



Pratt Community College
2020-2021 Student Handbook



PRATT COMMUNITY COLLEGE does not discriminate on the basis of race, color, national origin, sex, disability, age or veteran status in its programs and activities. Complete notice can be found at:
<http://prattcc.edu/notice>

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PRATT COMMUNITY COLLEGE

LEARNING CALENDAR

2020-2021

NOTE: ALL DATES, including start/end, holiday, etc., are SUBJECT TO CHANGE BASED ON COVID-19 SITUATION. In addition to listening to announcements from individual instructors, students are expected to check their PCC email regularly for updates and any other communication format as announced by their instructors. During the 2020-2021 academic year, students should be flexible and be prepared to leave college and/or move out of the residence hall upon short notice due to unforeseen action taken because of the COVID-19 pandemic. Such sudden action taken by the college would occur in the best interest of the health and safety of our students and other stakeholders.

FALL 2020

August 1	Late Processing Fee of \$100 Assessed
August 10-14	Faculty In-Service and Preparation
August 10	State of the College Address (President and Chairman of the Board of Trustees) 9:00 a.m.-10:00 a.m.
August 15-16	Residence Hall Check-In as scheduled below

Residence hall check-in will be conducted on Saturday, August 15 & August 16 between 9 a.m. and 5 p.m. All students must follow the check-in schedule outlined below to ensure social distancing and other COVID-19 safety pre-cautions are conducted.

- ☐ Saturday, August 15 from 9 a.m. to 1 p.m. = Last names beginning with A – F
- ☐ Saturday, August 15 from 1 to 5 p.m. = Last names beginning with G – K
- ☐ Sunday, August 16 from 9 a.m. to 1 p.m. = Last names beginning with L – P
- ☐ Sunday, August 16 from 1 to 5 p.m. = Last names beginning with Q – Z

Additional information will be made available to enrolled students through their College email address, the College social media, and on the College website at <http://prattcc.edu>.

August 17 & 18 Registration Days (9:00 a.m.-5:00 p.m.) (Students should email or call advisors/student success for appointments. Check website for email/phone information.)

August 18 Student-Athletes (PASS Program) will be conducted virtually. Additional information will be made available to enrolled students through their College email address and text alerts.

New Student Information Session – This event will not be held face-to-face this year. Instead, an online New Student Information portal is available for students to learn about the campus culture, campus services, policies, procedures, and practices. To access the New Student Information, visit www.prattcc.edu/NSIS.

August 19 Fall Semester Classes begin (day and evening--all locations).

September 7	Labor Day (Currently, no day or evening classes--all locations; this is subject to change and may become an instructional day. Should this change be necessary, it will be announced in classes and posted on the website.)
September 16	Certification Date for full-semester classes
October 5-9	Mid-Term Week
October 13	Early enrollment begins.
November 6	Last day to initiate withdrawal from classes (full-semester)
November 24	EFFECTIVE NOV. 30- DEC. 10, ALL ACADEMIC AND MOST TECHNICAL FACE-TO-FACE CLASSES TRANSITION TO ALTERNATE DELIVERY/DISTANCE LEARNING MODES TO COMPLETE THE SEMESTER. FACE-TO-FACE INSTRUCTION FOR ACADEMIC AND MOST TECHNICAL CLASSES ENDS NOVEMBER 24 UNLESS DESIGNATED DIFFERENTLY BY INSTRUCTORS. INSTRUCTORS WILL PROVIDE SPECIFIC INFORMATION DURING CLASSES AS TO THEIR EXPECTATIONS FOR COURSE COMPLETION. (EX. ZOOM MEETINGS, CANVAS WORK, OUTSIDE ASSIGNMENTS, ETC. STUDENTS NEEDING TO RETURN TO CAMPUS AFTER THANKSGIVING WILL BE NOTIFIED BY THEIR INSTRUCTORS PRIOR TO THE BREAK.)

The residence halls will close for Fall Semester on Tuesday, November 24, at 5 p.m. for all students except those required to stay on campus due to a college class/activity. Students required to stay will be notified of this requirement in advance of November 24. Upon completion of the required class/activity or no later than 5 p.m., Friday, December 11, students will be expected to leave campus for the holiday break. Students are expected to make travel arrangements accordingly. The residence halls will re-open on January 19, 2021. Remember: Dates are subject to change.

November 25-27	Thanksgiving Break – no face-to-face classes meet
December 8, 9,10	FINAL EXAMS/ACTIVITIES WILL BE COMPLETED VIA ALTERNATE DELIVERY MODE/DISTANCE LEARNING NO LATER THAN 5 p.m. DECEMBER 10. INSTRUCTORS WILL PROVIDE DETAILS REGARDING FINAL WEEK ACTIVITIES DURING CLASSES.
December 11,14	Faculty Work days
December 15	Final Grade entry on Self-Service is due by 5:00 p.m. Since Beaver Building Days Summer 2020 did not occur, this is the first of two options for a faculty work day: May 18 is the second option. Each faculty member should inform the Asst. to the VP of Instruction as to which date is selected.

*Note: Final grade entry on Self-Service for all short-term courses completed on or before mid-terms due by October 12. For courses ending after mid-terms but before final week, final grade entry is due within 7 days of completion of course.

Updated 7-13-20

SPRING 2021

NOTE: ALL DATES SUBJECT TO CHANGE BASED ON COVID-19 SITUATION

January 6, 7, 8	All Faculty Return – Faculty Preparation Day 8am-5pm
January 19	Residence Halls Open (see schedule on website) PASS meeting (all athletes) 3 p.m.-5 p.m.
January 19-20	Registration Day Registration Pratt Campus for New Students (9:00 a.m.-5 p.m.).
January 21	Classes begin (day and evening--all locations).
February 17	Certification Day for full-semester classes
March 15-19	Mid-Term Week
March 22	Mid-term Grade entry on Self-Service is due by 5:00 p.m.
March 22	Early enrollment begins
April 2	Good Friday, No classes (Subject to change)
April 5	Faculty Workday – No classes (Subject to change)
April 14	Last day to initiate withdrawal from full-semester classes.
May 4	Awards & Recognitions Ceremony 7:00 p.m. (Subject to Change)
May 11,12,13	FINAL EXAMS (Currently as listed in the final exam schedule; subject to change)
May 14	Commencement and Nursing Pinning Ceremony 2:00 p.m. (Faculty Work Day)
May 17	Faculty Work Day.
May 18	Final Grade entry on Self-Service is due by 5:00 p.m. Since Beaver Building Days Summer 2020 did not occur, this is the second of two options for a faculty work day. Each faculty member should inform the Asst. to the VP of Instruction as to which date is selected.

*Note: Final grade entry on Self-Service for all short term courses completed on or before mid-terms due by March 15. For courses ending after mid-terms but before final week, final grade entry is due within 7 days of completion of course.

On-line courses proceed as scheduled throughout both semesters.

Updated 7-13-20

THE COLLEGE

Founded in 1938, Pratt Community College offers broad-based educational programs that meet the diverse needs of South-Central Kansas. Situated on an 80-acre campus in Pratt, Kansas just 75 miles west of Wichita, the campus offers modern, state-of-the-art facilities. The main campus facilities, completed in 1968, included the main building and Novotny Residence Hall. Porter Residence Hall was built in 1982, Gwaltney Hall was added in 1983, Beck Residence Hall was added in 1985, the indoor rodeo facility was added in 1986, the auto/diesel facility was added in 1987, the Student Conference Center was added in 1989, and the Electrical Powerline Technology building was added in 1991 and enhanced in 2005. In 1998, North Residence Hall was completed. The campus also consists of outdoor rodeo facilities, Dennis Lesh Sports Arena, and Stanion Baseball Field. Stanion Practice Facility was added in 2001 and Dudrey Hall and Chandler Hall were added in 2002. The newest addition to the campus is the Dr. William Wojciechowski Hall Apartments which opened Fall of 2010. The College also includes Winfield and the eLearning Service Center in Wichita.

PCC is an educational institution open to all who desire to continue their education. High school graduates will find that PCC offers the general education courses they need to transfer to a four-year institution. Those interested in entering the work force after one or two years of college will find technical programs designed to prepare them to compete for jobs in their chosen fields.

ACCREDITATION

PCC is an accredited institution of higher education, having been formally recognized and accredited by a number of agencies. The accreditation assures the acceptance of PCC credits on an equal standing with all accredited institutions, not only in Kansas, but also throughout the United States. PCC is accredited by the Higher Learning Commission.

Programs are approved by the Kansas State Board of Nursing, approved for veterans training, the Kansas Department of Social and Rehabilitation Services, the American Council on Education General Education Development Program and many other state and federal educational agencies. Industry specific accreditation has been granted by the Kansas State Board of Nursing (conditional approval 2015), the National Automotive Technicians Education Foundation, Inc., the Association of Collegiate Business Schools and Program and the Kansas Department of Health and Environment.

For accreditation information:

The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604. 1-800-621-7440
<https://www.hlcommission.org/>

The Pratt Community College (PCC) Accounting and Business Department is one of only five community college business programs in the state of Kansas accredited by the Association of Collegiate Business Schools and Programs (ACBSP). This requires the department to annually prove that it meets the high academic standards set by the accrediting body. This assures that students attending this program receive some of the finest business instruction and training available in Kansas. To find out more about ACBSP visit their website at www.acbsp.org.

The Automotive Program at PCC has received ASE Training Program accreditation by the ASE Education Foundation. To achieve this coveted recognition, the PCC's Automotive Program underwent rigorous evaluation by the ASE Education Foundation. Nationally accepted standards of excellence in areas such as instruction, facilities, and equipment were used.

STATEMENT OF 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.

MISSION STATEMENT

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.

Pratt Community College is also a participating institution in the EDUKAN Online Consortium.

DIVERSITY IN HIGHER EDUCATION

America's colleges and universities differ in many ways. Some are public, others are independent; some are large urban universities, some are two-year community colleges, others small rural campuses. Some offer graduate and professional programs, others focus primarily on undergraduate education. Each of our more than 3,000 colleges and universities has its own specific and distinct mission. This collective diversity among institutions is one of the great strengths of America's higher education system and has helped make it the best in the world. Preserving that diversity is essential if we hope to serve the needs of our democratic society. Similarly, many colleges and universities share a common belief, born of experience, that diversity in their student bodies, faculties, and staff is important for them to fulfill their primary mission: providing a quality education. The public is entitled to know why these institutions believe so strongly that racial and ethnic diversity should be one factor among the many considered in admissions and hiring. The reasons include:

Diversity enriches the educational experience. We learn from those whose experiences, beliefs, and perspectives are different from our own, and these lessons can be taught best in a richly diverse intellectual and social environment.

It promotes personal growth and a healthy society. Diversity challenges stereotyped preconceptions; it encourages critical thinking; and it helps students learn to communicate effectively with people of varied backgrounds.

It strengthens communities and the workplace. Education within a diverse setting prepares students to become good citizens in an increasingly complex, pluralistic society; it fosters mutual respect and teamwork; and it helps build communities whose members are judged by the quality of their character and their contributions. It enhances America's economic competitiveness. Sustaining the nation's prosperity in the 21st century will require us to make effective use of the talents and abilities of all our citizens, in work settings that bring together individuals from diverse backgrounds and cultures.

American colleges and universities traditionally have enjoyed significant latitude in fulfilling their missions. Americans have understood that there is no single model of a good college, and that no single standard can predict with certainty the lifetime contribution of a teacher or a student. Yet, the freedom to determine who shall teach and be taught has been restricted in a number of places, and come under attack in others. As a result, some schools have experienced precipitous declines in the enrollment of African-American and Hispanic students, reversing decades of progress in the effort to assure that all groups in American society have an equal opportunity for access to higher education.

Achieving diversity on college campuses does not require quotas, nor does diversity warrant admission of unqualified applicants. However, the diversity we seek, and the future of the nation, does require that colleges and universities continue to be able to reach out and make a conscious effort to build healthy and diverse learning environments appropriate for their missions. The success of higher education and the strength of our democracy depend on it.

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 maintain financial responsibility with all resources entrusted to Pratt Community College.

Diversity Statement

Pratt Community College respects, values and celebrates the diversity of our students, faculty, staff and the communities we serve, believing that diversity enriches the educational experience.

Enrollment

Enrollment stability is fundamental to Pratt Community College remaining a dynamic, student-centered institution. Enrollment stability will occur when Pratt defines in measurable terms the value it wants to create for its students and other stakeholders, including the intended outcomes. Setting and achieving enrollment goals will drive student success and support fiscal viability as well.

Common Learning Outcomes

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:

1. Read, comprehend and analyze written materials.
2. Express oneself in grammatically correct and logically written English.
3. Perform quantitative mathematical computations.
4. Acquire, interpret and evaluate information and data and solve problems.

Associate of Science and Associate of 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 of 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 of 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.

Admissions

Admission Requirements

Any person who qualifies in one or more of the following categories is eligible for general admission:

- A high school or home school graduate.
- A holder of a G.E.D. Certificate of high school equivalency.
- A student in good standing who is transferring from another college.
- Person 18 years or older with the ability to benefit.

Any person who qualifies in one or more of the following categories is eligible for guest admission:

A high school student, who is of sophomore, junior or senior status, has demonstrated an ability to benefit from college study and has received written permission from his/her high school principal.

A gifted student who's IEP specifies college study. A copy of the IEP must be filed with the college registrar.

Specified programs and/or courses may have additional admission requirements. These requirements are published by the individual department or the Associate Director of Special Programs.

Students who do not qualify under the criteria listed above may be admitted by the registrar as guest students. Students on probation at other institutions may be admitted. Each applicant is considered individually. While there are no examination requirements for general admission, Pratt Community College requires all degree-seeking students to take an assessment test for placement in English, reading, and mathematics prior to registration in classes. The assessment is offered during pre-scheduled early enrollment days, on the day of registration and at other publicized dates or by appointment.

Special Students

Special students are identified as people who have already earned a degree or who do not wish to complete a degree from PCC, but wish to enroll for personal enrichment.

Application Procedures

All students applying for admission should complete the following steps prior to enrollment:

- Complete an application for admission.
- Submit an official high school transcript with graduation date.
- Submit an official college transcript from each college attended.
- Submit a copy of GED certificate, if applicable.
- Submit an official copy of ACT scores if they are to be considered for course placement. Submit a copy of ACCUPLACER reports if completed at another institution.
- Make arrangements for the ACCUPLACER test through the Student Success Center, if needed.

The college reserves the right to deny admission or re-admission to an individual determined by the administration to be a threat to the college community.

Transfer Students

Students transferring from another post-secondary institution are required to follow the same admission procedures stated for admission of first-time students. An official transcript of all post-secondary course work is required to be on file in the Student Services Office prior to enrollment.

INTERNATIONAL STUDENT ADMISSIONS REQUIREMENTS:

To be considered for admission to PCC, a student must have graduated from the equivalent of a U.S. High school (12 years of education) and submit the following documents. Items 1-11 below must be on file at PCC before an I-20 will be issued.

1. Online Application for Admission
2. Students whose first language is not English are required to document their English proficiency in one of the following ways:
 - a. TOEFL Scores of: 58 (Writing: 14; Speaking: 14; Reading: 14; Listening: 16)
 - b. Duolingo English Test Score of 85 or higher
 - c. Completion of the ELS 109
 - d. Completion of [KAPLAN INTERNATIONAL Intensive English](#).
 - e. Successful completion of the [ESL](#) (English as a Second Language) level 9 at the [Hays Language Institute](#).
 - f. Academic Credit of 12 hours or more from a U.S. Post-Secondary Institution.
 - g. One year from a U.S. High school with a minimum of a 2.5 grade point average.
 - h. Transcript which shows that all instruction was taught in English with a 2.0 grade point average on a 4.0 scale.
3. Prepayment of first semester *does not include housing deposit
4. Copy of Passport
5. High School Transcript *must include full graduation date: month, day and year
6. College Transcripts (if any)
7. Completed [Housing Contract](#) and immunizations
8. Certificate of Financial Support
9. Transfer form from previous U.S. college (if applicable)
10. TB Questionnaire * Student must provide a negative skin test and/or chest scan if they answer yes to any question
11. Proof of Medical Insurance

DEADLINES FOR THE REQUIREMENTS ABOVE:

- June 1 for Fall Semester
- November 1 for Spring Semester
- April 1 for Summer Semester

Admissions requirements and procedures for international students are subject to change according to the recognized needs of students and the college.

THE FOLLOWING DOCUMENTS MUST BE PROVIDED UPON ARRIVAL/ENROLLMENT:

Student copy of PCC I-20

Copy of I-20 from transferring school (if applicable)

Passport, F-1 Visa, and I-94 card

Admissions requirements and procedures for international students are subject to change according to the recognized needs of students and the college.

Veterans and Children of Deceased or Disabled Veterans

Pratt Community College has been approved to offer educational benefits under the various G.I. Bills. The college and students must comply with all procedures and requirements governing the act under which the student is being granted educational funds. A veteran's representative is located in the Office of the Registrar to maintain liaison between the Veteran's Administration and students who are veterans or children of deceased or disabled veterans.

Enrollment Services

Early Enrollment

An early enrollment period is designated each semester to give students the opportunity to enroll for the next regular semester or summer. Students are to meet with an assigned faculty advisor to complete their class schedule. Advisors will inform students about course prerequisites, the transferability of courses, and course sequencing. When a schedule of classes is completed, the students and advisor will process the class schedule online in Self Service. Students who complete tuition and fee payment obligations at the time of early enrollment do not have to attend the official registration session. Designated dates for early enrollment are published throughout the year and are available in the Student Services Office.

Registration

A designated registration session is held each semester. All students are required to attend a registration session unless early enrollment and payment of tuition and fees have been completed. Registration dates are published throughout the year and are available in the Student Services Office.

Incomplete Registration

Registration is not complete until:

- All fees have been paid or arrangements have been made with the Business Office.
- Official transcripts are on file in the Student Services Office.
- The Assessment Test has been completed. All types of credit cards may also be used to pay for all educational costs. Failure to satisfy any of the admission or registration requirements is sufficient cause for a student to be dropped from all classes.

Auditing a Class

If a student wishes to audit a course, the student must make this request at the time of enrollment in the course to the Vice President of Instruction. The student is required to pay tuition and fees for the course. If the student is granted permission to audit the course, the student will receive zero credit, zero grade points per semester hour.

Change of Address

Students are asked to keep the Student Services Office current with any change of address, marital status or name. This can also be updated online at prattcc.edu/AddressChange.

Students with Special Needs/Disabilities

Pratt Community College does not discriminate on the basis of handicap in employment, education, admissions or activities. The design and layout of the campus makes it possible for physically disabled persons to access most activities and programs of study offered at the college. Any person needing additional assistance should contact the Student Success Center. Students with documented disability needs should report to the Student Success Specialist for accommodations. See student success information for more details.

Adding a Class (On Campus Students)

Student picks up an Add/Drop form from the Student Services Office or from their Advisor. Then the student fills out all the requested information. The form must be returned to Student Services before adding the class will be official.

To add a full semester-long class, the student has 5 business days to add after the first class period with the Instructor's signature and Advisor's signature. Students will not be able to enroll in a class after that week. The student then brings the form back to the Student Services Office to be processed within 5 days of being picked up in the Student Services Office. Once the add form has been processed the student must visit the Business Office for changes to their account.

Dropping / Withdrawing from a Class

On Campus Students:

Student obtains an Add/Drop form from the Student Services Office (51) or from their Advisor. Then the student fills out all the requested information and collects the required signatures.

To drop a class on or after the start date of the class the student needs the Instructor signature and Advisor's signature. After the first full week of class the student needs their Advisor's signature and their Instructor's signature to drop the class. If the student withdraws from the class after certification date (the 20th day of class or when it is 25% completed) and no later than one week after the mid-term of the class, the student will receive a "W". No student-initiated withdrawals are permitted after 75% of a course is completed.

After proper signatures have been obtained the student returns the form to the Student Services Office (51) no later than the guidelines specify to be processed. The form must be returned to Student Services before the drop/withdrawal will be official. After the form is processed the student needs to go to the Business Office to address any changes to their account.

Complete Withdraw – On Campus Students

Student picks up the Complete Withdraw form from the Student Services Office. Then the student fills out all the requested information.

