the Registrar will review the student's PCC transcript, transfer transcripts, military credit evaluation or evaluation of courses transferred from a vocational/technical school.

Degree checks may be completed throughout the year at the student or advisor's request. Students are asked to complete a Request for Degree Check form available in the Office of the Registrar or Student Services Office and return it to the Office of the Registrar or to the Student Services Office or go to the Pratt Community College web site to electronically send a request to the Office of the Registrar. **The Office of the Registrar will also accept an e-mail request for a degree check.** The Office Assistant will print off the student's PCC transcript and attach it to the student's folder along with the Request for Degree Check form for the summary/check to be completed by the Registrar.

The Registrar will complete the Summary of Degree Completion form. A copy of the Request for Degree Check, current PCC transcript, other college transcripts and summary are attached. This information is on file in the student's official record for future reference. A copy is also forwarded to the advisor for review.

The original copy of Summary of Degree Completion form is in the Registrar's office for the student to pick up and review. Students should allow a one-week turn-around time for completion of this process.

Updated 07-26-2010

Prospective Student Follow-up

Prospective Student Follow-up is made by the admissions representative that is assigned to the territory in which the student resides. Faculty can also be involved with personal follow-up of a prospective student. Academic, athletic, and activity interests are compiled and provided to instructors, coaches, and sponsors on a bi-monthly basis. Follow-up is to be made within the month.

Reviewed 7-13-09

Section J

SYLLABI FORMAT

All courses must have a syllabus following the approved syllabus format. The syllabus must be distributed to students the first day of the class. All syllabi must also be saved to the master electronic file according to the following directions.

SAVING SYLLABI TO MASTER FILE

1. Syllabi may be created, updated, etc. on **your own u:** drive (or a shared drive with the faculty secretary in your area.). For a date on your syllabus cover, you may use the entire academic year (e.g. 2012-2013). Unless changes are made, you will not have to submit a new syllabus every semester during that academic year. If changes are made, please designate the current semester.
2. An official copy of all syllabi must then be saved to the i:\syllabus file **ACCORDING TO THE ACADEMIC YEAR AND LINE NUMBER ONLY OF THE COURSE. DO NOT SAVE USING THE COURSE NAME.**
3. Separate folders have been designated for your syllabi. For example, syllabi for all Accounting courses need to be saved under the ACC folder. IT IS STRONGLY SUGGESTED THAT WHEN SAVING TO THE COMMON SYLLABUS FILE, YOU “PROTECT” YOUR SYLLABUS SO CHANGES ON THIS OFFICIAL COPY CAN NOT BE MADE BY ANYONE ELSE.

When ready to save the finished syllabus for the “official electronic file”

- a. Click the **File** tab. Click **Info** . Under **Permissions**, click **Protect Document**. A box pops up with several different options. Click on “**Mark as Final**”. This will make the document read-only.
 - b. “Save as” and type in i:\ Scroll down until you find the Syllabus folder and double click on it. Then find the folder of the academic year you want it saved in and double click. Click on the folder with the first three letters of the course number (e.g. ACC111 – find the ACC folder), then under “file” type in your line number WITH YOUR INITIALS (ACC111wd). The Intro to Accounting syllabus is now saved to the i:\syllabus\2012-2013 syllabi\ACC folder under ACC111wd.
4. Quite often departments use a “department syllabus” but individual instructors are required to submit their own outline as well. For example, the syllabi for all English Composition I classes is the same syllabus. However the last page(s) of the syllabus has the individual instructor’s specific instructions and outline. EACH INSTRUCTOR IS TO ELECTRONICALLY FILE THEIR SYLLABUS WITH THEIR OUTLINES TO THE I:\ USING THE INSTRUCTIONS ABOVE. AGAIN...THE DIFFERENCE IN THE SYLLABI CAN BE FOUND BY SAVING UNDER THE LINE NUMBER AND USING INDIVIDUAL INSTRUCTOR INITIALS. (e.g. ENG176md or ENG176sw). Please **do not include a space following the course prefix** (ENG176 and not ENG 176).