The student must get all the required signatures:

- Academic advisor
- Student Success Center representative
- Vice President of Instruction or the Vice President of Instruction's Administrative Assistant will sign for instructors
- Coordinator of Residence Life (if applicable)
- Financial Aid
- Bookstore (If they received a Book Scholarship)

Return the form to the Registrar's Office to be processed. Student goes to the Business Office to address any changes to their account.

Adding / Dropping EDUKAN Classes

Adding / Dropping EDUKAN Classes EDUKAN online courses may be dropped through the student's EDUKAN.edu account

Adding / Dropping Classes for Pratt Online, Coffeyville and Winfield Students

Please contact your advisor to add, drop, withdraw, or process a complete withdrawal or contact the Coordinator of Enrollment Services, 620-450-2171.

Self-Service

Self-Service provides students with "anytime, anywhere" access to Pratt Community College information services in a flexible yet secure manner. Such information includes the following:

- Grades
- Class Schedules
- Admissions Application Status

- Academic Calendar
- Personal Calendar
- Course Offerings
- Enrollment
- Items Needed for Enrollment
- Financial Information
- Unofficial Transcript

To access Self-Service, visit prattcc.edu and click the login for Self-Service on the top menu bar.

Viewing Grades on Self-Service

Students can see a grade history of every semester at PCC under the Self-Service tab.

Click on the Grades tab at the top of the page

Click on the Grade Report link in the blue bar

Choose the semester for which you would like to view grades

Your midterm and final grades will be displayed along with GPA information for all courses in the chosen semester.

Academic Services

ACCUPLACER/ACT Testing

Students come from a variety of educational backgrounds and possess varying degrees of readiness for college level academic work. To help ensure students are placed at appropriate levels in English, mathematics, and other courses requiring college level skills, the following students are required to take the reading, writing, and mathematics sections of the ACT or ACCUPLACER test prior to advising/enrollment at Pratt Community College:

- All students, whether full-time or part-time, who are or will be pursuing a degree or certificate at PCC.
- Graduating high school seniors who will be entering PCC as regular degree or certificate-seeking students.
- High school students who have not graduated but plan to take any PCC course(s) while still enrolled in high school.
- All persons planning to take an English or mathematics course.

The requirement to take the ACCUPLACER test may be waived for the following categories of students:

- Non-degree or non-certificate seeking students who are taking courses deemed "self-improvement" or "recreational."
- Students who have completed the equivalent English and/or math course(s) with a grade of "C" or better from an accredited college or university and the official transcript is on file at PCC.
- Students who have completed an associate degree or higher from PCC or another accredited college or university.
- Full-time students at another college or university who are taking non-English or non-math courses at PCC.
- Students who have taken the complete ACT/ACCUPLACER at another college and whose official scores are on file at PCC.
- Students who have ACT scores less than 2 years old which meet PCC's minimum course placement cut offs.

To avoid delays in the registration process, official ACT/ACCUPLACER scores and/or transcripts should be on file prior to advising/enrollment.

Writing, Reading and Numerical Skills

Students who score below the institutionally defined minimum score on the adopted placement instruments must:

- Complete the required developmental course(s) with a grade of "C" or better as early as possible in the student's program of study or,
- May retake the placement test and achieve the minimal score required for college level courses.

A reading deficiency should be addressed by enrollment during the first semester and continuous enrollment is needed until the required reading competency is achieved. Enrollment in further non-developmental course work will be allowed in succeeding semesters if a student has demonstrated continuous and satisfactory progress in basic skills within his/her first two semesters of enrollment in an approved program of study.

Declaring a Major and Academic Advising

Academic advising helps students realize the maximum educational benefits available to them by better understanding themselves and learning to use the educational resources of our educational institution. Each full-time or degree-seeking student who is admitted to PCC is required to declare a major. The Student Success Center assigns the student an academic advisor based on their declared major. If they are unsure about a major, they may choose liberal arts. They will be assigned an academic advisor or a vocational advisor based upon this information. If a student wishes to change their major or advisor, they may do so by obtaining a Change of Major/Advisor form from the Student Success Center. The student fills out the necessary information on the form, obtains the necessary signature and returns it to the Student Success Center.

Acting as the coordinator of the student's educational experiences, the advisor can help the student define and develop realistic goals, identify special needs, find available resources, plan programs consistent with the student's interests and abilities, monitor progress toward the student's educational/career goals, and discuss the linkage between academic preparation and the world of work. In addition, the academic advising program at Pratt Community College gives the student the opportunity to establish a continuing, caring, and supporting relationship with a faculty or staff professional.

The final responsibility for planning a course of study and for fulfilling all requirements and regulations rests with the student. Advisors are provided to assist students in planning their academic program. They are not authorized to change established policies of the college. Students are solely responsible for assuring that their academic progress complies with the policies of the college. Any advice which is at variance with established policy must be approved by the Vice President of Instruction.

Policy on Vocational-Technical School Credits

Students enrolled at Pratt Community College may request that credits earned in a postsecondary area vocational-technical school be evaluated and converted to college credit. Credit will be granted in compliance with the Kansas Board of Regents policies pertaining to "Statewide Guidelines for Awarding of College Credit toward the Applied Science Degree to Students Who Have Successfully Completed Vocational Courses" and "Statewide Guidelines for Articulation between Kansas Community Colleges and Area Vocational Technical Schools."

The credits will be evaluated by a committee that includes the Registrar, Vice President of Instruction and the instructor(s) involved.

CREDIT FOR PRIOR LEARNING EXPERIENCES

The Kansas Board of Regents (KBOR) defines Credit for Prior Learning (CPL) as follows: "A comprehensive term used to describe credit awarded for learning gained outside a traditional postsecondary academic environment. Prior Learning Assessment (PLA) is also used to describe CPL. CPL involves the evaluation and assessment of an individual's learning obtained through activities such as working, participating in employer training programs, serving in the military, studying independently, completing advanced secondary level coursework, studying open source coursework, volunteering or doing community service. CPL may take the form of postsecondary credit, certification, or advanced standing toward further education or training.

Postsecondary level credit is the optimal outcome."

https://www.kansasregents.org/resources/PDF/Academic_Affairs/May_2019_Kansas_Credit_for_Prior_Learning_Guidelines.pdf

A key component of Credit for Prior Learning is that the learning must be considered college level. If the level of learning is determined to not meet this standard, then credit will not be awarded. To be considered college level, learning must:

- Be measureable and verified
- Be considered at a level of achievement consistent with students engaged in college studies
- Have a knowledge base that demonstrates practical and theoretical understanding
- Be connected to the learner's academic major and/or goal.

Following KBOR guidelines, Pratt Community College recognizes the following as Credit for Prior Learning Experiences:

Advance Placement Courses

The college accepts College Board Advance Placement courses. The required minimum scores, accepted subject examinations, and equivalent credit awarded are established by Kansas Board of Regents and endorsed by Instructional Council. The student is required to have an official College Board Score Report mailed directly from the College Board to the Registrar. AP Courses will be posted on the student's transcript at no additional cost to the student pending initial PCC 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 (see chart below). Course equivalency will be determined either by the Vice President of Instruction or Instructional Council. Advance Placement courses are not included in the student's grade point average (GPA). Advance Placement courses posted on the student's transcript will count toward degree requirements. It is important to note, upon transferring to another two-year college and/or four-year institution, a P grade for Advance Placement courses may be converted to the letter grade of C, which would potentially have a negative impact on the cumulative GPA. Students are encouraged to review Transfer Policies to determine how P grades will be transcribed upon transfer. The following Advanced Placement Exams have been approved by Instructional Council as described in the chart below:

AP SUBJECT EXAMINATION	MINIMUM SCORE REQUIRED FOR TRANSFER CREDIT	PCC COURSE EQUIVALENCY	CREDIT HRS	GRADE
Art-General	3	ART139 Art Appreciation	3	P
Art-Drawing	3	ART131 Drawing	3	P
Art-History	4	ART176 Survey of Art History I and ART177 Survey of Art History II	4	P
Art-2D Design		ART134 2D Design	3	P

Biology	3	BIO125 General Biology	5	P
Calculus AB	3	MTH191 Anal Geom & Calc I	5	P
Calculus BC	3	MTH193 Anal Geom & Calc II	5	P
Chemistry	3	CHM181 General Chemistry	5	P
English Language & Composition	3	ENG176 English Composition I	3	P
English Literature & Composition	3	LIT232 English Literature 1800-Present	3	P
Environmental Science	3	BIO123 Environmental Science or BIO121 Environmental Science and BIO122 Environmental Science Lab	4 3 2	P
German Language & Culture	3	MLN153 German I and MLN154 German II	5 5	P
Government & Politics – U.S.	3	POS176 American Government	3	P
History – U.S.	3	HST176 American History to 1865 and HST177 American History 1865 to Present	3	P
History - World	3	HST131 Survey of Civilization I and HST132 Survey of Civilization II	3 3	P
Macroeconomics	3	BUS276 Principles of Macroeconomics	3	P
Microeconomics	3	BUS277 Principles of Microeconomics	3	P
Music Theory	3	MUS176 Introduction to Music	3	P
Physics I: Algebra Based	4	PHS251 General Physics I	5	P
Physics II: Algebra Based	4	PHS252 General Physics II	5	P
Psychology	3	PSY176 General Psychology	3	P

Spanish Language	3	MLN176 Elementary Spanish I	5	P
Statistics	3	MTH181 Elementary Statistics	3	P

College-Level Examination Program (CLEP)

College credit may be awarded for each approved CLEP Subject Examination in which the student's scaled score equals or exceeds the PCC's Required Minimum Score. The required minimum scores, accepted subject examinations, and equivalent credit awarded are established by Kansas Board of Regents and endorsed by 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; see list below of approved subjects.

The following CLEP exams have been approved by Instructional Council for the equivalent credit listed. Transcripts will indicate the course as a Credit by Exam course with a "P" grade. No letter grade will be assigned for courses taken through a CLEP exam. Any other CLEP exams not on this list will need to be reviewed and approved for transfer by Instructional Council prior to awarding the student credit.

CLEP SUBJECT EXAMINATION	MINIMUM SCORE REQUIRED FOR TRANSFER CREDIT	PCC COURSE EQUIVALENCY	CREDIT HRS AWARDED	GRADE
American Government	50	POS176 American Government	3	P
American Literature	50	LIT202 American Literature I	3	P
Biology	50	BIO125 General Biology	5	P
Calculus	50	MTH191 Analytic Geometry & Calculus I	5	P
Chemistry	50	CHM176 Fundamentals of Chemistry	5	P
College Algebra	50	MTH178 College Algebra	3	P
College Composition	50	ENG176 English Composition I	3	P
History of United States I	50	HST176 American History to 1865	3	P
History of United States II	50	HST177 American History 1865 to Present	3	P
Human Growth & Development	50	PSY132 Developmental Psychology	3	P
Information Systems & Computer Applications	50	BUS235 Microcomputer Office Applications I	3	P

Introductory Psychology	50	PSY176 General Psychology	3	P
Introductory Sociology	50	SOC176 Introduction to Sociology	3	P
Principles of Macroeconomics	50	BUS276 Principles of Macroeconomics	3	P
Spanish Language Level I	50	MLN176 Elementary Spanish I	5	P
Western Civilization I	50	HST131 Survey of Civilization I	3	P
Western Civilization II	50	HST132 Survey of Civilization II	3	P

Credit for International Baccalaureate (IB) Exams

As stated on the KBOR site, the Diploma Programme of the International Baccalaureate (IB) Organization is a two-year curriculum typically for high school juniors and seniors and includes over 30 courses from six subject areas. Students take subject exams for each course, whether at the Standard Level or Higher Level, and earn scores of 1 to 7. The required minimum scores, accepted subject examinations, and equivalent credit awarded are established by Kansas Board of Regents and endorsed by Instructional Council. Students who earn a 4 or higher shall be awarded credit for the equivalent course or courses.

Credit for Military Training

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 in Education Guide to Evaluation of Educational Experiences in the Armed Forces. The Vice President of Instruction must approve the award of credit. Students must submit appropriate military records and documentation with their application for credit. Students must have received an honorable discharge or be currently active to be considered to receive credit.

Vocational, Technical and Professional Training Submission Credit Guidelines

Training programs where learning is documented by employer, industry, regional, or national certification of completion can be submitted for evaluation for CPL. Employer provided training records detail specific training and objectives of training may also be submitted to strengthen case for credit. These records will be evaluated by content expert(s). Learners may be asked to perform certain tasks or create material related to the subject area by a content expert. Example: Auto instructor may ask learner to demonstrate ability to complete a tune-up on a vehicle.

CPL Policies and Procedures

1. CPL recognizes that college-level learning may occur outside the college classroom and that the institution must have a means of recognizing and evaluating CPL learning to grant credit.
2. There is NO guarantee credit will be awarded for CPL submission. Work submitted must meet or exceed "C" level work to receive credit. All learning must meet college-level expectations; this applies to tests as well.
3. CPL is limited to no more than 30 credit hours.
4. The learning demonstrated must have academic equivalence of college-level learning. Developmental/remedial/or courses numbered below 100 are not deemed college-level learning and will not count for CPL credit.

5. CPL requests and submissions will be reviewed by PCC faculty who are subject matter experts in the area.
6. CPL is recorded as Credit for Prior Learning credit with the course/subject title and number of credits awarded. Students earning credit will be awarded a Pass grade (P) which will not impact GPA. Credits will go towards degree/certification requirements.
7. Learners may request to have their credit transferred, but they should inquire with receiving school if they accept CPL prior to beginning the process.
8. The learner, evaluator, and CPL Director should avoid duplication of credit already earned through previous course work. The learner must submit transcripts for any other institutions attended to avoid this.

For more information, please contact the Vice President of Instruction's office.

Payment for Credit for Prior Learning Process

Payment for the Credit for Prior Learning Process will involve students enrolling in 6 credit hours with Pratt Community College (this may be waived) along with being charged \$64 per credit hour that is being petitioned through CPL. This is in accordance with CAEL guidelines. The rationale for this is to make sure that the process is not a "buying credit" situation. Payment must be received in full and processed before the student's transcripts will be released with awarded credit. CLEP Scores online cannot be charged for credit, but assessment services can be charged.

Vocational-Technical School Credits

Students may receive college credit for study completed at a Kansas Area Vocation-Technical school. The credit awarded will be in compliance with PCC [Policy 400-03](#).

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, the chairperson of the division originating the course, and of the Vice President of Instruction. The Course by Arrangement contract must be approved in writing by the Vice President of 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.

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

Credit for Co-Curricular Work

Students may earn credit towards graduation through satisfactory participation in the coursework in the following; Show Choirs, Band, Choir, Weightlifting, Body Conditioning, Applied Ag Techniques I-IV, Athletic Conditioning I-IV, Technical Production, Theater Production and Varsity Athletics I-IV.

A student may elect to use up to four credit hours of these courses toward an occupational certificate and up to eight credit hours toward an associate degree. Credits are counted as electives in the student's program of study and do not supersede any of the program requirements. Students are advised that these credits may or may not transfer and may not meet required credit hours of study in some programs. Students are required to enroll for credit for every semester of participation in the listed courses.

Credit by Examination

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 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 is 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.

Students may petition for an examination to determine whether they have acquired sufficient prior learning to be awarded college credit. The Petition for Credit by Local Examination form is available in the Office of the Vice President of Instruction. Courses with required lab, clinical, or field work are not eligible. Note: only a "P" or "F" will be posted on the transcript for credit by examination. Following the examination, students will be notified of the results. The student's signature on the petition form verifies whether or not they want the College credit on their transcript. Students will be charged the current tuition rate (no fees).

Class Load:

Full-time students normally carry between twelve-to-eighteen credit hours per fall or spring semester or nine credit hours per summer semester. Students may take up to twenty credit hours per fall or spring semester or twelve credit hours during the summer session, upon approval of their academic advisor. Credit hours for Varsity Sports, Athletic Conditioning, and the P.A.S.S. program do not count toward the twenty-hour limit. Additional credit hour enrollment must be specifically requested and approved prior to enrollment. This enrollment restriction has been established to prevent excessive enrollments that do not benefit students.

Students may petition the Vice President of Instruction to exceed twenty credit hours per fall or spring semester or twelve credit hours per summer session if the following criteria are met:

1. Have maintained a minimum cumulative grade point average of 2.80 for a minimum of sixteen college credit hours (transcript must be attached to the Overload Petition).
2. Show proof of good recent academic performance (transcript).

The request must be submitted on the Overload Petition that documents the student's reasons for the special request. The petition must be signed by the academic advisor as well as the Vice President of Instruction. The Vice President of Instruction's decision whether to grant the special permission will be based on the factors provided by the student and the recommendation of the student's advisor.

COVID-19 Classroom Guidelines

Students who are not feeling well or who are running a fever should contact Student Health (initial contact should not be in person) and then contact their instructor (not in person). Students may participate in class through alternate delivery mode as per each instructor's directions.

Students should use hand sanitizer upon entering and exiting classrooms whenever possible.

As space allows, all individuals should maintain a 6-foot distance from others even when wearing face coverings. For example, students should avoid gathering in the hallways, classroom doorways, at each other's desks, the instructor's desk/station, and in other areas of classrooms unless directed to do so by the instructor (ex. lab situation). Students are encouraged to schedule appointments with instructors for additional assistance, etc.

Face coverings are required but may be removed at the direction of individual instructors if social distancing is possible. (Reminder: Face coverings are required in public spaces, including hallways, restrooms, etc.).

Students not following social distancing and/or face covering guidelines will be asked to leave the class and join remotely. Instructors will document this occurrence and share the information with the PCC administration. Students not following PCC classroom and instructor guidelines may be withdrawn from the course.

Neither instructors nor students should put themselves or others at risk in an attempt to enforce PCC or classroom COVID-19 guidelines. Students who need reasonable health-related accommodations regarding COVID-19 guidelines may contact Student Success Center for information.

In addition to classroom guidelines, students should be prepared to follow additional instructor guidelines regarding alternate delivery modes should that change become necessary. Due to the ever-changing COVID-19 pandemic, a change in delivery mode could happen with little advance notice. Students should check their PCC email and Canvas accounts daily as well as any other means of contact as per instructor expectations for information. As with all information related to the COVID-19 pandemic, these guidelines are subject to change.

Free Tutoring Center

Although instructors at Pratt Community College are readily accessible to their students, sometimes students need additional help. Students attending PCC have access to the Tutoring Center which is located in the Linda Hunt Memorial Library. Both peer and instructor tutoring are available for a variety of subjects. Individual appointments are not needed, and tutor schedules are posted in the library and around the campus. Tutoring services are free of charge.

Linda Hunt Memorial Library and Learning Resource Center

The mission of the Linda Hunt Memorial Library is to support and enhance the student, faculty, and staff of Pratt Community College [including all constituents] with a quality reference and information resource. These services sustain the associate degree, certificate programs, business/industry training programs, and continuing education programs creating an umbrella of social and interactive learning services.

The LRC/Library has a collection containing an assortment of volumes, including books, eBooks, audiobooks, VHS & DVDs and periodicals. Through the Pratt Community College web-page students access the State Library of Kansas database which supports student learning with a robust collection of resource tools. This facility is designed for research, study, as well as a place to 'hang out' with friends and work/project groups. Clubs and organizations are encouraged to use the facilities for meetings and activities. The library is located on the north end of the main building of PCC.

Library services include 26 computer work-stations plus free Wi-Fi, all of which may be used to access the Internet and on-line catalog system. Library services includes Windows 8.1 laptop checkout service, inter-library loan, printing, color-printing, and copier and fax machine, and scanning. The library service includes free tutoring during Fall/Spring academic school year. Books may be checked out by students and community members for three weeks at a time and may be renewed once. DVDs, periodicals (newspapers/magazines) and books marked "Reference" cannot be checked out. Assorted services include hot/cold beverages and candy are available for student purchase.

The library catalog is available on all library computers and by visiting prattcc.edu/librarycatalog

The *Reference Resources* tab also provides the following information:

- Job & Career Accelerator
- ProQuest Nursing & Allied Health
- Digital Book eLending
- Learning Express Library

- Academic Search
- Fuente Academica
- Cited Reference help: EasyBib.com (MLA), CitationMachine.net (MLA & APA), and Purdue Owl (The Online Writing Lab).