Standard Format for Writing Course Syllabi

The following outline is intended to be used by all faculty members for writing course syllabi. The contents of a syllabus, following the cover page, conform to this outline:

- I. Course title, number and credit hours*
- II. Course description as it should appear in the college catalog*
- III. Department and discipline* (see page 2 for list of approved departmental titles)
- IV. Course as viewed in the context of the total curriculum.* How the student will profit from the course in relation to his/her educational objectives.
- V. Text and supplementary materials used in the course. As per law, the ISBN number must be made available to students. *
- VI. References, including uses of the library.
- VII. Expected Learner Outcomes (This section addresses expected learner outcomes. Outcomes that have been determined by the department will be included in this section. The instructor has the option to add additional learner outcomes. Outcomes will state what the student will become or be able to do as a result of successfully passing the course**.
- VIII. Grading/Assessment (This section will discuss how the stated learner outcomes are assessed (i.e. grading). The method and/ or tools of grading should be discussed so that the student understands the methods of grading and how it supports student learning.
- IX. Attendance requirements – The instructor/department attendance policy is to be listed first, followed by the College Wide Attendance Policy. (**Exception: the attendance policies for short term, mixed term, hybrid, and online classes will differ but must be included in all individual class syllabi. For these types of classes, the college wide attendance policy does not have to be included in the syllabi.**) The instructor/department attendance policy should include the following statement: “An instructor may withdraw a student from a class for excessive absences before the final withdrawal date.”
- X. Excessive absences must be clearly defined in syllabus. An appropriate course outline should be attached. The course outline should contain; 1) topics (major). 2) supplemental materials, and 3) performance criteria (e.g. exams, evaluation, attendance, participation, assignments, etc.) The course outline should also include objectives. The student outcomes you seek, expressed in your own words and realistic terms. For some courses these might be behavioral objectives. For others some other method of identifying outcomes may be more realistic. It should be understandable to the student in the course.
- XI. Include the following ADA statement: **“Please refer to the Special Needs Policy in the PCC Catalog.”**

The above listed items are not optional. The items listed under Roman Numeral X may be interwoven into the body of the syllabus if the instructor chooses.

*Items that are established by the department

**Items that are established by the department with the option for the instructor to add additional outcomes/assessments.

Refer to i:\syllabus\syllabus format (starting with page 3) for an example.

ACADEMIC DEPARTMENTS

Each title page must include the appropriate departmental name. The area of discipline may also be included (instructor's option)

Department Name

Agriculture Department

Applied Technology Department

Arts, Communications and Education Department

Social Sciences, Business, Health, Physical Education & Recreation Department

Mathematics and Sciences Department

Nursing

Section K

FORMS

INSTITUTIONAL FORMS

The following list is a compilation of the myriad different forms for use at Pratt Community College. A majority of the forms are available on the PCC Intranet site (<http://beavers>) Others, especially multi-part forms, are available at the office where they are used. Several can be found in the **i:\beavers\instruction\forms** folder (marked below with **). This list is meant as a reference for names and locations of forms, not as a guide to the use of these forms. The best resources for use of the latest forms are the people who handle them, and they are ready to assist with the process.

The list is divided by the area or office where the forms are either acquired or used. Forms marked by the * should be picked up in the area listed.

ADM. ASSISTANT to the VICE PRESIDENT FOR FINANCE AND OPERATIONS

Accident, Incident, Illness and Offense Report	Key Request
Vehicle Request	Price Comparison Worksheet
Daily Bulletin Announcements	Request for Custodial Services
Facilities Use Form	Telephone Reimbursement
Fax Forms	

BOOK STORE

Textbook Requirement*

BUSINESS OFFICE

Check Request
Monthly Expense Account Reimbursement Form
Petty Cash Voucher
Purchase Order - On-line requisitions using eReq found on Intranet
Requisition for Stationary and Supplies
Travel Advance Request
Travel Advance Reconciliation

CAFETERIA

Special Service Event - (catering for meals/receptions)*

COMPUTER CENTER

Computer Center Tech Support – via e-mail to Computer Center or use the “Help Desk” on the intranet

ADMINISTRATIVE ASSISTANT to the VICE PRESIDENT FOR INSTRUCTION

Class Absence Form
Employee Leave Form
New Course Proposal
Course By Arrangement Contract/Record**
Grade Change Approval**
Pass or Incomplete Grade Request**
Overload Petition**
Credit by Exam**

FACULTY SECRETARY

Work Order*

FINANCIAL AIDE

Request for Letter of Intent*

LEARNING RESOURCE CENTER

Learning Resource Center Order*

Request for Audiovisual Equipment and/or Service*

PERSONNEL

Dependent Care Assistance Program Voucher

Health Insurance Claim

Medical Expense Reimbursement Program Voucher

Tuition Remission Voucher

STUDENT SUCCESS CENTER

Academic Alert Referral

SWITCHBOARD

Variety of forms in Forms Cabinet – however many of these are found on the intranet site.