These electronic resources are at your fingertips 24/7/365.

There is a small charge of 5 cents per black and white copy for anything students print in the LRC. There is a charge of 50 cents per page for color copies and 25 cents for faxing. Copier is 10 cents. Students are responsible for the cost of replacement of material if it is lost or damaged.

Academic Honesty

Students at Pratt Community College are expected to demonstrate honesty and integrity as they work to complete their academic requirements. Students must refrain from cheating, plagiarizing, misrepresentation, or other acts of academic dishonesty.

Students engaged in academic dishonesty may be disciplined by their instructor. The discipline may involve the following action: recording a zero grade for a paper or exam, deducting points or letter grades, requiring repetition of work or exam, or failing the course. Instructors are required to file an Incident Report for each incident of academic dishonesty that identifies all students involved and the actions taken. Additional disciplinary sanctions including academic probation, suspension, or expulsion from college may be imposed by administration.

Students charged with academic dishonesty have the right of appeal of any action or decision and are assured of due process by the college. The Academic Due Process outlines the time restraints and procedures to be followed in exercising an appeal. It can be found in the policies section of this handbook. A student who files an appeal will be allowed to attend the course in question until a final decision is rendered. A student has the right to select a designated representative to assist in the appeal process, if desired.

ETS Proficiency Profile, WorkKeys Exam

All Associate in Science, Associate in Arts, and Associate in General Studies degree graduates are required to take the ETS Proficiency Profile exam during the last semester of attendance prior to graduation. Students who fail to sit for the exam will not receive their diplomas until the exam has been taken. The ETS Proficiency Profile test is used as one measure to assess students' competency levels in the foundational skills: reading, writing, mathematics, and critical thinking. The ETS Proficiency Profile scores will become part of the students' permanent records.

All Associate in Applied Science degree graduates and those who meet the requirements for certificates are required to take the ACT WorkKeys exam. The WorkKeys exams measure the level of basic skills that are deemed necessary for success in the work place. Score levels will become part of the students' permanent records.

College Wide Attendance Policy

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 any absence. 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. Students missing three or more unexcused class periods from the first day of class may be withdrawn from the course by the instructor.

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.

Both the College-Wide Attendance Policy and any instructor attendance policy shall be included in each class syllabus for regular session classes.

Grading System

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 approval of the Vice President of Instruction or through successful appeal through the Academic Due 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. Typically, 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 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 officially withdraws from a course not later than one week after the mid-term of the class. No student-initiated 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 of 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 division dean to audit a course.

Administrative Dismissal

A student may be dismissed at any time for violation of the Pratt Community College's Code of Conduct, failure to meet financial obligations, or failure to meet academic standards and college standards. A student

who is administratively dismissed will receive a grade of F in classes that have certified, will be dropped from classes that have not been certified and the administrative dismissal will be notated on the official transcript. Students have the right to appeal by following the established Academic Due Process Procedure as stated in the current College Catalog.

Mid-Semester Report

By a designated date near the mid-term of the fall and spring semesters, instructors calculate each student's mid-semester grade which is intended to be a progress report. 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 a grading error has been made, they have 120 days from the end of the semester to appeal and must follow the established Academic Due Process as printed in the current College Catalog.

Academic Probation and Dismissal

If a student's grade-point-average falls below 1.5 for any semester or if the cumulative GPA falls below that shown in the Financial Aid and Costs section of the College Catalog, a student is considered to be doing probationary level work. After one semester of unsatisfactory work, a student is placed on academic probation with the expectation that grades will improve the following semester. A student on probation may be dismissed at any time for failure to attend classes regularly or for failure to make satisfactory academic progress. Students performing probationary level work will be informed of such status by letter. Students who are placed on Academic Probation for two subsequent semesters are to be marked as being academically dismissed if they have not shown improvement during the second semester of their probation. Student transcripts will be marked to indicate "Academic Probation" or "Academic Dismissal." A list will be forwarded to the Vice President of Instruction for dismissal/action. A student who is suspended **will not** be readmitted without written permission from the Vice President of Instruction. All degree seeking students as well as high school students are eligible for inclusion in the probation/suspension report calculation.

Repeating a Course

Students may repeat a course. Each grade is recorded on the student's transcript. Repeated course(s) will have brackets around the grade. Previous grades are not used in grade point or credit earned calculations. The latest grade earned is used even if it is a lower grade than earned in previous attempts. The original grade will stand if student repeats the course and withdraws or receives an incomplete.

Courses designed for multiple enrollments may be repeated with the multiple grades recorded and used in grade point average and credit earned calculations.

Final Examinations:

Final examinations will be given according to the schedule of examinations distributed by the Vice President of 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 of Instruction. Short-term class finals will be scheduled per department. 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 division chair. Instructors are to ensure 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 are not to make any arrangements (including travel) that conflict with the final exam schedule.** Students who have three or more consecutive exam periods on the same day may request a special exam schedule by contacting the Vice President of Instruction by the deadline noted on the final examination schedule which is available online.

Requirements for Graduation:

Graduation requirements for all students enrolled in PCC associate degree and certificate programs are listed in the current edition of the PCC College Catalog and online. The degree requirements must be successfully completed for the academic year when the student first became a full-time student or when a part-time student earned more than 15 credit hours from PCC. A student who fails to earn credit from PCC for two or more consecutive semester must meet the requirement of the catalog for the year of their return. The summer session does not count as a semester for catalog compliance purposes.

A post assessment examination such as ETS Proficiency Profile or WorkKeys is required of every graduating student.

Candidates for graduation must have earned at least 15 credit hours from PCC. To be eligible for graduation, a minimum cumulative GPA of 2.0 is required.

Academic Awards

The following honor and awards will be recognized at Pratt Community College:

President's Honor Roll 4.0

Dean's Honor Roll 3.5-3.99

Graduation Honors

***Summa Cum Laude – With Highest Academic Distinction (GPA 3.90-4.0)

**Magna Cum Laude – With Great Academic Distinction (GPA 3.75-3.89)

* Cum Laude – With Academic Distinction (GPA 3.5-3.74)

A minimum of 24 credit hours of courses deemed eligible for graduation must be taken through Pratt Community College in order to qualify for Summa Cum Laude, Magna Cum Laude, and Cum Laude honors. All full-time students (taking 12 credit hours or more), including high school students, are eligible for inclusion in the President's and Dean's Honor Roll report calculation.

Degree Requirements for Major and Transfer

Degree requirements apply to all students who will receive a degree, regardless of their major. For the Associate of Arts and Associate of Science Degrees, certain courses in the major area are highly recommended in order to stay on track for a bachelor degree program in that major area. Associate of Applied Science and Certificate programs of study are listed in the catalog and should be followed. Special assistance in course selection will be provided by a designated advisor.

Each student's advisor and the Registrar will assist students in determining the specific courses needed for the chosen major. All transfer students should establish contact as early as possible with the institution where they plan to earn a bachelor degree. The Registrar can recommend a reliable contact at each of the six state universities and at most of the private colleges in Kansas. Advisors maintain close ties with their departmental counterparts at other colleges and universities. However, it is the student's responsibility to select a major and to see that the major courses, electives and other variable requirements for the bachelor degree are met.

Exception to Degree Requirements

A student who provides evidence that the institution where he or she plans to complete a bachelor degree has degree requirements which are in conflict with the degree requirements of Pratt Community College may petition for a waiver of PCC requirements in the Office of the Registrar.

Many students who attend Pratt Community College intend to transfer to a four-year university. These students are strongly advised to begin narrowing their choices of four-year universities as soon as possible. Universities and most major departments within universities have their own specific degree requirements. PCC works closely with all six state universities in Kansas to help ensure general education courses will be accepted with no loss of credit. This does not, however, diminish the responsibility that the student has to be familiar with degree requirements at the four-year institution and to take the appropriate courses toward those requirements.

Degree Audits

Degree Audits are an official record of a student's graduation status that indicates the courses completed by the student and the courses needed by the student to graduate. A Degree Audit is an essential record of the student's progress. Students should complete a Degree Audit Request form on the PCC website at the beginning of each semester after they have completed 25 to 30 hours of college credit. A copy of the degree audit is to be kept in the student's digital file.

Academic/Attendance Alerts:

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. Academic/Attendance alerts are generated at the discretion of individual instructors. Academic/Attendance Alerts are distributed to the student, advisor, coach, or activity sponsor, The Student Success Center, and other key stakeholders with a need to know.

Transfer Information

Students needing college transfer information should contact the Office of the Registrar for assistance.

Transfer Agreement and Articulation Guide

The Kansas Board of Regents worked with faculty members from Kansas community colleges and universities to create Systemwide Transfer (SWT) courses which transfer to any Kansas public institution offering an equivalent course. Faculty develop and update learning outcomes that will be taught for a particular course by all Kansas public colleges offering that equivalent course. Note: the decision of lower division courses to count toward upper division credit hours is at the discretion of the *receiving institution*. For more information, please access the KBOR website and open the [Transfer Kansas portal](https://www.kansasregents.org/academic_affairs/transfer-articulation), https://www.kansasregents.org/academic_affairs/transfer-articulation. For transfer information at a specific institution, visit: kansasregents.org/institutional-transfer-information.

A student who completes an Associate of Arts or Associate of Science degree based on a baccalaureate-oriented sequence at a state and regionally accredited Kansas public community college and whose program of studies has met the requirements of the Kansas Public Community College-Kansas Regents Transfer Agreement and Articulation Guide will be accepted with junior standing and will have satisfied the general education requirements of all Regents universities.

This voluntary commitment reaffirms the intent to cooperate with sister colleges and universities in matters of student transfer and articulation for the ultimate benefit of all transfer students in the State of Kansas.

POINTS OF CLARIFICATION

This Agreement applies only to Associate of Arts and Associate of Science degree transfers from state and regionally accredited public community colleges in Kansas. The agreement does not include transfers from non-accredited community colleges or any other colleges.

Transfer students accepted for admission at Kansas Regents universities with the Associate of Arts or Associate of Science degree will automatically be given junior standing with the understanding that: Each receiving institution has the right to determine admission standards to the various majors in their institutions.

Transfer students are subject to the same institutional assessment policies and procedures as resident students of the receiving institution.

General education is defined as follows:

General education provides students with facility in the use of the English language and a broad intellectual experience in the major fields of knowledge. It insures that each graduate will have experienced some of the content, method and system of values of the various disciplines which enable humanity to understand itself and its environment at a level of abstraction beyond that found in secondary school studies.

Although the following distribution of courses does not correspond to the General Education requirements at any Kansas Regents institution, it will be accepted as having satisfied the general education requirements of all Kansas Regents universities.

A minimum of 45 credit hours of general education with distribution in the following fields will be required. General education hours totaling less than 45 will be accepted, but transfer students must complete the remainder of this requirement before graduation from the receiving institution, which may require an additional semester(s).

12 hours of Basic Skills courses, including:

- 6 hours of English Composition
- 3 hours of Speech Communication
- 3 hours of college level Mathematics (statistics will be required of transfer students where university curriculum requires it)
- 9 hours of Humanities courses from at least three of the following disciplines: Art, Theater, Philosophy, Music, History, Literature, Performance courses are excluded.
- 9 hours of Social and Behavioral Science courses from at least three of the following disciplines: Sociology, Psychology, Political Science, Economics, Geography, Anthropology
- 9 hours of Natural and Physical Science courses from at least two disciplines (lecture with lab).
- 3 hours of Lifetime Fitness and Health, which includes one lecture course and one physical activity course.
- 3 hours of Computer Skills

Transcripts of students fulfilling the requirement of this agreement will be appropriately coded by the sending institution.

Other associate degrees and certificates may be awarded for programs which have requirements different from baccalaureate-oriented sequences or a primary objective other than transfer. Students in such programs wishing to transfer to Kansas regents universities are to be considered outside of the terms of this agreement. Students attempting to transfer into Technology, Engineering and Architecture programs are considered outside this agreement. It is recommended that 2 + 2 and 2 + 3 arrangements be developed for the above programs of study.

Acceptance of course credit for transfer from such programs will be determined by the receiving institution on the basis of application of the courses to the baccalaureate program in the major field of the student. Each institution will define its own graduation requirements.

Foreign language requirements are viewed as graduation requirements and not as general education requirements for purposes of this agreement.

A transfer student may be required to take freshman or sophomore courses to meet particular requirements or course prerequisites of a given major or minor.

Transfer students preparing for teacher certification must meet the general education requirements as outlined by the State Board of Education. Teacher certification requirements have been incorporated into the degree requirements of Kansas Regents universities.

The spirit of the Agreement indicates that transfer students are to be judged academically in the same way as non-transfer students.

Graduation Requirements for the Associate Degree

For a student to be a candidate for graduation and to have his/her name on the commencement program, the student must file an application for graduation. A candidate should enroll in a sufficient number of hours to total 64 by the end of the summer session. Students must have a minimum of 2.00 cumulative grade point average for graduation. Cumulative grade point average is calculated only for those credit hours taken through PCC.

The student's diploma will bear the same date as commencement exercises each year. A student who has applied for graduation must complete the graduation requirements within the same calendar year or must re-apply.

Although faculty advisors and department chairpersons assist in checking degree requirements, the student is responsible for meeting graduation requirements, completing a graduation degree check with the Office of the Registrar, and making application for graduation.

Schedule adjustments and deviations from the general requirements will be permitted by the Office of the Registrar and Vice President of Instruction for students following a prescribed curriculum for transfer to a particular transfer college. However, the student must demonstrate the need.

Programs of Study

Degree specifics are available online in the college catalog at www.prattcc.edu.

The Associate of Applied Science degree program is to prepare the students to enter an occupation or a closely related cluster of occupations after two years of full-time study. It is a technical or occupational degree program. Students seeking an Associate of Applied Science Degree must major in an occupational program of study. PCC holds certification as an area vocational school, and thus the programs consist of courses which are accredited as college level credit, but are also recognized as fulfilling the competency-based requirements of vocational training schools.

The Associate of Arts degree prepares a student to transfer into a Bachelor of Arts or most Bachelor of Fine Arts degree programs. The emphasis is on liberal arts and general education, including a multi-cultural course. College majors which typically may lead to Bachelor of Arts degree are English, Humanities, Foreign Language, Philosophy, and sometimes History and Fine Arts. Colleges which award Bachelor of Arts and Bachelor of Fine Arts degrees will specify which majors qualify for this degree.

The Associate of Science degree at Pratt Community College is designed for students who wish to transfer into a Bachelor of Science degree program. The Associate of Science degree emphasizes a broad array of general education, including natural science, social science, communication, and mathematics.

The Associate Degree of General Studies (AGS) is a degree option for a variety of students. While the Associate of Arts (AA) and the Associate of Science (AS) degrees better prepare students for transfer to university study, the AGS aligns with the Bachelor of General Studies (BGS) degree offered by most universities. Student who do not plan to pursue a baccalaureate degree and are not interested in obtaining an Associate of Applied Science (AAS) degree may choose the AGS option. The AGS degree may be appropriate for students who wish to explore various career options before narrowing their study to one major field.

Occupational Certificates are designed to prepare persons for entry into occupations or closely related clusters of occupations. A certificate may be awarded upon satisfactory completion of a planned program, including the demonstration of the attainment of predetermined and specified performance standards. The courses are based in theory and are of such complexity, rigor and theory as to be acceptable as college credit. Most

certificate programs are designed to allow a full-time student to complete a program within one academic year.

Pratt Community College provides programs of instruction consisting of college credit courses that are designed to prepare persons for entry into occupations or closely related clusters of occupations. A certificate may be awarded upon satisfactory completion of a planned program, including the demonstration of the attainment of predetermined and specified performance standards.

Educational Partnerships

Outreach Education

Pratt Community College offers special interest courses, job training, re-training, business and employee educational programs, fine arts programs, and agricultural management training. Adults, recent high school graduates and high school students who need courses or any other service from PCC should contact the Director of Admissions to request such services in their local community.

College Start Programs/Concurrent Enrollment

Pratt Community College and the 13 unified school districts in its service area have completed contractual agreements that allow qualified high school sophomores, juniors and seniors to earn college credit for successful completion of selected classes. The student may also be eligible to earn high school credit at their high school's discretion. Courses in the academic and technical areas are available to these high school students. All students who desire to enroll in English, Math, or Chemistry must complete placement testing or have qualifying ACT or ACCUPLACER scores to determine eligibility. High school students from within and outside the PCC service area may earn college credit via online classes. Check with your high school counselor for more information. Kingman High School students also have the opportunity to earn a certificate in automotive technology through Pratt Community College.

Cowley Community College

On-campus PN Program is offered at Winfield as part of the Pratt-Cowley cooperative in nursing. Students complete their general education courses from CCCC and their nursing courses from PCC.

Coffeyville Community College

Pratt Community College and CCC cooperatively deliver the Electrical Power Technician (EPT) program at Coffeyville.

Dodge City Community College

Pratt Community College and DCCC cooperatively deliver the Electrical Powerline Technology (EPT) program at Dodge City.

South-Central Career Pathway Center

In collaboration with Attica, Chaparral and Medicine Lodge High Schools, Pratt Community College offers hand-on training in at the South-Central Career Pathway Center in Attica for which students may earn a certificate in Automotive Technology.

WSU Campus of Applied Sciences and Technology

Pratt Community College and WSU Tech cooperatively deliver the Electrical Powerline Technology (EPT) program at WSU Tech in Wichita.

Barclay College

Barclay College and PCC have entered into a cooperative agreement that allows Barclay students to obtain college credit via PCC courses.

Click2Connect

Click to Connect offers a path to move from an associate's degree to a bachelor's degree at Fort Hays State University. There is no college algebra required, and available degrees are Bachelor of General Studies and Bachelor of Technology Leadership. Visit prattcc.edu/click2connect for more information.

Cooperative Degree Completion Programs

To encourage and enhance educational advancement, including but not limited to BSN Completion and Elementary Education, additional cooperative degree completion programs are available through; Franklin University, Southwestern College, National American University, Baker University, Friends University, Kansas Wesleyan University, University of Phoenix, University of Kansas, Newman University, Wichita State University, Fort Hays State University, Kansas State University, Washburn University.

EDUKAN

A consortium of four Kansas community colleges is bringing you an online way of receiving your college courses via the Internet. Students who enroll will be able to take course work that may lead to an associate degree at any of the four institutions. Payment for EDUKAN courses are handled through the business office. More information is available at www.EDUKAN.edu.

EDUKAN A consortium of four Kansas community colleges is bringing you an online way of receiving your college courses via the Internet. Students who enroll will be able to take course work that may lead to an associate degree at any of the four institutions. EDUKAN courses include special fees which are handled through the business office. More information is available at www.EDUKAN.edu.

Financial Aid and Costs

Financial Aid

The administration, faculty, and staff at Pratt Community College believe in quality education. They also realize that financial assistance is necessary to make education possible for many students. More than \$200,000 is available annually in academic scholarships through the PCC Foundation. The following information is intended as a brief overview of the types of financial aid available. Detailed information may be obtained from the Financial Aid Office.

Schedule of Tuition and Course Fees

NOTE: All amounts are subject to changes in the policies of the Pratt Community College Board of Trustees, the Kansas State Board of Education, the Kansas Board of Regents, and the Kansas State Legislature.

Tuition and Fee Costs are available on the college website at: www.prattcc.edu/cost.

Tuition and Fee Payment Policy

All students are required to pay in full all charges for tuition, fees, room and board or set up a payment plan by the beginning date of classes. Those students eligible to receive federal financial aid (Pell Grant, FSEOG Grant, student loans) and for whom the college has received all required documents for financial aid prior to August 1 will be required to pay only the difference between the amount awarded and the amount due by the beginning date of classes. Students that have not returned and/or completed required documents, including verification, by August 1 must pay in full or sign up for a payment plan. The college accepts all major credit cards including Visa, MasterCard, Discover, and American Express. A late processing fee of \$100 will be assessed if all financial aid paperwork is not completed by August 1.

Students without financial aid in place will be required to set up an online payment plan or pay in full to be able to move into residence halls or attend classes.

Payment Plan

A payment plan is available and requires that you have a credit card or a bank account. If you elect to set up a payment plan, there is a one-time charge of \$35. Payments can be set up over a period of two to five months and a down payment of 0 to 25% is due at the time you sign up. The payment plan options available are dependent upon when the payment plan is established. More information is available at <http://www.prattcc.edu/financial-information/online-payment-plans-pcc-students-and-edukan-students>.