Section L

GENERAL EDUCATION PHILOSOPHY

PRATT COMMUNITY COLLEGE GENERAL EDUCATION CORE CURRICULUM

Pratt Community College is committed to ensuring that each of its graduates receives a solid general education foundation. As such, a general education core curriculum is required of all degree and certificate programs. At least 25% of each degree or certificate program of study consists of a general education program.

A general education core curriculum is common for each degree and certificate program, regardless of major or career goal. Each general education program is designed to provide basic educational skills and a foundation of intellectual inquiry of integral importance to the student's college and/or career success. The general education program is further designed to enhance our graduates quality of life and breadth of knowledge in assisting them in becoming "an educated person."

GOALS OF GENERAL EDUCATION

Graduate Profile

The mission of Pratt Community College compels us "to seek maximum student learning through quality instruction and service..." To ensure that the college is continually striving to comply with this mission as an institution of higher education, the faculty has established core competencies identified with each academic degree offered by the college. All students who graduate from PCC with an associate degree or certificate must demonstrate their ability to:

- Read, comprehend and analyze written materials.
- Express themselves in grammatically correct and logically written English.
- Perform quantitative mathematical computations.
- Plan, organize and deliver oral presentations.
- Effectively interpret the communications of others.
- Utilize modern computer technology to process information.
- Acquire, interpret and evaluate information and data and solve problems.
- Work effectively as a member of a group.
- Utilize library or other educational resources.

Associate in Science and Associate in Arts graduates must further demonstrate their ability to:

- Understand and apply mathematical and/or algebraic concepts.
- Understand and appreciate aspects of the humanities.
- Understand and appreciate aspects of the social sciences.
- Understand the principles of physical exercise, nutrition and lifestyle choices that contribute to a healthy life.
- Understand the basic concepts of physical and/or biological science.
- Exhibit knowledge and understanding of the United States governmental, social, economic and/or cultural systems.
- Other peoples & cultures of the world.

Associate in Applied Science graduates must further demonstrate their ability to:

- Understand and apply mathematical and/or algebraic concepts.
- Understand and appreciate aspects of the social sciences.
- Understand the principles of physical exercise, nutrition and lifestyle choices that contribute to a healthy life.
- Demonstrate basic workplace skills.

Associate in General Studies graduates must further demonstrate their ability to:

- Understand and apply mathematical concepts.
- Understand and appreciate aspects of the humanities.
- Understand and appreciate aspects of the social sciences.
- Understand the principles of physical exercise, nutrition and lifestyle choices that contribute to a healthy life.
- Develop a degree of depth of learning in an area of concentration.

Occupational Certificate graduates must further demonstrate their ability to:

- Demonstrate basic workplace skills.
- Understand and apply mathematical and/or algebraic concepts.

GUIDELINES

To qualify as a General Education Course, a course must:

1. be approved by Instructional Council as a course that meets general education requirements.
2. be open to all students and, with the exception of basic skills, have no prerequisites that are not part of the general education program. Students may be required to take developmental education courses to improve their basic skills in reading, writing and mathematics prior to attempting a general education course.
3. with the exception of basic skills courses, be survey in nature and designed to assist students in reaching the goals of the general education program.
4. be taught under the jurisdiction of the discipline area of the subject matter of the course. (Example: to meet the general education requirement, a math class must be taught under the jurisdiction of the Math Department; a word processing class by the Office Education Department; an English class by the English Department, etc.)
5. whenever possible, include the integration of communication skills by the inclusion of writing assignments (journals, essays, and research paper) and oral presentations (reports, speeches, discussion).
6. be rigorous with a content level that presents appropriate academic challenges to students.

Course options within categories will be minimal in an effort to provide a manageable, rigorous and consistent general education program. Options may be available for students with appropriate prior learning experience to obtain general education credit through credit by examination (CLEP, DANTES, local examinations) or by formal portfolio documentation. Pratt Community College is committed to providing a general education core curriculum for all students. Separate core

curricula are provided for the Associate in Science, Associate in Arts, Associate in Applied Science, Associate in Applied Science in Nursing, Associate in Applied Science in Technology, General Studies degrees and certificate programs. Students within each degree program, however, are required to complete a similar core curriculum. Individual disciplines are not allowed to construct separate core curricula.

Students who can document transfer problems with the PCC core curriculum may appeal for a waiver through the office of the Vice President for Instruction. The appeal will be ruled upon by the Instructional Council. Selected programs of study that are designed to meet specialized program accreditation, certification or licensing standards are exempted by exception from the 25% general education standard. Normally these programs require general education foundation coursework in excess of the minimal levels.