Students Not Receiving Federal Financial Aid

Refunds will be calculated and disbursed to eligible students who officially withdraw from classes. An eligible student is one who has paid all charges by cash, check or credit card. Official withdrawal is defined by the date the withdrawal form is picked up from the registrar. Refunds will be made to eligible students within twenty (20) working days of the official withdrawal date.

Add/Drop forms are available in the office of the Registrar.

Full-time students (Enrollments of 12 hours or more):

- One full week after first class period = 100% refund of tuition and fees on classes
- After first week = No tuition and fee refund.
- Classes of less than seventeen weeks: No refund will be given after attending two class sessions.

If personal circumstances warrant exceptions from the published tuition and fee refund policy, a student may seek a written waiver.

Financial Aid Refunds

Any financial aid amounts above the student's charges at PCC will be refunded by the 60th day of classes. Students have the option to receive financial aid refunds by direct deposit or a check by filing paperwork with the Financial Aid Office.

Scholarships & Grants

Above & Beyond Honors Scholarship

A&B Honors Scholars are selected based on academic achievement, demonstrated community engagement, involvement in activities and recommendations. A letter from the student outlining this information, a letter of recommendation from the high school counselor or principal, the high school transcript and ACT scores must be sent to the Vice President of Instruction's office for review on or before the January 31 deadline. The student must also complete the online scholarship application. Note: Only current year high school graduates are eligible to apply. Full tuition and books plus \$500 stipend per semester.

To qualify for consideration, a new applicant must achieve a minimum of 23 on the ACT composite. If that score has been achieved, the applicant must then meet or exceed two of the three following criteria:

- Must have an ACT composite score of 25 or higher
- Must have a minimum high school GPA of 3.6 or higher
- Must rank in the top 10% of his/her high school class

Board of Trustees Scholarship – Tuition Remission

Full tuition

Awarded to employees, their spouses and their unmarried children living at home. Contact the Personnel Office for more information.

Departmental Scholarships

Award varies

Pratt County High School Senior Grant

The Pratt County High School Senior Grant has been established by the Pratt Community College Board of Trustees to provide tuition assistance for all graduating high school seniors who are residents of Pratt County or from a Pratt County high school, for the academic term (summer, fall, or spring) within three years of high school graduation. The grant will be given for an academic, technical, or health related program or for participation in extracurricular activities or athletics.

There are two levels of grants available.

1. The first level of the Pratt County High School Senior Grant entitles the student to a maximum of \$350 per semester, not to exceed a total award of \$1,400. Students must maintain a GPA of 2.0 or higher. Recipients are expected to demonstrate leadership in community service/college service and must document a minimum of 20 hours annually.
2. The second level of the Pratt County High School Senior Grant entitles the student to a full-tuition scholarship. Students must maintain a GPA of 2.5 or higher. Recipients are expected to demonstrate leadership in community/college service and must document a minimum of 50 hours annually.

Community service may be performed at a Pratt County non-profit organization, K-12 schools, service club and/or religious institution. Service may not be for an immediate family member. Students are expected to track service hours, which will be reported monthly through a "Community Service Tracking Form".

The student is responsible for the remainder of tuition (if applicable), fees, and book costs. Students may apply for other scholarships offered by the college. If the total scholarship award, i.e., the Pratt County High School Senior Grant plus other scholarships, is \$800 or more per year (which includes the Level 2 scholarship above),

the student must enroll in and maintain a minimum course load of 16 credit hours per semester or 32 credit hours per year. Application deadline for the Pratt County High School Senior Grant is August 1 of each year.

Transfer Scholarships

Laura E. Porter Transfer Scholarship

This scholarship was established by Laura E. Porter of Pratt, Kan., to aid young men graduating from PCC in continuing their education at a college or university. There are two phases to the scholarship: A financial award to select male graduates each year. Scholarship, participation in activities and general contributions to the life of the college are taken into consideration in making these awards. Application for loan privilege to any PCC male graduate wishing to continue his education beyond the community college level. This may be obtained in the Financial Aid office.

The Miss America/Waterford Crystal/Tara Holland, Miss America 1997 Scholarship

The scholarship was established by the Miss America Organization and Waterford Crystal, Inc. in honor of Tara Holland, Miss America 1997. Candidates must be female and pursuing a major or minor in music and/or music education, or be enrolled in a minimum of six (6) credit hours per semester in music (MUS) curriculum courses. Entering freshmen must have graduated with a 3.25 high school GPA, have participated in high school music education or activities and be recommended by a high school music educator or an administrator. Candidates who have completed one year of study at PCC must have attained a 3.0 GPA.

Linda Hunt Memorial Scholarship

This scholarship was established to aid young male graduating from PCC in continuing their education at a college or university. A committee will select female graduate(s) each year. Scholarships obtained, participation in activities, and general contributions to the life of the college are taken into consideration in awarding this scholarship.

Irene Krueger Transfer Scholarship

This scholarship was established to aid a student graduating from PCC in continuing their education at a college or university. A committee will select one recipient each year. Scholarships obtained, participation in activities, and general contributions to the life of the college are taken into consideration in awarding this scholarship.

Dr. Pamela Dietz Family Scholarship

This scholarship was established to aid young women graduating from PCC in continuing their education at a college or university. A committee will select female graduate(s) each year. Scholarships obtained, participation in activities, general contributions to the life of the college, must have a 3.0 GPA, and non-traditional are taken into consideration in awarding this scholarship.

Foundation Scholarships

The PCC Foundation was formed in 1968 to support the educational programs of Pratt Community College by receiving and administering property and funds for the use of the college and by carrying out the wishes of those making gifts to the college. Approximately 200 scholarships are offered through the Foundation to deserving students each year.

Awards for academic scholarships are based on academic achievement as indicated by the transcript, GPA, ACT scores, and personal recommendations. Recipients of scholarships of \$500 or more must enroll in a minimum of 16 credit hours each semester and maintain a 2.0 cumulative GPA or higher to ensure continuance of the scholarship unless otherwise determined by the college. Students in the Nursing Program must maintain at least 12 credit hours.

How to Apply for Scholarships

Applicants for an academic scholarship must submit a scholarship application online at <http://prattcc.edu/financial-information/scholarship-application>. Supporting documents include a transcript of high school grades and ACT results (recommended but not required). Scholarships covering tuition are

limited to a maximum of 18 credit hours per semester, excluding athletic scholarships, performing arts, and rodeo which cover up to 21 credit hours (if they are enrolled in the PASS program). Full tuition and books scholarships do not cover fees or room/board and must be paid by the student.

Nursing students will need to complete a separate scholarship application which is available at <http://prattcc.edu/financial-information-nursing/nursing-scholarship>.

Federal Financial Aid Programs - FAFSA

Federally financed educational assistance programs are determined on the basis of income and assets of both the parents and the student. The family contribution is determined by considering the adjusted gross income, the number of dependents, other children in college, etc. Assets considered include, but are not limited to, the student's savings and the parents' savings, bank accounts, and other investments. The difference between the reasonable cost of attending college and the reasonable amount the parents and students can provide is called NEED and is the amount that the Financial Aid Office will endeavor to provide from one source or a combination of sources. The student should submit a Free Application for Federal Student Aid (FAFSA) to determine the reasonable expectation of what the student and parents can contribute. The FAFSA is available online at <https://studentaid.gov/h/apply-for-aid/fafsa>.

The federal school code for PCC is **001938**.

The FAFSA application opens October 1 for the following academic year.

How to Apply for Federal Financial Aid

Application procedures for students applying for the PELL Grant, Supplemental Educational Opportunity Grant, Work Study and Federal Student Loans are as follows:

- Complete the Free Application for Federal Student Aid (FAFSA) online at <https://studentaid.gov/h/apply-for-aid/fafsa>.
- Provide official high school transcripts and official transcripts from any and all prior colleges.
- Check with the financial aid office or your student portal as more documents could be requested.

Financial Aid Deadlines

In order to provide efficient student service and receive timely payment of tuition, fees and other charges, Pratt Community College requires students to complete the financial aid package by August 1. After August 1, a late fee of \$100 will be assessed to the student. The financial aid will then be applied to the student's outstanding bill; any amounts still due must be paid by the first day of classes or have a payment plan in place, see page 33 for more information. If the student has additional funds after all authorized charges have been paid, he/she will be given a voucher for books up to the amount of the remaining funds.

Any refund due will be made by the 60th day of class when financial aid is distributed. Failure to pay will result in the administrative withdrawal of that student unless waived by the Vice President of Finance and Operations because of a documented hardship.

Financial Aid Eligibility Requirements

To be eligible to receive aid, a student must meet the following requirements:

- Have an official high school diploma, a GED
- Be enrolled as a regular student in an eligible program. A regular student is one who is enrolled in an institution to obtain a degree or certificate. An eligible program is a course of study that leads to a degree or certificate at a school that participates in one or more of the student aid programs described.
- Be enrolled in at least 3 credit hours to receive PELL grants, and at least 6 hours to receive student loans
- Be a U.S. citizen or eligible non-citizen. Check with the Financial Aid Office for categories of eligible non-citizen.
- Make satisfactory academic progress.

Federal Pell Grant

The Federal Pell Grant program awards money to eligible undergraduate students. Unlike other Federal financial aid, the Federal Pell Grant Program does not need to be repaid. Pell Grants are needs-based grants that are intended to provide low-income students access to post-secondary education. Grant amounts are determined by the students' expected family contribution (EFC), the cost of attendance, whether the student is full- or part-time and whether or not the students attends a full academic year.

Federal Supplemental Education Opportunity Grants (FSEOG)

The Federal Supplemental Education Opportunity Grant (FSEOG) program provides funds for undergraduate students who demonstrate exceptional financial need. FSEOG is similar to the Federal Pell Grant Program, in that funds awarded do not need to be repaid. Grant amounts are issued between for \$100-4,000 per year for eligible students, based on financial need and funding provided by the Department of Education at the student's school.

The William D. Ford Federal Direct Loan Program

The William D. Ford Federal Direct Loan (Direct Loan) Program is the largest federal student loan program. Under this program, the U.S. Department of Education is the lender. Federal Direct Loans usually have lower interest rates and have more flexible repayment options than loans from banks or other private sources.

Students must be enrolled and attending at least 6 credit hours per semester to be eligible for Federal Direct Loans. Before students borrow a federal student loan, it is important to understand that a loan is a legal obligation that the student will be responsible for repaying with interest. The student may not have to begin repaying their federal student loans right away, but the student does not have to wait to understand the student's responsibilities as a borrower. Please visit the Federal Student Loan website at www.studentaid.ed.gov for additional loan information. For repayment calculator please visit <https://studentaid.gov/>.

Pratt Community College requires the student to complete a FAFSA before certifying all loans. Entrance Counseling and a signed Master Promissory Note (MPN) are a requirement under the federal default-reduction regulations before disbursing the loan funds. Please complete at <https://studentaid.gov/>.

Exit Counseling is required shortly before the student borrower ceases at least half-time study at Pratt Community College. This includes graduates and transfer students. Please complete at <https://studentaid.gov/>.

Direct Subsidized Loans

For undergraduate students who have financial need; US Department of Education pays the interest while the borrower is in school and during grace and deferment periods; the institution determines the amount the student can borrow, and the amount may not exceed the student's financial need; first time borrowers may not receive this type of loan for more than 150% of the length of their program of study; US Department of Education may stop paying interest if a student who received Direct Subsidized Loans for maximum period continues with enrollment.

Direct Unsubsidized Loans

For undergraduate, graduate, and professional students; financial need is not required; borrower is responsible for all interest.

Direct PLUS Loans

For parents of dependent undergraduate students and for graduate and professional students; borrower is responsible for all interest; financial need is not required.

For additional information please visit the <https://studentaid.gov/app/launchPLUS.action> website.

Preparatory Coursework

Preparatory coursework loans allow a student to attend Pratt Community College and receive a Direct Loan for a maximum of one consecutive 12-month period to take pre-arranged program coursework required for

admission to another college or university. Federal provisions limit the amount of Direct Subsidized & Unsubsidized loans students may borrow each academic year.

The limits outlined below do not apply to Direct PLUS loans for parents.

	Maximum Annual Loan Amount	
Grade Level 1 (less than 32 completed hours) - FRESHMAN	Dependent Student	Independent Student
Base Direct Loan Eligibility (subsidized & unsubsidized)	\$3,500	\$3,500
Additional unsubsidized Direct Loan eligibility	\$2,000	\$2,000
Unsubsidized Direct Loan eligibility for independent student or dependent student due to parent ineligibility for PLUS loan		\$4,000
Maximum Grade Level 1 Total	\$5,500	\$9,500

	Maximum Annual Loan Amount	
Grade Level 2 (less than 32 completed hours) - SOPHOMORE	Dependent Student	Independent Student
Base Direct Loan Eligibility (subsidized & unsubsidized)	\$4,500	\$4,500
Additional unsubsidized Direct Loan eligibility	\$2,000	\$2,000
Unsubsidized Direct Loan eligibility for independent student or dependent student due to parent ineligibility for PLUS loan		\$4,000
Maximum Grade Level 2 Total	\$6,500	\$10,500

Aggregate Loan Limits		
Student Type	Total Aggregate Limit	Maximum Subsidized Limit Within the Aggregate
Dependent Student	\$31,000	\$23,000
Dependent Student whose parent is ineligible for PLUS	\$57,500	\$23,000
Independent Undergraduate Student	\$57,500	\$23,000

These amounts are based on full time enrollment status and all federal aid may not exceed the school's budget or cost of attendance. The interest rate for a William D. Ford Direct Loan is variable, and is adjusted every July 1, and will be set by Congress. Loan funds are to be used towards education related expenses. Most federal student loans have loan fees that are a percentage of the total loan amount. The loan fee is deducted proportionately from each loan disbursement the borrower receives. This means the money the student receives will be less than the amount actually borrowed. The student is responsible for repayment of the entire amount borrowed. Please borrow responsibly.

Federal Work-Study Program

The Federal Work-Study Program is considered self-help and provides jobs for students who wish to earn a

portion of their college expenses, while gaining practical work experience. At Pratt Community College, a student will normally be employed for one academic year (August through May) and summer employment (June and July) may also be available. The Work-Study positions may be located on or off campus, and the pay rate is at least the current Federal Minimum Wage. The scheduled hours may vary according to the job position. The student and their supervisor are expected to cooperate in ensuring that the student does not work more than the contracted hours. Failure to stay within the contracted hours may bring about a department without assistance of a Work-Study student.

Satisfactory Academic Progress (SAP)

To establish and maintain eligibility for federal student financial aid at Pratt Community College, the student must meet satisfactory academic progress (SAP) standards. Federal regulations require that a student make satisfactory academic progress toward an eligible degree, certificate, or transfer program leading to a bachelor's degree. To comply with this regulation, the following SAP standards have been established. SAP evaluation will occur prior to being awarded and at the end of each enrolled semester, including summer. All prior institution transcripts must be on file before financial aid can be awarded. Evaluation is based on **cumulative Pratt Community College and transfer credit course work** as appearing on the student's official academic transcript from accredited institutions. (Note: Clock hour programs are computed as credit hours for SAP purposes.)

The three SAP standards are evaluated by the following criteria:

1. Cumulative Grade Point Average (GPA)

Students must attain a minimum cumulative GPA of 2.0. (Pratt Community College and transfer hours are considered.)

2. Pace (Percentage of Completion)

Students must successfully complete 67% of all credit hours attempted as appearing on their official academic transcripts. This includes all enrollment periods whether or not financial aid was requested or received. **The following grades do not affect the cumulative GPA, but will be counted as attempted (but not completed) credit hours: "I" (incomplete) or "W" (withdrawn).** Self-paced courses that are not completed by the end of the semester in which the student enrolled will be recorded with a grade of "I" until the course is completed. An incomplete course may delay future federal financial aid disbursements until a final letter grade is posted. (Students who have not completed 67% or more credit hours for which aid was paid may become ineligible for financial aid.)

Attempted Credit Hours	Required Credit Hours Complete
12	9
15	11
18	13
24	17
30	21

3. Maximum Time Frame

The maximum time frame for students to complete their academic program may not exceed 150% of the published length of the program. For example, if the published length of the program is 64 credit hours, the maximum number of attempted credit hours may not exceed 96. After 83% of the published length of the program has been attempted (including Pratt Community College and all transfer credit hours from accredited institutions), students are no longer eligible for federal financial aid.

Financial Aid Warning Status

New Students entering into Pratt Community College for the first time will automatically be placed on "Warning" status for the first term. Students may continue to receive financial aid during the warning period. However, students not making SAP at the end of the warning period will be ineligible for financial aid and placed on Suspension status. To attempt to regain eligibility, students will need to submit an SAP appeal.

A transfer student entering into PCC will be placed on Warning Status if upon evaluation of their transcript(s) has below a 2.0

Cumulative GPA and/or has below a 67% pass rate.

Financial Aid Suspension and Appeals

Students may appeal their Suspension status by completing and submitting a SAP appeal to the Financial Aid Office. Forms are available in the students E-Central Account. The student must meet with their Academic Advisor and outline all required courses that will be taken during the following semester. **Students are only allowed to appeal financial aid eligibility one time.** Once an appeal is reviewed by the SAP appeal committee, the decision or recommendation is final and the student will be notified via mail.

If the appeal is denied, the student must pay for educational costs until SAP standards are met. This denial takes precedence over any previous award notification the student may have received.

If the appeal is approved, the student's federal financial aid eligibility will be reinstated and placed on a Probation status. To maintain eligibility, the Financial Aid Academic Plan conditions listed below must be met, but might also include additional conditions such as reducing the number of enrolled credit hours or working with a Student Success Advisor throughout the semester. If the conditions of the student's appeal and Financial Aid Academic Plan requirements are not met during the following term, then the appeal becomes void and the student is placed on federal financial aid denial and may not submit another appeal.

Financial Aid Academic Plan Status

Financial Aid Academic Plan status is granted after students have had an SAP appeal or Educational Plan approved. Students on Financial Aid Academic Plan status are eligible and may continue to receive financial aid funding, as long as the following requirements are met:

1. Successfully follow the academic program plan created with the Academic Advisor up through the final semester listed in the student's appeal and/or meet other conditions, if required, as stated in the approval letter.
2. Receive a minimum of a 2.0 (C) GPA average for all classes taken in each subsequent term.
3. Successfully complete at least 67% of all courses attempted during each subsequent term.
4. Do not drop all courses without a "W" and receive financial aid.

If a student does not satisfactorily complete the above criteria, the student will be placed on financial aid denial and will not receive any federal financial aid until SAP standards are attained. Students denied aid must take credit courses at their own expense until SAP standards are met. To remove Financial Aid Academic Plan status after an appeal is approved, the student must meet minimum GPA AND Pace standards AND have attempted less than 150% of the published length of his or her program.

Maximum Time Frame

Students who are close to reaching their maximum time frame and are meeting all other SAP requirements may be notified by the Financial Aid Office to submit an **Academic Plan**. The Academic Plan is an option to avoid financial aid ineligibility due to the maximum time frame requirement. The Academic Plan will be reviewed by a committee, just like the SAP appeal.

Grades for Financial Aid Calculation

A grade for each student in each course will be given at the end of the semester according to the system described below:

- A 4 grade points per semester hour
- B 3 grade points per semester hour
- C 2 grade points per semester hour
- D 1 grade points per semester hour
- E 0 grade points per semester hour
- I Incomplete 0 grade points per semester hour
- W Withdrawal 0 grade points per semester hour
- P Passing work 0 grade points per semester hour
- NC No credit 0 grade points per semester hour

Repeating a Course

If the student needs to repeat any course, financial aid can count these courses towards enrollment and award Title IV funds to a student who is repeating, for the first time only (i.e., one repetition per class) a previously passed course. For this purpose, passed means any grade higher than an "F", regardless of any school policy requiring a higher qualitative grade or measure to have been considered to have passed the course.