Section M

COPYRIGHT GUIDELINES and COMPUTER and INTERNET USE GUIDELINES

Policy of Copyright Laws

Policy Type: Administrative Policy

Policy Number: 200-32

Adoption Date: February 21, 1994

Review Date: January 22, 2013

Revision Date: July 24, 2000

The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the "fair use" doctrine.

Any original materials created by students are owned by those students. Original materials will not be used in college publications nor be posted on college web sites without prior written permission of the student who created the work. The person supervising the publication/web site shall be in charge of monitoring permission to post copyrighted materials.

Any duplication of copyrighted materials by college employees, students, and other users must be done with permission of the copyright holder or within the bounds of "fair use" as described in federal copyright legislation. The administration shall adopt and enforce procedures recommended by the Legal Department of the Kansas Association of School Boards.

Copyright materials include both printed information and electronic media (software, videotapes, audio tapes, materials downloaded from the Internet, etc).

The institution accepts no liability for an individual's failure to comply with the copyright laws.

Computer and Internet Use

Policy Type: Administrative Policy

Policy Number: 200-34

Adoption Date: December 15, 1997

Review Date: November 6, 2012

Revision Date: December 7, 2010

Introduction

Use of or access to College computing resources shall be limited to students/College employees for the performance of official college functions and approved assignments only, except in specified areas which are open to the public. Use of College computer equipment or software for commercial applications is prohibited. All computer use is subject to review by the administration.

General Rules

Users of campus computing resources must comply with federal and state laws, campus policies, and the terms of applicable contracts including software licenses while using campus computing resources. Some examples of applicable laws, rules, and policies include

- the Computer Fraud and Abuse Act
- PCI

- libel
- PII
- Federal Rules of Civil Procedure for e-discovery
- privacy
- copyright
- trademark
- Administrative Policy 200-34, Computer and Internet Use
- Administrative Policy 200-35, Computer Materials
- Administrative Policy 200-26, Harassment and Discrimination

Users are responsible for ascertaining what authorizations are necessary and for obtaining them prior to using campus computing resources. Users are responsible for any activity originating from their accounts. Accounts and passwords may not, under any circumstances, be used by persons other than the person that was assigned the account. If unauthorized use is suspected the account owner should change their password and report the incident to the computer center.

Passwords will be six characters including one symbol and employees will be logged out after 20 minutes of inactivity. Users may be restricted from certain specific uses of computing resources if such use interferes with the efficient operations of the computing systems (i.e. excessive downloading, file sharing, constant online music, constant online weather programs, downloading or installing personal computer programs.)

Security

The normal operation and maintenance of PCC's computing resources requires the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such actions as needed to efficiently operate the computing system at PCC. Pratt Community College may also specifically monitor the activity and accounts of individual users of computing resources, including individual login sessions and the content of individual communications, without notice. Information obtained from this activity may be disclosed to appropriate campus personnel, law enforcement agencies, and may result in disciplinary action.

E-Mail

For the purposes of this policy, e-mail includes point-to-point messages, postings to newsgroups and list-serves and any electronic messaging involving computers and computer networks. Employees and students shall have no expectation of privacy when using PCC e-mail or other internal communication systems. E-mail messages are to be used to conduct approved and official business of the College. E-mail messages will be saved by the system for a period of up to two years. E-mail is required to be produced by legal process.

Net Work Infrastructure

Users are not to attempt to implement their own network infrastructure. This includes network devices such as hubs, switches, routers, network firewalls, and wireless access points. Users shall not utilize any alternative methods of access to PCC computing resources, such as modems or VPN's. Users are not to offer network services such as DHCP and DNS. Back-up data will be maintained for a period up to two years.

Software

Only software purchased by the College may be permanently loaded onto College computers and must comply with all copyrights and licensing agreements. Proof of purchase must be on file with the computer center.

Internet Use

Pratt Community College encourages the use and application of information technologies to support the instructional mission of the institution. Internet access is provided to support the following objectives:

1. To encourage excellence in instruction and learning.
2. To support the administrative and instructional support functions of the College and to provide opportunities for communication with outside educational professionals.
3. To provide computer users access to information available through the Internet.

The guidelines for computer resources and Internet usage will be prominently displayed in the Linda Hunt Memorial Library, classrooms, and labs having computers for general usage.

Guidelines for Internet, Web Site, and Forum Usage

The College maintains its Internet, web site, and forums for use to enhance the educational mission of the College. The e-learning community at Pratt Community College is established to provide and encourage the exchange of information and ideas in accordance with certain standards for use.