Notification of Awards – Aid Offer

Notification of awards will be in the form of an Aid Offer in the student's E-Central Account inbox as soon as awards are packaged by the Financial Aid Office. Contained in the letter will be further instructions and paperwork needed to finalize their aid for the year. Disbursement Notification letters will be mailed to students before their scheduled disbursement. For those students who have been awarded aid and completed the necessary paperwork, will be disbursed before the 60th day of the semester start. Aid is awarded for one academic year (summer, fall, spring). Students are able to fill out the FAFSA in October for the following school year.

Student Services

Services for Students

The student is the number one priority at Pratt Community College. A variety of services are offered, including financial aid, work-study, social activities, residence life, college relations, tutoring, special needs services, advising, counseling and college health.

Student Activities

Student Activities at Pratt Community College are developed using student development theory. We realize that that students spend more than half of their time outside of the classroom, and activities are planned to help them develop and mature. Activities fall into three major areas: social, recreational, and academic/personal development. Theme weeks, such as back to school events and Beaver Fever Week add to the fun of student activities. In addition, educational programs are hosted regularly to discuss a topic concerning students. Pratt Community College is also home to a variety of clubs and organizations.

Internet Access

Pratt Community College has free wireless internet across campus. Log on to PCC-Students in the classroom buildings, and in the residence halls, using your Self-Service login information.

Beaver Lounge Recreation Center

The Beaver Lounge Student Recreation Center is located next to Beaver Bites in Area 53. Students can play pool and ping pong. A television and gaming systems are also available. Students should feel free to take advantage of the Beaver Lounge Student Recreation Center between classes and in the evenings, making it a place to relax with friends. Note: During the 2020-2021 academic year, the Beaver Lounge Recreation Center will be closed during the Fall semester due to the COVID-19 pandemic. Spring semester availability will be determined at a later date.

Art Exhibitions

The Delmar Riney Art Gallery is located in the Riney Student Conference Center and features exhibitions throughout the year. . The exhibits include a variety of media and techniques from a variety of artists and/or photographers

Athletics

Intercollegiate sports for men include basketball, baseball, soccer, track and cross-country, cheerleading and wrestling. Women participate in volleyball, basketball, track, soccer, softball, cross-country, cheerleading and rodeo. Pratt Community College competes in the Jayhawk Conference of the National Junior College Athletic Association. In addition to the Dennis Lesh Sports Arena which seats 2,500. Stanion Baseball Field seats approximately 500. The softball team competes at Jerry Angood Field in Pratt's Lemon Park. The Men's and Women's Soccer Team competes on the fieldat a new Soccer/Track & Field Complex completed in 2019. The Complex is located off campus and directly east of the Green Sports Complex.

Performing Arts

There are numerous opportunities for students to get involved through theater productions, vocal music and instrumental music. Students are able to participate with other students as well as with community members. The theater department presents two to three public productions annually. The music department features four major performing groups: choir, Encore, and pep and band. Public performances are presented each semester.

Block & Bridle

This club is for students with an interest in agriculture. The objectives of the club are to promote scholarship, student interest and leadership in agriculture, and to strengthen, improve and promote the profession of agriculture. Members attend regional, state, and national Block & Bridle meetings, where they get to meet and share ideas with students from other colleges and universities as well as participate in educational tours around the U.S.

Club International

This organization strives to provide social, cultural and educational support among international students, their PCC peers, faculty, staff and community. The club meets monthly around social events, service projects and educational forums.

Peer Educators

The Peer Educators group is students helping students make more responsible, healthier lifestyle choices. The group is an affiliate of the National BACCHUS network.

Phi Theta Kappa

PTK is an International Community College Honor Society whose members are chosen on the basis of scholastic achievement, leadership abilities and contributions to the college and faculty recommendations. To be eligible for membership, students must be enrolled on a full-time basis, must be in a degree-seeking program, and must maintain the required cumulative GPA.

Kappa Beta Delta

Kappa Beta Delta is an honor society for business, management and administration majors at accredited two-year schools. Top students in our business programs are invited to become members. In order to join KBD students must rank in the upper 20 percent of students pursuing a business degree at the time of the invitation, must have completed at least 15 hours with at least six of those hours being in business subjects and they must have at least a 3.0 GPA.

Beavers on Stage

Beavers on Stage is the official organization of the performing arts department. All students involved in choir, band, show choir, theatre or production work are a part of this group. In addition to our other department activities, students participate in community service activities throughout the community, take trips to professional shows, go Christmas caroling and provide support to their peers in each of the areas of the performing arts. The group also fundraises for an end-of-the-year trip each May.

Rodeo Club

This co-curricular organization is for students who are on the rodeo team or interested in assisting the rodeo club with special events and activities. The objectives of the club are to promote student interest and leadership in rodeo and throughout the year, as well as host rodeo events as scheduling allows.

Shooting Sports Club

The mission of the Pratt Community College Shooting Sports Club is to promote the safe handling of firearms, instill a lasting respect for the shooting sports, and provide the opportunity for members to improve their leadership and team building skills through a variety of training courses, competitions, and community service projects while enjoying the recreational and social benefits the shooting sports have to offer.

Student Admissions Representatives

The goals of Student Admissions Representatives are to inform prospective students and parents interested in Pratt Community College about all facets of Beaver life, assist with important Admissions recruiting events, personalize the College by making campus visitors feel welcome, and serve as a mentor to other students from their hometown area and/or current program.

Pratt Kansas Association of Nursing Students (P-KANS)

Membership in this organization is mandatory for all nursing students who are admitted to the nursing program. Activities include professional development and community service. Members have leadership opportunities at local, state and national levels.

Collegiate Farm Bureau

Collegiate Farm Bureau provides students the opportunity to enhance their leadership skills as future ag leaders through experiences with the county, state, and national Farm Bureau organization. Collegiate Farm Bureau helps students build networks with other student leaders, connect with others to discuss issues impacting agriculture, promote agriculture as an industry, and gain experiences with leaders and mentors in the agricultural industry.

Leadership in Technology

The Post-Secondary Ag Students involves second level Ag Power Technology students and Ag student interested in the NACTA competitions. The teams within PSA have been very successful at the national competitions within the last several years.

Bookstore

The Pratt Community College Bookstore is owned and operated by Follett College Stores of Chicago, Illinois. The bookstore provides the required new and used textbooks including supplemental study guides and required course supplies. All bookstore purchases must be paid in full at the time of purchase. Cash, checks, and credit cards are accepted. In addition to textbooks, the store offers a selection of school supplies, emblematic clothing and gifts, greeting cards, computer software, personal care items, snack foods and a section of general and nursing reference books. We also provide special order service for most books in print. The bookstore offers year-round buyback on current campus and national needs. The bookstore is open 8 a.m.- 5 p.m. (Hours are subject to change.) The bookstore is located in the Riney Student Conference Center.

College Health

College Health Services are available to all full-time and part-time students. The Health Center provides health teaching for self-care of common health problems and provides assessment and treatment for common, acute problems. Cases that need to be referred to a clinician and/or physician will be handled promptly. Any fee for services from a clinic off-campus will be the financial responsibility of the student, parent, and/or guardian. College Health hours are posted at the office in the Riney Student Conference Center. An Advanced Practice Registered Nurse (APRN) is also available on part-time basis for other services. APRN services carry a nominal fee of \$10 per service.

Counseling and Career Planning

Pratt Community College provides counseling and career guidance services through the Student Success Center. These services are available to all students who wish to discuss academic, personal, or career matters. Office hours are 8 a.m. to 5 p.m. Monday through Friday by appointment.

Counseling services include *personal counseling* for students who may have problems adjusting to college, have relationship problems with family or friends, or just want someone to listen. *Academic counseling* is offered to students to help them understand the various educational requirements needed to complete a course of study, along with information about transferring to other colleges or universities.

Special Needs Services

The goal of Pratt Community College is to provide the best opportunity for student academic success. Therefore, in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990, special needs services are provided to achieve this goal.

A full array of services to students with disabilities may be provided, including but not limited to: materials in alternate formats; texts in audio format; test readers; computer assisted accommodations, altered examination schedules; digital voice recorders; note-takers; scribes and alternative testing procedures. Tutoring is available

to all PCC students at no charge. Sign language interpreters are available on a pre-arranged basis. Please refer to policy # [600-50, Special Needs Policy](#), for additional information. For information regarding service animals, please refer to policy # [500-11 Pets, Animals and College Facilities](#).

Food Service

Students living in the residence halls are served meals in the relaxed and informal atmosphere of the college dining room located in the Student Conference Center. Residence hall residents are required to be on the meal plan. PCC contracts for food service from a well-established service corporation. Three meals per day are offered Monday through Friday, and brunch and dinner are offered on Saturday and Sunday. Three meal plans are available, including 10, 14 and 19 total meals per week. Unlimited servings are available except on steak night. Sack lunches are available for those unable to dine during regular meal hours and trays for ill students are also available. Special dietary requirements are met if possible. The cafeteria is also open to non-residence hall students.

Fitness Center

The fitness center is located in the lower level of the Student Conference Center. A variety of equipment is available at no charge to students. Please check the schedule as hours vary.

Computer Labs

Computers are available for student use in the Linda Hunt Memorial Library, the Beaver Underground and in Chandler Hall.

Check Cashing

Checks up to \$50 may be cashed at the Cashier's window of the business office.

Student ID Cards

Students are issued Student ID cards through the Office of Enrollment Services (Office 51).

Residence hall students are issued a photo ID card upon presentation of their housing voucher showing they have been cleared to move into the residence hall. Students are not charged for their initial ID card. A fee of \$10.00 will be charged for a replacement photo ID card if the ID card is broken or damaged in any way or if the ID card is lost or stolen. Note: Photos will not be included on 2020-2021 ID cards.

There will be no charge for malfunctioning cards due to system problems only. If problems occur see the Office of Student Services (Office 51).

Non-residence hall students receive a plastic photo ID upon request. Students unable to visit the Student Services Office may request a non-photo ID card sent through the mail by contacting the Student Services Office at 620-450-2217.

ID cards of residence hall student moving off campus are deactivated from the security system; however, their cards are not collected unless disciplinary or other circumstances prevail.

High School Students and other special groups (such as College Start and The Learning Center students) enrolled at PCC receive paper ID cards.

Student Right to Know

The Student Right to Know Act of 1999 requires that certain types of information be disclosed to students. The following is a list of information available at www.prattcc.edu.

- Graduation/Completion and Transfer-out Rates
- Graduation/Completion Rates of Athletes
- Campus Crime Rates/Annual Security Report
- Athletic Participation and Financial Aid (EADA)
- Family Educational Right and Privacy Act (FERPA)

- Financial Assistance Availability and Eligibility
- Institutional Information
- Withdraw Process
- Cost of Attendance
- Refund Policy
- Current Academic Programs
- Institution Accreditation
- Facilities and services for the disabled
- Study Abroad Programs - PCC does not offer study abroad programs
- Student Enrollment

More information about the Student Right to Know Act can be found through the U.S. Department of Education. For print copies of any of the Student Right to Know information, contact the Admissions Office at 620-450-2217. Questions about Student Right to Know information should be directed to PCC's Freedom of Information Officer at 620-450-2240.

Graduation Rates

4-Year Average Graduation rate is 37% (based on cohort years 2013, 2014, 2015, 2016).

Crime Statistics

Crime statistics and other information related to Pratt Community College may be viewed at <http://nces.ed.gov/collegenavigator>. In accordance with the provisions of the Crime Awareness and Campus Security Act of 1990 and the Jeanne Clery Act of 1998, the Annual Security Report can be found at prattcc.edu/SecurityReport.

Residence Life

Residence Life Manual

Academic Year 2020-2021

FROM THE DIRECTOR

Welcome to Pratt Community College and living on campus! I am confident you have made a great decision in choosing to live on-campus. The goal of the residence life program is for you to succeed not only academically, but socially. We offer numerous opportunities for involvement and provide a variety of activities for you to feel at home and make friendships.

Please take the time to meet your resident assistant and develop a good relationship with them. These student leaders are traditionally upperclassman and are there to help you succeed on campus. In addition, they will provide opportunities for you to get involved in your residence hall and community throughout the semester. I would also encourage you to meet your Residential Supervisor. This professional staff member is living in your

community to provide safety and security of the building and community. Each day there is a supervisor on duty which is on-call 24 hours a day to assist you. You will find a calendar and phone number of this person on your Residential Supervisor's door.

This portion of the Student Handbook will help you make the most of your residence hall experience. I would encourage you to review the contents of this manual. Should you have any questions or concerns regarding a specific policy, rule, or regulation please contact a member of our staff. I believe it is important to be available to students so please feel welcome to stop by the Residence Life and Student Activities office (RM 77) in the basement of the Benson Education Center. I always enjoy talking with students about their experiences here at Pratt Community College!

Welcome to campus and have a wonderful year!

Charles Keefer
Director of Students & Residence Life

WELCOME TO LIVING ON CAMPUS

Pratt Community College Mission Statement

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

Residence Life Department Mission Statement

The mission of Residence Life is to provide residence hall students with important learning and living experiences which allows for positive growth intellectually, culturally, and socially within a safe environment.

Statement of Responsibility for Policy

As a resident, you are responsible to review and know the following policies, rules, and regulations found in this manual as well as the remaining student code of conduct. To find the full Student Handbook please visit: <http://prattcc.edu/student-services/student-handbook>. Please read the contents thoroughly.

If you have any questions please ask a staff member. Failure to abide by these policies may result in unintended behaviors and consequences. Please take your responsibility as a member of this community seriously.

Residence Life Commitment to Diversity Statement

The Pratt Community College's Department of Residence Life is committed to creating an open and diverse living environment that is physically and psychologically safe, respectful, and civil; where individual and human differences and diversity of thought are understood, accepted, and celebrated.

Residence Life Statement on Racial Inequality

The deaths of George Floyd, Breonna Taylor, Ahmaud Arbery, David McAtee and many others are inconceivable and gut wrenching. Like many of you the past few weeks have been difficult. We have engaged in difficult conversations about racism and discrimination, participated in protests across the nation, and have taken time to listen and educate ourselves on the issues. No matter your response the time is now to take a stand against racism and discrimination. Black Lives Matter.

The residence life department and I personally stand with all Black, Indigenous, and People of Color. We know that acts of racism and discrimination occur in the residence halls. These issues are not free from the current period of protest and unrest. While we have tried to create safe spaces to address these issues through the RA ally program we must do better. We must come together as a department and do the work to make changes.

We all need the residence hall communities to be a place that does not tolerate or allow racism and discrimination to occur. We are all in this together and I encourage you to hold the residence life staff to a higher standard. Bring instances of racism and discrimination to the forefront and hold us accountable when issues arise. We are ready to take the responsibility seriously and to make real change in our residence hall communities.

Over the past few weeks, I have looked inward on not only what I can do, but what our department can do to put our words into actions. We have come together as a staff team to discuss these issues and from those conversations I have been filled with hope and excitement for a better tomorrow. Over the coming months the department of residence life will work with the campus administration on the following actions to start making real change.

The Department of Residence life will:

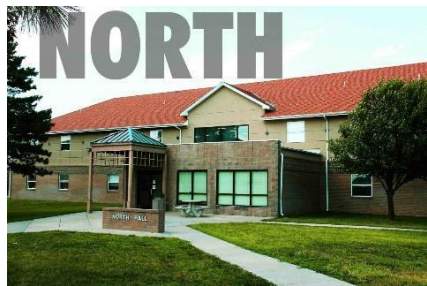
- 1) Ask campus administration to convene a meeting with campus security and leaders of our local law enforcement agencies to discuss strategies that will reinforce respectful and community engaged policing, and to create an effective partnership between Pratt Community College and local law enforcement agencies where communication and collaboration can occur when addressing incidents.
- 2) Ask campus administration to convene a meeting with local business owners and leaders in the community to address past instances of racism and discrimination head on to create an inclusive community where students can feel safe.
- 3) Update and provide the staff and student RAs with ally training in hopes of providing improved safe spaces for students to address acts of racism and discrimination, to be able to voice their concerns, and express their opinions. We will publicly promote these safe spaces and encourage these discussions to occur.
- 4) Ask campus administration to provide ally training and education for faculty and staff in hopes of creating more safe spaces on campus.

We want to hear from you and any ideas you have for creating a more welcoming, safe, and accepting residence life community. There is a lot to be done and it will take all of us to deliver on these promises. We hope you all have a safe and fun summer and look forward to welcoming you back in the fall.

For a Better Tomorrow!

Pratt Community College Residence Halls

Beck Hall: was built in 1986 and houses 36 women. It is a pod-style facility with two people per room and one large bathroom per hall. The lobby area features a kitchenette, vending machines, couches, big screen TV, computers and study areas. The building has a private laundry facility. This facility received new furniture in the summer of 2007.



North Hall: was built in 1998. This co-ed facility houses 64 people. This suite-style facility pairs two rooms with a bathroom, and there are eight single rooms in this building as well. North Hall also has handicap accessible rooms. The lobby features computers, a large TV, and study area. The second floor lounge has a study area as well. The building has a private laundry facility.

Novotny Hall: recently received a renovation that included new furniture, a refurbished lounge area, as well as kitchenette. Novotny Hall houses 96 men and is the largest residence hall on campus. Novotny is a pod-style building with several rooms sharing bathrooms that connect the east and west wings. A recreation room in the basement serves as a study area, with a television. The building has a private laundry facility.



Scholarship Hall: was completed in 2002 and houses 72 students. This facility is also co-ed with the suite-style layout. Much like North Hall, the lobby features computers, a TV and a study area. The second floor lobby is home to an additional recreation and study area. This facility has a private laundry facility.



Dr. William Wojciechowski Hall: is PCC's newest residence hall and was completed in 2010 and houses 72 students. This facility is co-ed and offers apartment-style living amenities. Each apartment provides two bedrooms, a bathroom, living room and kitchen with four students occupying an apartment. The main lobby provides students computers and a television, while a smaller second-floor lounge allows for studying and socializing with friends. The building also has a private laundry facility.



Porter Hall: was built in 1983 and houses 16 students. This facility is designed much like Beck Hall with a pod-style layout. The lobby area features a recreation and study area with a TV and computers. Private laundry facilities are available.

DEPARTMENT OF RESIDENCE LIFE

Residence Life Staff

The Residence Life team consists of the Director of Students & Residence Life, Assistant Director of Residence Life, Residential Supervisor, and Resident Assistants. These individuals are readily available to assist you in your personal and academic development as well as provide you a clean, safe, and comfortable home.

Residence Life Office

The Residence Life department is located in the basement of the Benson Education Center in area 77. The office is open 8:00 am to 5:00 pm, Monday through Friday, and is there to serve you. Feel free to stop by and see us, or call us at 620.450.2120.

Resident Life Professional Staff

[Director of Students & Residence Life](#)

Charles Keefer- Beck Hall
Email: charlesk@prattcc.edu
Phone: 620.770.0925

Assistant Director of Residence Life

Brad Luthe- Novotny Hall
Email: bradl@prattcc.edu
Phone: 620.450.7435

North Hall Supervisor

Josh Campbell
Email: joshc@prattcc.edu
Phone: 620.770.1006

Porter Hall Supervisor

TBA

Scholarship Hall Supervisor

Kevin Kewley
Email: kevink@prattcc.edu
Phone: 620.388.1512

Wojciechowski Hall Supervisors

Nick Cicere
Email: nickc@prattcc.edu
Phone: 620.770.2766

Kyle Pugh
Email: kylep@prattcc.edu
Phone: 620.770.2174

Resident Assistants

Resident Assistants (RA) are peer leaders who live in your residence hall. They help create an environment that is conducive to academic, personal, and social growth. RAs plan social, academic, and cultural programs for residents that help enhance community development and personal growth. Your RA will get to know you on a personal basis and is aware of resources on campus that may help you succeed.

Custodial and Maintenance Staff

Take time to get to know your custodian and the maintenance staff as they are important to your community. Work order forms can be found next to your Residential Supervisor's door. Repairs to plumbing, heating, and other maintenance concerns outside regular business hours (8:00 am- 5:00 pm) needs should be brought to the attention of the Residential Supervisor on duty and they will pass requests on to the maintenance department. Use of residence life facilities is a privilege and you, not the custodian, are responsible for cleaning up after yourself.