Pratt Community College in our sole discretion will not allow any use that is obscene, indecent, abusive, harassing illegal or which might otherwise subject the College to public disparagement or scorn. The College reserves the right, without prior notice to users to change usernames, delete posts to our sites, and deny access or any combination of the above listed options. Users are solely responsible for all content they post on our site. Pratt Community College shall have the right, but not the obligation to correct, any errors or omissions in any content, as it may determine in its sole discretion.

No copyrighted or trademarked materials will be posted unless posted by the holder of the copyright or trademark or without the expressed permission of such holder. No user will distribute software, hardware, viruses, spam, licenses, registration information or software keys through any of the PCC sites or forums. No advertisements are allowed to be posted by users except for advertisements for Pratt Community College.

Copyright law

Copyright infringement occurs when you do any of the following: reproduce, distribute, perform, publicly display, or create a derivative work (recasting, transforming or adapting an original copyrighted work) a copyrighted work without the permission of the copyright owner.

When you upload or download works protected by copyright without the permission of the copyright owner, you may be infringing on the copyright owners rights of reproduction and/or distribution. If you are found to have infringed a copyright work, you may be liable for statutory damages up to \$30,000 for each work infringed. If the copyright owner can prove willful infringement, you may be liable for up to \$150,000 for each work infringed. Your liability may not stop there: you may also be liable for the attorney's fees the copyright owner incurs to enforce his or her rights.

Files distributed over peer-to-peer networks are primarily copyrighted works. Should you distribute or reproduce (upload or download) them without the permission of the copyright owner, you run the risk of liability. You can avoid these risks by purchasing works through authorized services. There are currently many such sites on the Internet that allows you to purchase copyrighted works online.

EDUCAUSE maintains a list of legal sources of online content at (<http://www.educause.edu/legalcontent>). Note that there may be some websites that are not listed that offer to sell content. Not all sites that sell content are legal; similarly, free content is not always illegal. These sites may be funded through advertisers or represent artists who wish to distribute their music freely. It is the user's responsibility to ensure content is legal.

Classroom Guidelines for Computer and Internet Use

Pratt Community College encourages the use and application of information technologies to support the instructional mission of the institution. To ensure the most efficient use of the computer labs, the following guidelines for use apply:

1. Open lab hours will be posted and will not be scheduled when a class is in session.
2. Computer users will sign in and agree to comply with the classroom guidelines each time they use the labs.
3. Only one user will be allowed at each work station.
4. No food, drink, or tobacco shall be used at the computer work stations.

5. Appropriate classroom behavior is expected at all times.
6. Use of classroom and lab computers is limited to educational purposes.
7. Printing will be restricted to materials used for educational purposes and charges may apply.
8. All equipment is to be properly cared for.
9. Copyright laws and licensing agreements for regarding printed materials and or software must be followed. The College accepts no liability for an individual's failure to comply with copyright and licensing agreements.
10. Respect will be shown to all other users in the computer lab.

Enforcement

Users who violate this policy may be denied access to campus computing resources and may be subject to other penalties and disciplinary action, including expulsion, dismissal, or termination. Alleged violations will be handled through the campus disciplinary procedures applicable to the user. A user's access to campus computing resources may be suspended, blocked or restricted in order to protect the integrity, security, or functionality of campus computing resources. Violations may be referred to appropriate law enforcement agencies.

This is a new policy.

X This replaces policy dated April 25, 2007, Apr-04-2006, Oct-2003, Oct-05-2010

SECTION N

STANDING COMMITTEE ASSIGNMENTS

Please refer to the i:\beavers\administration\standing committee\committee handbook