Pratt CC Security Department

During the academic year there is one daytime (Monday-Friday) security officer and one or more security officers' on-duty each evening. During that time officers make rounds to ensure the safety of the students and help students who have concerns, or complaints. The security department is located in the Benson Education Center office area 37. Students can contact the following security officers:

- Mario Tursini: 620.770.2461
- Scott Jackman: 620.672.1463
- Justin Schwab (Daytime Officer): 620.388.2367

CONTRACTUAL CONDITIONS

Residence Requirement & Waiver Requirements

Pratt Community College students receiving a PCC scholarship award of \$1,000 or greater annually are required to live in the residence halls. Students enrolled in less than 12 credit hours normally are not authorized to reside on campus. Students may be exempt from being required to live in a college residence hall if they meet one of the following criteria:

1. Married
2. 21-years-old by December 31 of the current academic year
3. Live with parent(s) or legal guardian of legal age or other immediate family
4. Have a handicap that cannot be accommodated
5. Have lived in Pratt County a minimum of two years and established residency
6. Parent or guardian of a minor child
7. International, or Non- US resident student living with an approved host family. Note: an approved host family must complete the "PCC Host Family Agreement" form available in the Vice President of Students and Enrollment Management office. The form is required prior to an I-20 form being issued.

To apply for a waiver to the on campus housing requirement, students must complete a form declaring his/her intention to be released from the residence hall. The form can be found in the Vice President of Students and Enrollment Management office.

Annually, on July 15, the administration will determine if students receiving scholarship awards for the next year will be required to live in the residence halls. Waivers will be granted when the residence halls are full on a first come, first serve basis to those who have completed the correct paperwork.

Note: This Administrative Policy #600-11 Student Housing is being waived for the 2020-2021 academic year which begins July 1, 2020 and extends through June 30, 2021. Students receiving Pratt Community College scholarship awards for 2020-2021 are not required to live in the residence halls as part of their scholarship award agreement. This action is being taken to provide students an option for their living arrangements in light of the COVID-19 Pandemic.

Live-on Requirements

Students living in a residence hall must be enrolled as a student at Pratt Community College and must be at least, or will become 18 years of age during the current academic year. Residents that fall below a full-time course load (12 credit hours) must schedule a meeting with Director of Students & Residence Life to discuss their course schedule. Failure to do so may result in termination of your housing contract.

Contractual Obligations

Students may visit <http://prattcc.edu/HousingContract> to fill out a housing contract. The residence life contract is an annual agreement for that academic year which includes both the fall and spring semester.

A \$200 deposit is required of every student moving into the residence halls. This deposit must be paid in order to reserve a room, along with completing a residence life contract, and health and personal information cards. A \$10 fee, which is nonrefundable, will be used for hall programming. The remaining deposit balance is refundable if the following conditions are met:

1. There is no damage
2. The room is clean at check-out
3. Proper checkout procedure is followed
4. There are no unpaid balances owed to the college

Deposits are not to be used prior to checkout time to pay for damages, lost keys, etc. They will be refunded at the year's end. The student will be responsible for the cost of repair or replacement in the case of damage to college property. The deposits of students returning to campus housing will roll over to the following year, and returning students will owe an additional \$10 to replenish the non-refundable yearly programming fee.

Termination of Contract

A student may cancel the residence hall contract by giving written notice to the Director of Students & Residence Life. A penalty may be assessed as indicated below. Pratt CC reserves the right to cancel this contract under any of the conditions described herein. Any refunds of payments will be made in accordance with the provisions of this contract.

Students who notify the Director of Students & Residence Life in writing, postmarked on or before July 10th (December 1st for new spring contracts) of their intention to cancel their contract will receive a 100% housing refund on the room deposit.

Students who cancel their contract after July 10th (December 1st for new spring contracts) prior to check-in will receive a 50% refund. Students who cancel their contract after move-in day will forfeit their \$200 deposit.

Students who are dismissed from a residence hall for disciplinary reasons will forfeit their \$200 deposit. Pratt CC may terminate this contract, if in the opinion of the Director of Students & Residence Life, the room or the residence hall become untenable because of damage or destruction by fire, or other casualty. In such case the resident will be charged room and board fees for weeks in residence.

Pratt CC will waive the breaking fee if a student is graduating at the end of the fall semester. If a student cannot fulfill this contract, due to unforeseen circumstances, they are asked to provide written explanation of their situation to the Vice President of Students and Enrollment Management. This situation will be taken into consideration and a determination will be made. The breaking fee will not be assessed for loss of residence due to natural causes (fire, flood, and windstorm).

Room Change Policy

Every attempt is made to honor requests for room and roommates from all applicants and assignments will be made by the Director of Students & Residence Life.

A resident will have the opportunity to request a room change three times in the fall (Week 3, Week 8, Finals Week), and twice in the spring semester (Week 3, Week 8). To request a room change residents will need to fill out a request form found in the residence life office. The request form will be due the Friday before room changes take place by 5:00 pm. Email reminders and flyers will be posted when the request form is available.

Students who request room changes will be notified by email with instructions on completing the room change. Any move without approval is subject to judicial action and possible financial sanctions. The resident will also be asked to move back to his/her original room if approval was not granted.

All efforts will be made to mediate roommate conflicts before room changes occur. Residents must approach a member of the residence life team when conflicts arise.

Single Room and Room Consolidations

The Director of Students & Residence Life reserves the right to reassign and/or consolidate occupancy of rooms at any time. Whenever possible, residents are offered the opportunity to purchase their room as a single if a space exists at a charge of \$500 per semester. If several spaces exist and rooms aren't purchased as singles, consolidation of spaces is done by staff.

Vacations and Hall Closures

The residence halls will be open for fall semester on August 15 and 16. All students must follow a designated check-in schedule based on the first letter of their last name. All students are expected to follow the check-in schedule to ensure social distancing and other COVID-19 safety precautions are conducted. Students will be notified of their check-in day and time by the Residence Life department via their college email. Students must have authorization to check-in to the residence hall by the Business Office and Residence Life prior to arrival.

The residence halls will close for fall semester on November 24 at 5 pm for all students. Students are expected to make travel arrangements accordingly. Exceptions are a limited number of students required to stay on campus due to a college class. Students required to stay on campus following Thanksgiving break will be notified of this requirement in advance of November 24. The residence halls will close for these students on December 11 at 5 pm. All residence halls will reopen for spring semester on January 19, 2021.

All dates, including start/end, holiday, etc. are subject to change based on the COVID-19 situation. Students are expected to check their PCC email regularly for updates and any other communication format as announced by instructors, coaches, college officials. During the 2020-2021 academic year, students should be flexible and be prepared to transition to an alternate delivery/distance learning mode and/or move out of the residence hall upon short notice due to unforeseen action taken because of the COVID-19 pandemic. Such sudden action by the college would occur in the best interest of the health and safety of our students and other stakeholders. PCC's first priority is the health, safety, and well-being of our entire college community and to mitigate the risks of COVID-19

Checking Out of Residence Halls

Any student moving out of the residence halls must use the following checkout procedures. You must sign-up for a check-out time with a resident assistant in your building. Sign-up sheets can be found on each of their doors.

When a resident assistant shows up to check you out your room must be clean which includes:

1. Dusting desk, dresser, and shelves
2. Taking out any trash in the room

3. Removing tape or other foreign substances from wall
4. Vacuuming or sweeping floor (including under the bed)
5. Wiping down the bathroom, cabinets, and sink
6. Clean out fridge, wipe down countertops and cabinets- Woj only
7. Remove all personal items from room and hall

The resident assistant will review the room condition report with you, get your signature on the form, and collect your key and key card.

Failing to check-out properly will result in an automatic \$50 charge on your student account.

Summer Housing

The cost for summer housing is available on the Pratt CC website, or from the Director of Students & Residence Life. A \$200 deposit is required with this contract, unless a current housing contract & deposit is on file.

1. Information on short-term housing can be found at: <http://prattcc.edu/student-services/short-term-housing-contract>.

Room Entry by Staff

Pratt CC reserves the right for authorized personnel to enter a student's room as per college policy 600-12. College policies can be available online at www.prattcc.edu.

Inspections are conducted regularly to protect and maintain the property of college, ensure the health and safety of its students, or whenever necessary to aid in the basic responsibility of the college regarding discipline and maintenance of an educational atmosphere. In such cases, effort will be made to notify the resident(s) in advance and to have resident(s) present at the time of entry.

LIVING IN A COMMUNITY

Getting to Know your Roommate

Having a roommate can be one of your best experiences of college life. How you approach it will determine whether or not you have a positive roommate experience. Your willingness to share, communicate, and work through conflicts will play a big part. With care and energy, you can work out a good living situation with a degree of friendship.

The following is the Roommate Bill of Rights:

1. The right to read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right
2. The right to sleep without undue disturbance from noise, guests of roommate, etc.
3. The right to expect that a roommate will respect one's personal belongings
4. The right to a clean environment in which to live
5. The right to free access to one's room and facilities without pressure from a roommate
6. The right to personal privacy
7. The right to host guests that respect the rights of the host's roommate and other hall residents
8. The right to talk through conflict and concerns. Residence hall staff is available for assistance in settling conflicts
9. The right to be free from fear of intimidation, physical, and/or emotional harm

Knowing what you Need

Working through these questions will help create a positive roommate relationship.

Cleaning:

1. How neat and clean are you used to keeping your room?
2. How will housekeeping duties be shared?
3. How would you like the room arranged and decorated?

Borrowing:

1. Will you share food and drink costs?
2. Do you mind if guests use items in the room?
3. Do you prefer to be asked before someone borrows something?
4. What items are you comfortable sharing and would you prefer that they not be borrowed or used?

Study Time:

1. What time do you typically study?
2. Can you study with the TV or radio on? With visitors in the room?

Sleeping:

1. What time do you typically go to bed and get up in the morning?
2. Are you a heavy or light sleeper?
3. Can you sleep with the TV or radio on? With visitors in the room?

Guests:

1. When can guests be in the room?
2. Can guests spend the night?

Roommate Agreement

Use the answers to the above questions to help you create a roommate agreement. Roommate agreements will be conducted the first two weeks of the fall semester with your RA. . This agreement will help you set ground rules and start you on the right path to have an enjoyable roommate experience.

When creating the agreement:

1. Take time to address all of the areas of the agreement
2. Make sure there is nothing you are missing or nothing you do not agree with
3. Talk with your RA about your agreement

If problems arise you will be able to renegotiate your roommate agreement. When renegotiating your agreement try to avoid blame and accusations. If a solution cannot be reached, the next step is to ask an RA for help.

Getting Involved

Each month the Student Life department will provide several activities for you to attend and get involved with. At the beginning of each month a student activities calendar will be put under your residence hall room door. This will notify you of all activities, student organization events, and athletic games taking place for the month.

Pratt CC is proud to offer many diverse involvement opportunities in several student organizations. For a full list of student organization and contact information visit: <http://prattcc.edu/student-life/clubs-and-organizations>.

Each month your resident assistant will put on a program geared to your community and their interests. This is a great way to get out and meet those who live around you. If you have a program idea please let your RA know.

RESIDENCE LIFE SERVICES

Cable Box & Remote

Each room comes with one Cox cable box and one remote. In order to utilize the cable box residents should bring an HDMI, or coaxial cable to plug into the box and their TV.

Cleaning Supplies

Each residence hall has cleaning caddies and vacuums that residents can access to clean and vacuum their rooms. Residents are asked that they return the supplies back to the original location after use so others can utilize them. Supplies can be found here:

1. Beck Hall- laundry room
2. North Hall- 2nd floor lobby
3. Novotny Hall- basement
4. Porter Hall- lobby area
5. Scholarship Hall- 2nd floor lobby
6. Wojciechowski Hall- laundry room

Dining Services and Hours

Several food options exist for students in the cafeteria located in the Riney Student Center. If you cannot make a meal time please contact Great Western Dining, or a member of the dining staff regarding take-out meals. Great Western Dining works with students to provide dining options to fit their individual needs including take-out meals, gluten free, dairy free, etc.

Daily Offerings (Monday-Thursday):

Hot Breakfast: 7:15 to 8:30 am

Continental Breakfast: 8:30-9:00 am

Lunch: 11:00 am to 1:30 pm

Dinner: 5:30 to 7:15 pm

Daily Offerings (Friday):

Hot Breakfast: 7:15 to 8:30 am

Continental Breakfast: 8:30-9:00 am

Lunch: 11:00 am to 1:30 pm

Dinner 5:30 to 6:30 pm

Daily Offerings (Saturday-Sunday):

Brunch: 11:30 am to 12:30 pm

Dinner: 5:30 to 6:30 pm

Ice Machine

An ice machine is located in the lobby of Porter Hall for residents to use. Residents should have key card access for the lobby area of Porter Hall if they do not reside there.

Internet

Each residence hall room includes an Ethernet cable hook-up. You must fill out a device registration form found in the residence life office when utilizing the Ethernet hook-up. Residents will have access to Wi-Fi by connecting to the PCC Student network and logging in with their self-service login information.

Laundry Facilities

Laundry room facilities are available and are to be kept clean at all times. Avoid leaving soiled clothes in your room. Laundry facilities exist for the convenience of residence hall students only. Do not abuse the equipment. If washers or dryers do not work properly, contact the Director of Students & Residence Life. Please do not fill out a work order form as our PCC maintenance staff cannot fix those machines. Misuse of laundry facilities, and leaving unattended laundry could lead to disciplinary sanctions (see sanctions and fines). All residents are expected to cooperate in helping keep these facilities clean. Residence hall students are assessed a \$25 fee per semester for use of the washers and dryers located in each residence hall.

Living Facilities

All living facilities are air conditioned. Each room is equipped with twin beds, chest of drawers, and study desks with chairs, closets, and mirrors. You are responsible for your room and its cleanliness, all of the furnishings windows, screens, and doors. All furniture is to remain in the same room. Should an item in your room appear to be damaged when you move in or become damaged during the course of the year, contact your RA or Resident Supervisor. Furniture removed from the room must be returned immediately or a \$50 fine will be assessed.

Lounges

The lounges are public, multi-purpose rooms for residents and visitors to use. Both can be used as a social/study area and for student activities.

Mail Service/Mailing Address

Each residence hall student will be assigned a mail box in the upper commons area of the main building. Mail will be distributed once daily when it arrives, usually by 11:00 am. There is a postal box outside the mail area where outgoing mail is picked up daily. Each student is required to regularly check his/her mail and is responsible for the content. Mail should be addressed:

Name
Box # (not room number)
Pratt Community College
348 NE SR 61
Pratt, KS 67124

Maintenance

All requests for new light bulbs, minor repairs, and electrical or plumbing problems should be reported on a maintenance request form outside of the Residential Supervisor's apartment door, unless it requires immediate attention. In case of an emergency, please contact staff immediately. Although there are custodial personnel for the general cleaning of the residence halls, students are responsible for cleaning and for dumping any trash in the proper dumpster located near each residence hall.

Parking

Parking lots are provided for each residence hall. Anyone who drives an automobile must adhere to campus regulations governing such vehicles. It is the duty of the student to acquaint themselves with all campus regulations for vehicles. Bicycles, motorcycles, or vehicles of any kind are not to be used on the sidewalks, or grass area of campus. At no time are cars to be parked on the grounds around the residence halls. Vehicles that are parked in designated handicapped areas without proper identification may be towed at the owner's expense.

Parking in a space name "Dorm Parent" will result in a \$35 fine. Pratt Community College is subject to the rules and regulations of the city of Pratt as well as the campus security. Vehicles must be properly licensed and insured to be located or driven on campus.

Telephone

Each room is equipped with access to a telephone line. Residents may make and receive local calls and credit card calls. Each resident is responsible for his or her telephone equipment and long distance charges. Damages to telephone outlet will be charged to the occupants. No 2.4 GHZ phones are allowed.

WARNING: The unauthorized use, possession, or distribution of codes, calling card numbers or credit card numbers with the intent to defraud is a violation of Federal and Kansas state law. Violators will be prosecuted. Penalties include fines and imprisonment.

Vending

Vending machines are located in each residence hall. The residence life department is not responsible for lost money in the machines.

RESIDENCE HALL RULES AND REGULATIONS

Abandon Property

Pratt Community College, the Residence Life Department and/or its staff are not responsible for any student property left in the residence hall rooms or public areas. In the event that student property is left in the residence halls during the housing contract period, the property will be stored for 60 days and then removed at the owner's expense. In the event that student property is left in the residence halls after the housing contract period is complete, the property will be removed at the owner's expense.

Alcohol, Drugs & Paraphernalia

Pratt Community College expects all students to abide by all laws of the State of Kansas and the United States and municipal ordinances of the City of Pratt and the rules of the Institution at all times. PCC is firmly committed to a zero-tolerance approach to addressing violation of substance abuse policies. The Board of Trustees strictly prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol by any student on the PCC premises or as part of a PCC activity. Violation will result in immediate disciplinary action.

College alcohol and drug/drug paraphernalia sanctions will also apply to any student present in a residence hall room or campus location where alcohol and/or drugs/drugs paraphernalia is present and/or being consumed, regardless if they are consuming or under the influence. Students are expected to contact college officials when they observe alcohol and/or drug violations if they do not report the use or presence of alcohol

and/or drugs/drug paraphernalia in their room. Display of empty alcoholic beverage containers anywhere in the residence hall rooms is prohibited.

All students found on college property, which includes the residence halls, parking lot and grounds, buying, selling providing, or where alcohol and/or drugs are being used or consumed will automatically be turned over to the police or sheriff's authorities for possible prosecution. College sanctions will be applied. Students subject to these penalties will be afforded all due process rights to which they are entitled by law or under current policies affecting student discipline. A student may be required to complete a substance abuse education, or treatment program as a condition or continued enrollment. The cost of completing such a program will be the responsibility of the student.

If a student is involved in an off campus incident, but in the course of an investigation indicates an on campus violation, disciplinary action will be the same as if it was observed on the campus. Purchasing alcohol for minor students and refusal to use a breathalyzer is subject to alcohol sanctions.

Bikes, Hover boards, Scooters, Skateboards, etc.

Bikes, hover boards, electric scooters, scooters, skateboards, etc. are not allowed to be ridden throughout the residence halls. Bikes are to be stored outside in bike racks around campus.

Electrical hover boards and electric scooters are not allowed to be stored in the residence halls (unless UL 2272 certified) due to safety concerns. You must present documentation of UL 2272 certification to the residence life office in order to store, and charge your hover board, or scooter in the residence halls.

Bulletin Board/Posters

All materials posted in the residence halls must be approved by the Residence Life office.

Any sign, poster, picture, or message visible outside your room that is found to be offensive, objectionable, or questionable to another person must be removed. This includes the outside of the room door, items visible through the window, and items visible to passerby when your door is open.

Candles/Incense

Burning incense or candles, lanterns, or similar "open flame" receptacles in student rooms are not permitted. This includes candle warmers, and heat lamps. Use of incense spray is not permitted.

Candles or incense may be used for religious purposes only in designated spaces of residence halls. If you plan to light religious candles, contact the Director of Students & Residence Life.

Common Area Furniture

All common area furniture must stay in the common area. Removal of common area furniture will be considered theft. Those found responsible could face disciplinary action.

Conduct/Behavior Inappropriate by a Student

1. Conduct/behavior which:

- Is disruptive or disrespectful towards a college official or student
- Disrupts, impedes, interferes with operation, causes disturbance
- Infringes or invades the rights of others
- Use of profanity, cursing, vulgarity

- Disobeys a directive from a college official or college policy/procedure which impacts the health and safety of students, employees, and/or other campus stakeholders

Sanctions:

1 st offense:	\$200 fine, and 10 hours of college service
2 nd offense:	\$250 fine and 15 hours of college service
3 rd offense:	Dismissal from residence hall (if applicable). Payment of breaking fee by students. Student will be permitted on campus to attend class, related academic activity, athletic practice activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester.

2. Conduct/behavior which:

- Is fighting, abusive, and/or threatening actions

Sanctions:

1 st offense:	\$200 fine, and consultation with EMPAC Counselor (arranged through Director, Student Success Center) *
2 nd offense:	Dismissal from residence hall (if applicable). Payment of breaking fee by students. Student will be permitted on campus to attend class, related academic activity, athletic practice activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester.