Section O

**LEARNING CALENDAR
&
FINAL EXAM
SCHEDULE**

PRATT COMMUNITY COLLEGE LEARNING CALENDAR 2013-2014

FALL 2013

August 1	Late Financial Aid Processing Fee of \$100 Assessed
August 12-16	Faculty In-Service and preparation.
August 12	State of the College Address (President and Chairman of the Board of Trustees) 9:00am-10:00am
August 18	Residence Halls open at 9:00a.m.
August 19	<i>Registration Day for New Students Pratt Campus & Orientation for Student-Athletes (P.A.S.S. Program) 9:00 am - 5:00 pm</i>
August 20	<i>Registration Day for Returning Students Pratt Campus (9:00am-5:00pm)</i> <i>Orientation Day for all New Students Including P.A.S.S. Students</i>
August 21	Fall Semester Classes begin (day and evening--all locations).
September 2	Labor Day (no day or evening classes--all locations).
September 18	Certification Date for full-semester classes.
October 2	KACRAO College Planning Conference hosted by PCC
October (TBA)	PTK Induction
October 11	Mid-term Grade entry on Self-Service is due by 5:00 pm
October 11	Nursing Pinning Ceremony 4:00pm
October 14	Early enrollment begins.
November 6	Last day to initiate withdrawal from classes (full-semester).
November 25-29	Thanksgiving Vacation (No classes. Nov. 25 & 26 faculty work days)
December 10-12	Final Exams (all day and evening classes--all locations).
December 13,16,17	Faculty Work days
December 18	1 of optional faculty work days for faculty who did not work one Summer 2013 Beaver Building Day. (Work either Dec. 18 or May 14) Final Grade entry on Self-Service is due by 5:00 pm.

SPRING 2014

January 3 & 6	Faculty In-Service and preparation 8:00am – 12:00n Faculty/Department work on Student Learning Assessment 1:00pm – 5:00pm
January 6	Residence Halls open at 9:00a.m.
January 7	Registration Pratt Campus & Orientation for all New Students (including P.A.S.S. Program) 9:00 am - 5:00 pm
January 8	Classes begin (day and evening--all locations).
January 20	Dr. Martin Luther King, Jr. Day (no classes)
February 5	Certification Day for full-semester classes
February 24	Academic Olympics (no day classes Pratt campus--all other classes, including Pratt evening classes, meet as scheduled).
March (TBA)	PTK Induction
March 7	Mid-term Grade entry on Self-Service is due by 5:00 pm
March 15-23	Spring Break
March 24	Early enrollment begins
April 7	Last day to initiate withdrawal from full-semester classes.
April 9	Beaver Building Day
April 18	Good Friday, No classes
April 21	Faculty Workday – No classes
April 23	Beaver Building Day
May 1	Academic Awards Ceremony 7:00pm
May 6-8	Final Exams (all day and evening classes--all locations).
May 9	Nursing Pinning Ceremony 1:30pm; Commencement 4:00pm
May 9, 12, 13	Faculty Work Days.
May 14	1 of optional faculty work days for faculty who did not work one of the Summer 2013 Beaver Building Days. (Work either Dec. 18 or May 14) Final Grade entry on Self-Service is due by 5:00 pm.

Learning Calendar

Fall 2013

August 12 -17	Faculty In-Service
August 19	Registration Day for New Students Pratt Campus & Orientation for Student-Athletes (P.A.S.S. Program) 9:00 am - 5:00 pm
August 20	Registration Day for Returning Students Pratt Campus (9:00am-5:00pm) Orientation Day for all New Students Including P.A.S.S. Students
August 21	Classes begin (day and evening--all locations).
September 2	Labor Day (no day or evening classes--all locations).
November 6	Last Date to Withdraw
November 25-29	Thanksgiving Vacation (Faculty Work Days Nov. 25 & 26)
December 10-12	Final Exams (all day and evening classes--all locations).
December 13, 16 & 17	Faculty Work Days for faculty.
December 18	Final Grade entry on Self-Service is due by 5:00pm. Optional Workday for faculty who did not work one Summer 2013 Beaver Building Day.

CLASS DAYS						FACULTY WORK DAYS	
MONTHS	M	T	W	R	F		
August	1	1	2	2	2	August In-Service (Aug. 12-16)	5
September	4	4	4	4	4	Registration & Orientation (Aug.19 & 20)	2
October	4	5	5	5	4	Class Days	73
November	3	3	3	3	4	Nov. 25 & 26 Work Days	2
December	2	1	1	1	1	Final Exam Days (Dec.10-12)	3
TOTALS	14	14	15	15	15	December 13, 16 & 17 Work Days	3
						FACULTY WORK DAYS (total)	88

MWF = 44 Classes x 55 Minutes = 2420 + 120 Final = 2540

TR = 29 Classes x 85 Minutes = 2465 + 120 Final = 2585

M-F = 73 Classes x 55 Minutes = 4015 + 120 Final = 4035

(Required minimum of 750 minutes per cr. hour + 120 minute final for lecture classes; lab classes 1,125 minutes per cr. hour + 120 minute final; activity classes 1500 minutes @ cr. hour + 120 minute final)

START DATE = 08-21-13

END DATE = 12-12-13

CERT DATE = 09-18-13

****88 days Fall + 86 days Spring + 1 Summer 2013 Beaver Building Day or December 18, 2013 or May 14, 2014 = 175 days**

NOTE: Evening classes start date to be listed as actual first class date.