**EMPAC session is to determine if student is capable of being on campus and/or residing in campus housing and not be a threat to himself or other students. Continuing enrollment and/or residence hall occupancy is based on outcome.*

3. Conduct/behavior which:

- A student directed by a college official to isolate/quarantine for COVID-19 violates the directive by leaving isolation/quarantine inappropriately or without permission

Sanctions:

1 st Offense:	Immediate dismissal from campus; resulting in removal from the residence hall and alternative/distance learning for all classes.
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Cooking & Appliances

Clocks, lamps, stereos, radio, televisions, microwaves, refrigerators, crock pots and blow dryers are permitted in the rooms. Halogen lamps. George Foreman grills, Toaster ovens, space heaters, candles, candle warmers and hot plates are prohibited. Refrigerators cannot exceed 3.2 cubic feet in size. Coffee pots and toasters will be allowed in the residence hall rooms, but must be placed on a fireproof tray or inflammable pad, remain unplugged when not in use, and kept clean throughout the year.

Courtesy towards Staff

Interference with a staff member engaged in the performance of assigned duties and/or failure to comply with a reasonable request from a staff member is strictly prohibited.

COVID-19

The residence halls will be open for fall semester on August 15 and 16. All students must follow a designated check-in schedule based on the first letter of their last name. All students are expected to follow the check-in schedule to ensure social distancing and other COVID-19 safety precautions are conducted. Students will be notified of their check-in day and time by the Residence Life department via their college email. Students must have authorization to check-in to the residence hall by the Business Office and Residence Life prior to arrival. The residence halls will close for fall semester on November 24 at 5 pm for all students. Students are expected to make travel arrangements accordingly. Exceptions are a limited number of students required to stay on campus due to a college class. Students required to stay on campus following Thanksgiving break will be notified of this requirement in advance of November 24. The residence halls will close for these students on December 11 at 5 pm. All residence halls will reopen for spring semester on January 19, 2021.

All dates, including start/end, holiday, etc. are subject to change based on the COVID-19 situation. Students are expected to check their PCC email regularly for updates and any other communication format as announced by instructors, coaches, college officials. During the 2020-2021 academic year, students should be flexible and be prepared to transition to an alternate delivery/distance learning mode and/or move out of the residence hall upon short notice due to unforeseen action taken because of the COVID-19 pandemic. Such sudden action by the college would occur in the best interest of the health and safety of our students and other stakeholders. PCC's first priority is the health, safety, and well-being of our entire college community and to mitigate the risks of COVID-19.

Students will be expected to adhere to all guidelines, procedures, and expectations outlined in the COVID-19 Student Code of Conduct, Understanding, & Acknowledgement of Risk Form. These expectations are in addition to the Student Responsibility & Code of Conduct outlined in the *Student Handbook* available to students on the College website.

Extension Cords

Please keep use of extension cords to a minimum. Regular household extension cords are prohibited due to fire safety. If needed, you may use a power strip. Only multiple outlet strips with built-in circuit breakers are allowed. Extension cords may not run from inside a student's room into the hallway.

Felony Convictions

If a student is convicted of a felony he or she is automatically dismissed from the residence halls. Students with prior felony convictions are not allowed to live in the residence halls.

Fleeing the Scene

Any student who flees from a scene, or leaves a disciplinary situation without permission from police, or security will be reviewed on a case by case instance. Sanctions, depending on the incident, could be 10 hours of college service, no visitation for the remainder of the semester, and/or dismissal from the residence halls.

Fighting

Students engaged in fighting in the residence halls or on the grounds which results in bodily injury or damage to college property will be subject to possible dismissal from the residence halls. These activities may be reported to the Pratt Police Department. Care will be taken to examine the full situation prior to disciplinary action.

Fire Alarm System & Extinguishers

Fire alarm systems and extinguishers are placed in the hall solely for your protection. It is against regulations to use them for any other purpose. If the person(s) that discharges a fire extinguisher is identified, they will be responsible for the cost of recharging the extinguisher. Costs may also be assessed for cleanup charge. Violators will be subject to disciplinary actions.

If a false alarm, either fire or another type of emergency alarm is given maliciously, the person responsible, if known, will be prosecuted to the full extent of the law and be sanctioned (see sanctions and fines) through the conduct process. (This is a Class A misdemeanor which is punishable by a \$2,500.00 fine and/or 1 year in jail.)

Gambling

Gambling is prohibited on college premises or by using college equipment or services. The student life department, or RAs may sponsor casino-themed programming, which involves no monetary component.

Hall Sports

There are to be no sports in the residence halls. The following are examples, but not inclusive of all sports activities that should not occur in the residence halls.

1. Playing catch with any type of object including nerf balls
2. Using golf clubs
3. Hacky Sack
4. Using a real, or plastic bat to hit a ball
5. Bouncing a basketball

Hazing

Hazing is defined as acts committed for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in a group or organization, or as part of any activity of a recognized student organization.

Hazing is prohibited. Prohibited behavior includes any act that endangers the mental or physical health or safety of a student, the deconstruction or removal of public or private property, and/or assisting, directing, or in any way causing others to participate in degrading behavior and/or behavior that causes ridicule, humiliation, or embarrassment, and/or engaging in conduct which tends to bring the reputation or the organization, group, or college into disrepute.

Intentional Reckless and Negligent Damage

Residents are expected to keep their room/unit in a neat, clean and sanitary condition. This includes clearing all garbage or debris in, on or about their residence. Room checks will be made regularly and may be conducted at ANY time. Failure to clean room with 24 hours of room check and warning may result in maintenance clean up and billing of student.

Two consecutive room checks with unsatisfactory results could result in dismissal from the residence halls and/or prescribed maintenance duties as determined by the Director of Students & Residence Life. Removal of all trash is expected of each residence hall resident. All trash should be dumped in the proper dumpsters located near the residence halls.

Residents will be responsible for the full cost of the repair of damages to their room which results from intentional, reckless, gross negligent or negligent acts. All residents within the same community shall be jointly liable and responsible for all common areas within their community, as well as the full cost of repair of damages to any common area within the residence or community unless the individual at fault is identified. Malicious and deliberate damage to residence hall property will result in automatic dismissal from the residence halls. Students who do not report accidental damage will be fined \$25.

Keys & Key Card Misuse

When you check into a residence hall, you will be issued a key to your room and a key card. It is wise to keep your door locked while you are away. If you should lose your key, or key card, report the loss to the Director of Students & Residence Life. A new key card will be issued with payment of \$10.00 (not to be taken from deposit). A new key will be issued for a charge of \$50 and an additional charge of \$50 if changing the lock is necessary for security purposes. Students are expected to carry keys and key cards with them at all times and to treat them as valuable possessions. Using another student's key card/ID for visitation is not allowed.

Lockouts

Excessive or repetitive lockouts may result in disciplinary action (see sanctions and fines). This is defined as 3 or more lockouts a semester. If you lock yourself out of your room knock on your resident supervisors' door; if they do not answer then call the supervisor on duty. Be prepared to show your student ID. Only students registered to a room will be let in. Only residents registered to a room will be admitted to a room. We will not let any person into someone else's room for any reason.

Network Infrastructure

Per Pratt Community College Policy 200-34, 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. Users of campus resources must comply with federal and state laws, campus policies, and the terms of applicable contracts including software licenses while using campus computing resources.

Users, including residence halls students, 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.

Users, including residence hall students, 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 and be sanctioned (see sanctions and fines) through the conduct process.

Overnight Guest Policy & Cohabitation

Overnight guests of the same sex may be authorized to stay, but only with prior permission of the Director of Students & Residence Life. A residence hall resident must also receive their roommate's permission to have a guest.

Cohabitation is strictly prohibited; an overnight guest may stay for no longer than three consecutive nights or eight total nights per month, regardless of room, unless special permission is granted in advance by the Director of Students & Residence Life. Personal belongings of guests amounting to more than one overnight bag may be cause to discuss cohabitation

Pets

Students are not allowed to have pets (unless they meet the qualifications of the policy below) on campus both indoors and outdoors with the exception of fish in tanks no larger than five gallons. Students violating this policy will be sanctioned (see sanctions and fines) through the conduct process

Pets/Animal and College Facilities

This procedure addresses the guidelines and responsibilities for individuals requesting a pet/animal in college facilities. Pets/animals are prohibited from all college facilities except for:

1. Animals used for teaching, or competition with prior approval of Vice President of Instruction, or Athletic Director.
2. Service animals assisting an individual with a disability.
3. Residential Supervisors are permitted to have a pet in their respective apartments

The purpose of this procedure is to provide guidelines for students requesting permission to have a pet/animal in college facilities. Employees requesting a disability accommodation of a service animal must contact the Director of Personnel.

Definitions:

Federal regulations define a "service animal" as "dogs that are individually trained to do work or perform tasks for people with disabilities." A service animal is permitted to be in a college facility, unless the animal's behavior necessitates removal. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the Americans with Disabilities Act (ADA).

Procedure:

Pratt Community College is committed to comply with state and federal laws regarding individuals with disabilities. A special accommodation request is made through the Student Success Center (SSC) and the required documentation must be provided. A Student Success Team (SST) will review each student's documentation and request for special accommodations. The SST will approve or deny accommodations for each student requesting services and notify the student in writing.

A service animal may be permitted in a college housing facility as a reasonable accommodation only if approved by the Student Success Team and based on the following:

- The student has a documented disability;
- Required documentation is provided, as requested by the Student Success Center;
- The animal is a service animal;
- A signed letter on professional letterhead from a licensed physician, psychiatrist, social worker or mental health professional that states:
 - The nature of the disabling condition or impairment.

Upon approval of special accommodations by the SST, a student who desires to have a service animal in college housing must submit the appropriate residence hall application paperwork and \$200 deposit required of all students. Availability of campus housing is not guaranteed as campus housing is available on a first-come, first serve basis to all students upon submission of the required application paperwork and \$200 deposit.

A service animal will not be permitted in a college facility if the animal:

- Poses a direct threat to the health and safety of others;
- Causes substantial physical damage to the property of others;
- Poses an undue financial or administrative burden; or
- Fundamentally alters the nature of college operations.

A service animal that is disruptive, or that is not housebroken, will not be permitted in college facilities. Disruptive behavior includes, but is not limited to, barking, jumping on individuals, growling at individuals, or the owner's failure to have the animal on a leash when in common/shared areas of the college campus.

A student who is permitted to have a service animal in a college facility is financially responsible for any property damage caused by the animal. The student is responsible for the care of a service animal, and for cleaning up any waste created by the animal.

Propping of Doors

The outside residence hall doors must not be propped open at any time to ensure the safety and security of the residence hall. If you see a door propped open please close it immediately.

Quiet Hours

Quiet hours are enforced from 10:00 pm to 8:00 am Sunday through Thursday. Quiet hours run Midnight to 8:00 am Friday and Saturday. During quiet hours, residents' exterior room doors should be closed. The volume of any noisemaking device or instrument should be kept at a low level. There are also 24-hour courtesy quiet hours in the residence halls. This means stereos, radios, TVs, musical instruments, and all conversations must be kept to levels that will not interfere with the study or sleep of other residents. During finals week, quiet hours will be 24 hours a day, beginning 6:00 pm the Friday before finals.

Restrooms

Restroom use is only for the specified gender of the unit occupants. Guests of the same gender may use the bathroom in a unit. Public restrooms are available in Scholarship Hall, Wojciechowski Hall, and the Benson Education Center.

Room Personalization

Residents are encouraged to customize their rooms in a manner that makes them feel at home. It is recommended that residents use removable mounting tape, painters tape, or command stripes. Any damages that occur to the room because of room personalization will be charged upon checking out of the residence hall.

Solicitation

Door-to-door solicitation is not allowed in the residence halls. This includes the solicitation of goods, services, and ideas. Students should immediately contact Residence Life staff if solicitors are in the residence halls.

Suspicious Person

Residents should ask unescorted nonresidents or suspicious persons to leave the building if doing so does not endanger residents. Residents should contact a Residence Life staff member to notify them of the person's presence.

Tattooing and Hair Cutting

Tattooing and hair cutting is not allowed in the residence halls. Students violating this policy will be sanctioned (see sanctions and fines) through the conduct process

Theft

The college is not responsible in any way for money, jewelry, electronics, luggage, or other articles of value left in room or other parts of campus. For your protection, doors are to be locked when you are not in your room. Any losses are to be reported to the Residential Supervisor, or the Director of Students & Residence Life. Students found guilty of theft, or knowingly in possession of stolen property will be disciplined and could be dismissed from the residence halls.

Tobacco

In accordance with KSA 72-53,107 and in the interest of the public health, the use of all tobacco products, including vaping devices and smokeless tobacco, is prohibited on the Pratt Community College campus both inside and outside of buildings and all campus properties. Using devices and/or products, as well as actions that give the appearance of tobacco use is prohibited.

Visitation/Escort Policy

Visitation is allowed 24 hours a day/7 days a week; however, the right of a resident to live in reasonable privacy takes precedence over the right to entertain guests within the residential facilities. Overnight guests may stay for no longer than three consecutive nights or eight total nights per month, regardless of room, unless special permission is granted in advance by the Director of Students & Residence Life

Any resident of the room has the right to ask a visitor or guest to leave. If the request is not granted it is the right of the resident to contact the residence supervisor. In addition any resident has the right to file an official complaint detailing their roommates' abuse of the visitation or cohabitation policy. Each complaint will be dealt with by the Director of Students & Residence Life. After two complaints the resident in question may have their guest privileges restricted.

A resident must accompany all guests at all times in public space and are required to be in possession of a form of identification at all times while in the residential facilities. Unescorted guests will be required to leave the hall.

Residents are responsible for the actions of their guests and staff may ask a visitor to leave if the guest is violating policies or creating a disturbance. The resident will be held responsible for any violations or disturbances that his/her guest(s) cause. Guest privileges, of the host resident or guest, may be restricted or revoked for failure to abide by expectations.

Weapons

Introduction:

Pratt Community College prohibits the possession and use of firearms, explosives, and other weapons on any of its campus, with certain limited exceptions, which include use of weapons as part of approved Pratt Community College Programs, use of weapons by law enforcement personnel, and the lawful concealed carrying of handguns, as provided below. This policy is in accordance with state law, K.S.A 75-7c01, *et seq.*

Definitions:

For purposes of this policy: The term "weapons" includes:

1. Any object or device which will, is designed to, or may be readily converted to expel bullet, short or shell by the action of an explosive or other propellant;
2. any handgun, pistol, revolver, rifle, shotgun, other firearm of any nature, including those that are concealed or openly carried;
3. any BB gun, pellet gun, air/C'02 gun, blow gun, or any Taser or similar electrical weapon that discharges a projectile, which is possessed with the intent to use the same unlawfully against another;
4. any explosive, incendiary, or poison gas (A) bomb, (B) mine, (C) grenade, (D) rocket having a propellant charge of more than four ounces, or (E) missile having an explosive or incendiary charge of more than ¼ ounce;
5. any incendiary or explosive material, liquid, solid or mixture equipped with a fuse, wick, or other detonating device, which is possessed with the intent to use the same unlawfully against another;
6. any tear gas bomb or smoke bomb, which is possessed with the intent to use the same unlawfully against another; however, personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purposes of this policy;
7. any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife or any knife having a blade that opens or falls or is ejected into positions by the force of gravity or by an outward, downward or centrifugal thrust or movement, which is possessed with the intent to use the same unlawfully against another;
8. any straight-blade knife or four inches or more such as a dagger, dirk, dangerous knife or stiletto, which is possessed with the intent to use the same unlawfully against another; except that an ordinary pocket knife or culinary knife designed for an used solely in the preparation or service of food shall not be constructed to be a weapon for the purposes of this policy;
9. any martial arts weapon such as nun chucks or throwing stars;
10. any longbow, crossbow and arrows or other projectile that could cause serious harm to any person, which is possessed with the intent to use the same unlawfully against another; or
11. any other dangerous or deadly weapon or instrument of like character.

The term "handgun" means:

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

The term "firearm" includes any handgun, rifle, shotgun, and any other weapon which will or is designed to expel a projectile by the action of an explosive.

The term "adequate security measures" shall have the same meaning as the term is defined in K.S.A 75-7c20, and "building" shall have the same meaning as the term "state building" is defined in K.S.A 75-7c20.

The term "campus" means any building or grounds owned by Pratt Community College (PCC) or the PCC Board of Trustees (Board) and any building or grounds leased by Pratt Community College (PCC) or the PCC Board of Trustees (Board) for Pratt Community College use.

Policy:

General Rules on Open Carry and Concealed Carry on Campus

Open carry of firearms and possession of weapons other than concealed handguns shall be prohibited inside buildings on campus, while concealed carry of handguns is permitted inside buildings on campus, subject to the rules stated in this policy. All weapons are prohibited at all off-campus PCC sponsored or supervised activities, except that, as required by law, PCC does not prohibit employees, who are legally qualified, from carrying a concealed handgun while engaged in the duties of their employment outside of PCC's place of business, including while in a means of conveyance.

Nothing in this policy shall be read to prohibit possession of weapons on campus as necessary for the conduct of Board-approved academic programs or PCC-approved activities or practices with the advance written approval of the PCC president, or by PCC security personnel while acting within the scope of their employment.

It shall be a violation of Board and PCC policy to openly display any lawfully possessed concealed carry handgun while inside buildings on campus, except as provided herein.

There are no PCC locations that have been designated as prohibiting concealed carry with permanent adequate security measures. PCC may from time to time designate a specific location as temporarily prohibiting concealed carry and use temporary adequate security measures as defined and required by law. Appropriate notice will be given whenever this temporary designation is made, including notice to the Board and appropriate signage.

In addition, areas of buildings that have no public access entrances and are limited to restricted access entrances only may be off-limits to concealed carry, as determined by the PCC. "Restricted access entrance" means an entrance that is restricted to the public and requires a key, keycard, code, or similar device to allow entry to authorized personnel. "Authorized personnel" mean employees of PCC and any person granted authorization pursuant to K.S.A 75-7c20(d)(2), who are authorized to enter a PCC building through a restricted access entrance. Appropriate signage will be provided in these areas.

Prohibitions Based on State Law

Beginning July 1, 2017, any individual who is 21 years of age or older and who is lawfully eligible to carry a concealed handgun in Kansas shall not be precluded from doing so on campus except in PCC buildings and

areas of buildings for which adequate security measures are provided, and except as otherwise prohibited by law.

Regardless whether the individual is otherwise lawfully eligible to carry a concealed handgun, the following restrictions apply to the carrying of a firearm by Kansas law, and the violation of any of the following restrictions is a crime under Kansas law and a violation of this policy:

1. An individual in possession of a concealed firearm must be at least 21 years of age [K.S.A. 21-6302(a)(4)];
2. a firearm cannot be carried by an individual under the influence of alcohol or drugs, or both, to such a degree as to render the individual incapable of safely operating the firearm [K.S.A. 21-6332];
3. a firearm cannot be carried by an individual who is both addicted to and an unlawful user of a controlled substance [K.S.A. 21-6301(a)(10)];
4. a firearm cannot be carried by an individual who is or has been a mentally ill person subject to involuntary commitment [K.S.A. 21-6301(a)(13)];
5. a firearm cannot be carried by an individual with an alcohol or substance abuse problem subject to involuntary commitment [K.S.A. 21-6301(a)(13)];
6. a firearm cannot be carried by an individual who has been convicted of a felony crime [K.S.A. 21-6301];
7. an automatic firearm cannot be carried [K.S.A. 21-6301(a)(5)];
8. a cartridge when can be fired by a handgun and which has a plastic-coated bullet with a core of less than 60% lead by weight is illegal [K.S.A. 21-6301(a)(6)];
9. suppressors and silencers cannot be used with a firearm [K.S.A. 21-6301(a)(4)]; and,
10. firearms cannot be fired in the corporate limits of a city or at a dwelling, or at a structure or vehicle in which people are present, except in self-defense [K.S.A. 21-6308, 6308a].

It shall also be a violation of this policy to otherwise possess, store, transport, trade, sell, or in any other way use a firearm in violation of any applicable law.

Carrying and Storing Handguns

Each individual who lawfully possesses a handgun on campus shall be wholly and solely responsible for carrying, storing and using that handgun in a safe manner and in accordance with the law, Board policy and PCC policy. Nothing in this policy shall be interpreted to require individuals who lawfully possess a handgun to use it in defense of others.