Learning Calendar Spring 2014

January 3 & 6	Faculty In-Service and preparation 8:00am – 12:00n
January 7	Faculty/Department work on Student Learning Assessment 1:00pm – 5:00pm Registration Pratt Campus & Orientation for all New Students (including P.A.S.S. Program) 9:00 am - 5:00 pm
January 8	Classes begin (day and evening--all locations).
January 20	Dr. Martin Luther King, Jr. Day (no classes)
February 24	Academic Olympics (no day classes Pratt campus--all other classes, including Pratt evening classes, meet as scheduled).
March 7	Mid-term Grade entry on Self-Service is due by 5:00 pm.
March 15-23	Spring Break
April 18	Good Friday – No Classes
April 21	No Classes – Faculty Workday
May 6-8	Final Exams
May 9	Commencement
May 9, 12, 13	Work Days.
May 14	Optional Workday for faculty who did not work one Summer 2013 Beaver Building Day or Dec. 18. Final Grade entry on Self-Service is due by 5:00 pm, May 14.

CLASS DAYS						FACULTY WORKDAYS	
MONTHS	M	T	W	R	F		
January	2	3	4	4	4	January In-Service (Jan. 3 & 6, 2014)	2
February	3	4	4	4	4	Registration (Jan. 7, 2014)	1
March	4	3	3	3	3	Academic Olympics* (Feb. 24, 2014)	1
April	3	5	5	4	3	Class Days	75
May	1	0	0	1	1	Final Exam Days (May 6, 7, 8)	3
TOTALS	13	15	16	16	15	April 21, May 9, 12, & 13	4
						FACULTY WORK DAYS (total)	86
* Day classes do not meet on February 24 due to Academic Olympics. Monday evening classes meet February 24 for a total of 14 classes.							

MWF	= 44 Classes x 55 Minutes	= 2420 + 120 Final	= 2540
TR	= 31 Classes x 85 Minutes	= 2635 + 120 Final	= 2755
M-F	= 75 Classes x 55 Minutes	= 4125 + 120 Final	= 4245

(Required minimum of 750 minutes per cr. hour + 120 minute final for lecture classes; lab classes 1,125 minutes per cr. hour + 120 minute final; activity classes 1500 minutes @ cr. hour + 120 minute final)

88 days Fall + 86 days Spring + 1 Summer 2013 Beaver Building Day or December 18, 2013 or May 14, 2014
= 175 days

Start Date = 01-08-2014
End Date = 05-08-2014
Cert Date = 02-06-2013

NOTE: Evening classes start date to be listed as actual first class date.

Final Exam Schedule FALL, 2013

(1) Locate the day of week and time class regularly meets (unshaded areas in columns 2, 3, 4). (2) Refer to the time indicated in the far left column. That is the time the final for that class period will be held. (3) Refer to the day/date in the top shaded area for the day of the week the final will be held. (4) Please contact instructors if you have questions. Attention daytime on-campus **Composition I and Composition II** students: you will take the exam at the common exam time noted instead of the class meeting time. **Finals for MONDAY evening classes will be Monday, December 9, 2013.**

NOTE: Final examinations must be given during the time period listed for each class according to the scheduled times. Students are expected to take the final exam at the scheduled time. Only true emergencies will be considered for exception. Exceptions may only be made through WRITTEN PERMISSION OF THE VICE PRESIDENT OR ASSISTANT VICE PRESIDENT OF INSTRUCTION.

Students who have **three or more consecutive** exam periods **on the same day** may request a special exam schedule by contacting the Vice President for Instruction *before December 2*. Every effort will be made to find an alternate period for one exam. Final examinations will normally be held in the regular classroom. Some common finals will be held in larger rooms (location to be announced). Short-term classes will have final exams scheduled during the last class period. Daytime classes at high school locations and Saturday classes will take final exams during the last scheduled class period. Ag Power and Nursing finals will be scheduled by the department.

TIME OF TEST	TUESDAY DECEMBER 10	WEDNESDAY DECEMBER 11	THURSDAY DECEMBER 12
8:00 A.M. TO 10:00 A.M.	8:00a TR 8:00a R 7:30a TR	8:00a MWF 8:00a M-F 8:00a W	9:30a TR 9:30a T 9:00a TR 10:00a TR
10:10 A.M. TO 12:10 P.M.	ALL COMPOSITION I COMPOSITION II DAYTIME CLASSES	10:00am M-F 10:00a MWF 10:00a MW 9:30a MWF	11:00a TR 11:30a R
12:20 P.M. TO 2:20 P.M.	12:30p TR 12:00p TR 12:30p T 1:00p T 1:00p TR	1:00p MW 1:00p W 1:00p MWF 1:00p MTWR 1:15p MTWR 1:00p M-F 1:45p MWF 1:30p W 1:30p MW 2:00p MW	12:00p MWF 12:00p M-F 12:00p M,W 12:20p M-F 12:30p M 12:00 W ALL OTHER MWF CLASSES NOT LISTED
2:30 P.M. TO 4:30 P.M.	9:00a MWF 9:00a M-F	11:00a MWF 11:15a MWF 11:30a MW 11:00a W 11:00a M- F	2:30p R 2:30p M-F 1:45p TR 2:00p TR 2:35p TR 3:00p TR 4:00p TR 3:00p F ALL OTHER TR CLASSES NOT LISTED
TWO HOUR EXAM STARTING AT REGULAR CLASS STARTING TIME	TUESDAY EVENING CLASSES WILL TEST DURING LAST CLASS PERIOD	WEDNESDAY EVENING CLASSES WILL TEST DURING LAST CLASS PERIOD	THURSDAY EVENING CLASSES WILL TEST DURING LAST CLASS PERIOD

Final Exam Schedule SPRING, 2014

(1) Locate the day of week and time class regularly meets (unshaded areas in columns 2, 3, 4). (2) Refer to the time indicated in the far left column. That is the time the final for that class period will be held. (3) Refer to the day/date in the top shaded area for the day of the week the final will be held. (4) Please contact instructors if you have questions. Attention daytime on-campus **Composition I and Composition II** students: You will take the exam at the common exam time noted instead of the class meeting time. **Finals for MONDAY evening classes will be Monday, May 5, 2014.**

NOTE: Final examinations must be given during the time period listed for each class according to the scheduled times. Students are expected to take the final exam at the scheduled time. Only true emergencies will be considered for exception. Exceptions may only be made through WRITTEN PERMISSION OF THE ASSISTANT VICE PRESIDENT OR VICE PRESIDENT OF INSTRUCTION.

Students who have **three or more consecutive** exam periods **on the same day** may request a special exam schedule by contacting the Vice President for Instruction *before April 28*. Every effort will be made to find an alternate period for one exam. Final examinations will normally be held in the regular classroom. Some common finals will be held in larger rooms (location to be announced). Short-term classes will have final exams scheduled during the last class period. Daytime classes at high school locations and Saturday classes will take final exams during the last scheduled class period. Ag Power and Nursing finals will be scheduled by the department.

TIME OF TEST	TUESDAY MAY 6	WEDNESDAY MAY 7	THURSDAY MAY 8
8:00 A.M. TO 10:00 A.M.	8:00a TR 8:00a M-F	8:00a MWF 8:00a W	9:30a TR 9:30a T 9:00a TR 10:00a TR
10:10 A.M. TO 12:10 P.M.	ALL COMPOSITION I COMPOSITION II DAYTIME CLASSES	9:30a MWF 10:00a MWF 10:00a MW 10:00a M-F	11:00a TR 11:30a R
12:20 P.M. TO 2:20 P.M.	12:30p TR 12:00p TR 12:30p T 1:00p TR 1:00p TR	1:00p MW 1:00p W 1:00p MWF 1:00p M-F 1:00p MTWR 1:45p MWF 1:30p W	12:00p MWF 12:00p M-F 12:00p MW 12:30p M 12:35p M-F ALL OTHER MWF CLASSES NOT LISTED
2:30 P.M. TO 4:30 P.M.	11:00a MWF 11:15a MWF 11:30a MW 11:00a W 11:00a M-F	9:00a MWF 9:00 a MW 9:00a M-F	1:45p TR 2:00p TR 2:15p M-F 2:30p R 2:35p TR ALL OTHER TR CLASSES NOT LISTED
TWO HOUR EXAM STARTING AT REGULAR CLASS STARTING TIME	TUESDAY EVENING CLASSES WILL TEST DURING LAST CLASS PERIOD	WEDNESDAY EVENING CLASSES WILL TEST DURING LAST CLASS PERIOD	THURSDAY EVENING CLASSES WILL TEST DURING LAST CLASS PERIOD

Section P

PHEA AGREEMENT

2013-2016 Agreement located in the i:\Beavers\Instruction\PHEA folder.