Beginning July 1, 2017, each individual who lawfully possesses a concealed handgun on campus shall at all times have that handgun in their custody and control, and shall either:

1. carry it concealed on or about their person in a manner that complies with this policy, or;
2. keep it stored in any secure storage location provided PCC specifically for that purpose, at their residence, or their privately-owned or leased vehicle.

Individuals who carry a handgun inside buildings on campus must carry it concealed on or about their person at all times. With respect to this policy, "concealed" mean completely hidden from view and does not reveal the weapon in any way, shape, or form. "About" the person means that an individual may carry a handgun if it can be carried securely in a suitable carrier, such as a backpack, purse, handbag, or other personal carrier designed and intended for the carrying of an individual's personal items.

Moreover, the carrier must at all times remain within the exclusive and uninterrupted control of the individual. This includes wearing the carrier with one or more straps consistent with the carrier's design, carrying or holding the carrier, or setting the carrier next to or within the immediate reach of the individual. Except in those

instances where necessary for self-defense or transferring to safe storage and except as otherwise provided in this policy, it shall be a violation of Board and PCC policy to openly display any lawfully possessed concealed carry handgun while on campus.

Every handgun carried by an individual, whether on their person or in a carrier, must be secured in a holster that completely covers the trigger and the entire trigger guard area and that secures any external hammer in an uncocked position. The handgun must be secured in the holster with a strap or by other mean of retention. The holster must have sufficient tension or grip on the handgun to retain it in the holster even when subjected to unexpected jostling. Handguns with an external safety must be carried without a chambered round of ammunition. Revolvers must be carried with the hammer resting on an empty chamber.

Handguns shall not be stored:

1. in any PCC classroom, lab, office, or facility;
2. in an on-campus residential unit, except in the on-campus residential unit of the individual who is at least 21 years of age, who legally owns the handgun, and when the handgun is secured in a holster in an approved storage device'
3. in any non-privately owned or leased motor vehicle; or,
4. in any other location and under any circumstances except as specifically permitted by this policy and by state and federal law.

Handguns may be stored:

1. in an individual's privately-owned or leased motor vehicle when the vehicle is locked (if unattended) and the handgun is secured in a location within the vehicle that is not visible from outside the vehicle; or,
2. in the on-campus residential unit of the individual who is at least 21 years of age, who approved storage device. Handgun storage by any other means than specifically permitted in this policy is prohibited.

For any on-campus residential unit that does not have adequate security measures, each resident who lawfully possesses a handgun on campus and elects to store the handgun they possess in the room to which they are assigned when not carrying it on their person in a concealed fashion shall secure the handgun in a secure storage device that conceals the gun from view. Such storage devices shall be provided by the individual who possesses the handgun and must meet minimum industry standards for safe-keeping of handguns.

PCC does not provide approved handgun storage devices to any person under any circumstances. Each individual who stores a handgun in an on-campus residence must provide their own approved storage device. An approved storage device has each of these characteristics:

1. it is of sufficient size to fully enclose the handgun while secured in an approved holster;
2. it is constructed of study materials that are non-flammable;
3. it has a combination, digital, or other secure locking device that can only be unlocked by the individual using the storage device, but devices secured exclusively with a key lock are prohibited; and,
4. the device is constructed specifically for the storage of a handgun and/or ammunition. All ammunition stored in an on-campus residence must be stored in an approved storage device.

Windows/Screens

Any resident who removes the screen from a window for any reason will be assessed a removal charge and could face disciplinary action. Anyone found in violation of throwing items from a window could face disciplinary action.

RESIDENCE LIFE CONDUCT PROCESS

Discipline Hearing

If you are involved in a situation where an alleged policy is being violated, a staff member may confront the situation. At that time, staff's responsibility is to end whatever behavior is taking place that violates a policy. That staff members will then write an incident report documenting the details of what happened including names of people present, policies that were allegedly violated, and other relevant information. The report is then forwarded to the Director of Students & Residence Life for review.

Depending on the nature of the situation, the Director of Students & Residence Life will follow up with the students in a meeting (called a conduct hearing), via a letter delivered to their residence hall door. Any time a resident is notified to appear for a hearing, they must do so. If a resident fails to appear to a conduct hearing, his/her case will be reviewed by the hearing officer based on the information in the incident report.

During the conduct hearing the student will be able to present their side of the incident and to file an official statement. After the meeting, the information present will be reviewed alongside the incident report. After this review, a decision will be made whether or not the student is found to have been in violation of a policy.

If found in violation an additional meeting will be scheduled to discuss the reasoning and to assign sanctions based on the policy violation.

The Board of Trustees, administration, and faculty recognize the right of a PCC student, as an adult member of society and as a citizen of the United States of America, to the constitutionally guaranteed freedoms of speech, assembly, and peaceful association, which shall be diligently protected. PCC will guard these rights in behalf of all persons associated with the institution or group.

Residence Hall Due Process Procedure

It is the responsibility of every residence hall resident to be conscious of the rights and privileges of other residents and understand and accept fully the rules and regulations governing the residence halls and the college. The Director of Students & Residence Life/Resident Supervisors/Student Resident Assistants have the responsibility and authority to require proper conduct of all students and guests of the residence halls at all times. Repeated failure to comply with college guidelines and/or insubordinate attitude toward all personnel working with the residence halls will result in disciplinary action.

Disciplinary action will be directed through the Director of Students & Residence Life and may include warnings, monetary fines, educational sanctions, probation, dismissal or other sanctions as specified through college policies or regulations. The Director of Students & Residence Life will notify the student of disciplinary action in writing.

The following procedure will govern all matters of appeal brought by residence hall students:

1. Notification of infraction and sanction(s) to student in writing by the Director of Students & Residence Life.
2. Student appeals in writing to the Vice President of Students and Enrollment Management, stating specific reason for appeal and providing evidence to support appeal, within 24 hours of receiving notification from Director.
3. Vice President makes decision and informs student in writing.
4. Student appeals the Vice President's decision to the President in writing within 24 hours. President makes decision and informs student in writing. Decision of the President is final.

For more information about the student disciplinary & due process procedures please review the student handbook.

Fines

Fines assessed for violations of rules are imposed by the Director of Students & Residence Life. All fines and payments for damages in the residence halls must be paid to the Business Office within 14 school days after issuance of the charge and cannot be taken from residence hall deposit. A receipt will be issued by the Business Office upon payment and a copy of the receipt given to the Director of Students & Residence Life. For every day the payment is late, \$1.00 will be added to the charge. If the balance and late charges are not paid in full by the end of the semester in which the charge was issued, grades will be held and it may result in termination of residence in the residence hall. If the due date falls past the end of a semester, the last day of that semester will take precedence and balance shall be paid on or before the last day of the semester.

Sanctions and Fines

Please see the chart of sanctions and fines in the appendix.

EMERGENCY PROCEDURES

Fire Alarm

Each residence hall is equipped with a complete smoke and fire alarm system. These devices exist for the safety of all residents and any tampering with or misuse of these systems is considered a serious offense. Offenders found in violation are subject to disciplinary action up to and including criminal prosecution.

In case of Fire Evacuation

If your door is hot or if the corridor is full of smoke:

- 1) REMAIN IN YOUR ROOM
- 2) Put towels around your door and seal all cracks
- 3) Hang a sheet or towel from your window, and signal for help
- 4) If you have a phone in your room call 911

If it is safe to leave:

- 1) Open the blinds
- 2) Close the windows
- 3) Turn off your lights
- 4) Wear hard-soled shoes and a coat
- 5) Close the door as you leave
- 6) Follow the evacuation exit routes
- 7) Wait for the signal to re-enter the building

Evacuation Site

All residents must be across the street from their residence hall.

1. Beck Hall to Chandler Hall Parking Lot
2. North Hall to Benson Education Center Parking Lot
3. Novotny Hall to Benson Education Center Parking Lot
4. Porter Hall to Benson Education Center Parking Lot
5. Scholarship Hall to Chandler Hall Parking Lot

6. Wojciechowski Hall to Learning Center Parking Lot

Missing Person

On-campus students should contact your Resident Assistant, Resident Supervisor, or Security if they suspect another student is missing.

Severe Weather and Shelter Sites

Radio and television weather services typically issue tornado warnings in reference to city and county. Pratt Community College is located in the City of Pratt in Pratt County. In the event a tornado warning for Pratt or Pratt County is broadcast by the radio and television services or is indicated by the sounding of the tornado siren, all residents and visitors are advised to:

1. Beck Hall: move to inside halls away from windows and doors or shelter in Wojciechowski Hall stairwells
2. 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
3. Novotny Hall: move to laundry room and television lounge in basement area, inside halls, and away from windows and doors
4. Porter Hall: move to inside halls away from windows and doors or shelter in Wojciechowski Hall stairwells
5. 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: move to designate shelter area in the stairwells

Weather Terminology

Tornado/Severe Weather Watch: means that present weather conditions could produce a tornado, thunderstorm, or severe weather. When a watch occurs, individuals should take precautions to protect themselves, such as tuning into a radio or television.

Tornado/Severe Weather Warning: means there is severe weather or a tornado that has been sighted in the area. Individuals should take shelter immediately.

Sexual Assault Incidents

If you are a victim or know a victim of an assault the following individuals and groups will provide assistance:

1. Residence Life Staff Member include Resident Life Supervisors and Resident Assistants
2. Options (Domestic and Sexual Violence Services): 800.794.4624
3. Amanda Wade, Student Services: 620.450.2263
4. Security: 620.770.2461
5. College Health: 620.450.2150
6. Vice President of Students and Enrollment Management Office: 620.450.2184

Be sure you understand and are aware of the contents of this handbook. If at any time you have questions or concerns, please contact the Residence Life Office.

RESIDENCE HALL CHARGES

<u>Doors</u>			<u>Chest of Drawers</u>	
Damage	\$20 - \$50		Damage - Repair	\$25-\$50
Replacement	\$450		Drawer Front Piece	\$50
			Drawer Complete	\$75
Door Hinges			<u>Desk</u>	
Lock- Complete (depending)	\$350		Damage - Repair	\$25-\$50
Lock Repair	\$75		Replace	\$300
Lock - Key Change	\$50		Towel Rack	\$25
Key Card	\$10		Mattress	\$130
<u>Door Closer</u>			<u>Fire Extinguishers</u>	
Repair	\$20-\$50		Refill	\$20
Replace	\$125		Replacement	\$100
<u>Cushions Lobby Furniture</u>			<u>Bed</u>	
Damage	\$180		Damage or repair	\$125
Mirror	\$50		<u>Venetian Blinds</u>	
<u>Chairs</u>			Damage	\$15-\$40
Folding	\$30		Replacement	\$145
Stack	\$80		<u>Pull Shades</u>	
Wood	\$150		Damage	\$20-\$75
<u>Electrical Repairs</u>			Replacement	\$145
Student Abuse or by	\$10 - \$50		<u>Flooring</u>	
Moving Furniture			Carpet/Tile Damage	\$50-\$100
			<u>Walls/Ceiling</u>	
Electrical Switch Plates	\$4		Wall/Ceiling Repair/Damage	\$200
Fixture Lens	\$25		Hard Ceiling Tile	\$10
Thermostats	\$110			
Smoke Detector	\$160		White Board Replacement	\$75
<u>Room Window</u>			Bulletin Board	\$75
Stationary	\$160			
Slider	\$140		Wardrobe	\$150
Screen	\$75		Wardrobe Replacement	\$400
Porter - window	\$140		Rooms are required to be free of trash and personal items when checking out or a \$60 clean-up charge will be assessed.	
Screen	\$75			
Beck - window	\$180		Not clean \$60	
Screen	\$75			
			As of July 31st, 2019	
(Woj Hall) Bar Stools	\$75			

SANCTIONS AND FINES

Alcohol Sanctions

1. 1st Offense: \$200 fine and the completion of the Safe Colleges alcohol assessment. You can visit the Student Success Center to schedule a time to complete the assessment. After completing the assessment you must write a 2 page paper (12 point font, double spaced) about your experience completing the assessment and what you have learned about alcohol and your consumption habits.
 - a. You must submit your paper via email to charlesk@prattcc.edu approximately seven days after completing the assessment. Failure to do either assignment will result in placing a disciplinary hold on your account.
2. 2nd Offense: \$250 fine and you must attend one session with the on campus counselor. You can visit the Student Success Center to schedule your appointment. After attending your session you must write a 2 page paper (12 point font, double spaced) about this experience and what you have learned or gained from attending this session.
 - a. You must submit your paper via email to charlesk@prattcc.edu approximately seven days after your session. Failure to do either assignment will result in placing a disciplinary hold on your account.
3. 3rd Offense: Dismissal from residence hall. Payment of breaking fee by student. Student will be permitted on campus to attend classes, related academic activity, athletic practice and athletic activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester

Note: individual present, but passing a breathalyzer test and not in possession of alcohol will be assessed:

1. 1st Offense: \$100 fine and the completion of the Safe Colleges marijuana assessment. You can visit the Student Success Center to schedule a time to complete the assessment. After completing the assessment you must write a 2 page paper (12 point font, double spaced) about your experience completing the assessment and what you have learned about alcohol and your consumption habits.
 - a. You must submit your paper via email to charlesk@prattcc.edu approximately seven days after completing the assessment. Failure to do either assignment will result in placing a disciplinary hold on your account.
2. 2nd Offense: \$150 fine and you must attend one session with the on campus counselor. You can visit the Student Success Center to schedule your appointment. After attending your session you must write a 2 page paper (12 point font, double spaced) about this experience and what you have learned or gained from attending this session.
 - a. You must submit your paper via email to charlesk@prattcc.edu approximately seven days after your session. Failure to do either assignment will result in placing a disciplinary hold on your account.
3. 3rd Offense: Dismissal from residence hall. Payment of breaking fee by student. Student will be permitted on campus to attend classes, related academic activity, athletic practice and athletic activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester

Alcohol Empty Bottle/Container Sanctions

1st Offense: \$100 fine
2nd Offense: \$150 fine

3rd Offense: Dismissal from residence hall. Payment of breaking fee by student. Student will be permitted on campus to attend classes, related academic activity, athletic practice and athletic activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester.

Conduct/Behavior Inappropriate by a Student

1. Conduct/behavior which:

- Is disruptive or disrespectful towards a college official or student
- Disrupts, impedes, interferes with operation, causes disturbance
- Infringes or invades the rights of others
- Use of profanity, cursing, vulgarity
- Disobeys a directive from a college official or college policy/procedure which impacts the health and safety of students, employees, and/or other campus stakeholders

Sanctions:

- | | |
|--------------------------|--|
| 1 st offense: | \$200 fine, and 10 hours of college service |
| 2 nd offense: | \$250 fine and 15 hours of college service |
| 3 rd offense: | Dismissal from residence hall (if applicable). Payment of breaking fee by students. Student will be permitted on campus to attend class, related academic activity, athletic practice activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester. |

2. Conduct/behavior which:

- Is fighting, abusive, and/or threatening actions

Sanctions:

- | | |
|--------------------------|--|
| 1 st offense: | \$200 fine, and consultation with EMPAC Counselor (arranged through Director, Student Success Center) * |
| 2 nd offense: | Dismissal from residence hall (if applicable). Payment of breaking fee by students. Student will be permitted on campus to attend class, related academic activity, athletic practice activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester. |

**EMPAC session is to determine if student is capable of being on campus and/or residing in campus housing and not be a threat to himself or other students. Continuing enrollment and/or residence hall occupancy is based on outcome.*

3. Conduct/behavior which:

- A student directed by a college official to isolate/quarantine for COVID-19 violates the directive by leaving isolation/quarantine inappropriately or without permission

Sanctions:

- | | |
|--------------------------|--|
| 1 st Offense: | Immediate dismissal from campus; resulting in removal from the residence hall and alternative/distance learning for all classes. |
|--------------------------|--|

Drug & Paraphernalia Sanctions

Alternative A: sanctions regarding instances when a "measurable amount" of drugs is present and confirmed by law enforcement and/or an arrest is made by law enforcement, regardless of charges, or action by the county attorney.

1st: Offense: Dismissal from residence hall. Payment of breaking fee by student. Student will be permitted on campus to attend classes, related academic activity, athletic practice and athletic activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester

Alternative B: A "measurable amount" of drugs to warrant an arrest by law enforcement is not present.

1. 1st Offense: \$200 fine and the completion of the Safe Colleges alcohol assessment. You can visit the Student Success Center to schedule a time to complete the assessment. After completing the assessment you must write a 2 page paper (12 point font, double spaced) about your experience completing the assessment and what you have learned about alcohol and your consumption habits.
 - a. You must submit your paper via email to charlesk@prattcc.edu approximately seven days after completing the assessment. Failure to do either assignment will result in placing a disciplinary hold on your account.
1. 2nd Offense: \$250 fine and you must attend one session with the on campus counselor. You can visit the Student Success Center to schedule your appointment. After attending your session you must write a 2 page paper (12 point font, double spaced) about this experience and what you have learned or gained from attending this session.
 - a. You must submit your paper via email to charlesk@prattcc.edu approximately seven days after your session. Failure to do either assignment will result in placing a disciplinary hold on your account.

3rd Offense: Dismissal from residence hall. Payment of breaking fee by student. Student will be permitted on campus to attend classes, related academic activity, athletic practice and athletic activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester

Hall Sports

1st Offense: Warning

2nd Offense: \$50 fine plus the cost of cleaning and maintenance

3rd Offense: \$100 fine plus the cost of cleaning and maintenance

Laundry Left Unattended

All laundry left unattended is the responsibility of the owner and not Pratt CC. There will a \$15 fine assessed every time you are found leaving laundry unattended.

Lockouts

3-4 Lockouts: \$10 per lockout

5-7 Lockouts: \$20 per lockout

7+ Lockouts: \$30 per lockout

Malicious Damage

Malicious and deliberate damage of or to residence hall property will result in automatic dismissal from residence hall. Students not reporting accidental damage will be fined \$25.

Misuse of Key Card

1st Offense: Loss of visitation for two weeks

2nd Offense: Dismissal from residence hall

Tampering with Network Infrastructure

1st & 2nd Offense: Loss of network privileges for one week and cost of cleaning and maintenance

3rd Offense: Loss of network privileges permanently

Noise & Disturbing Residents

1st Offense: Warning

2nd Offense: \$100 fine plus loss of visitation for one month

3rd Offense: \$200 fine plus loss of visitation for semester

Pets

\$100 fine plus the cost of cleaning and maintenance

Propping Doors

1st Offense: \$15 fine and loss of visitation for one month

2nd Offense: \$25 fine and loss of visitation for semester

Removal/Damage of Furniture

Cost of replacement or repair of furnishings, or fine of \$25 per item. If the responsible party cannot be identified, damages to communal area will be paid by all residents of that hall/pod or residents will be fined \$25 each.

Room Cleanliness, Trash and Damage

1st Offense: \$20 fine

2nd Offense: \$20 fine plus campus trash pickup

If staff are unable to determine ownership of trash, group billing will be used.

Tampering with College Equipment

1st Offense: Warning

2nd Offense: \$100 fine

3rd Offense: Dismissal from residence hall

Tattooing and Hair Cutting

1st Offense: \$50 fine

2nd Offense: \$100 fine

3rd Offense: Dismissal from residence hall

Tobacco & Vaping Sanctions

1st Offense: \$200 fine and removal of tobacco products

2nd Offense: \$250 fine and removal of tobacco products. Attend one session with the on campus counselor. You can visit the Student Success Center to schedule your appointment. After attending your session you must write a 2 page paper (12 point font, double spaced) about this experience and what you have learned or gained from attending this session.

- a. You must submit your paper via email to charlesk@prattcc.edu approximately seven days after your session. Failure to do either assignment will result in placing a disciplinary hold on your account.

3rd Offense: In addition to a fine, residents may be dismissed from the hall and non-residents will have visitation privileges revoked.

Weapons

Any individual who violates one or more provisions of this policy may be issued a lawful directive to leave campus with the weapon immediately. Any individual who violates the directive shall be considered to be in trespass and may be cited accordingly. Any employee or student of PCC who violates one or more provisions of this policy shall be subject to discipline in accordance with applicable PCC disciplinary policy. Any individual who violates state or federal law may be detained, arrested, or otherwise subjected to lawful processes appropriate to the circumstances.

2nd Offense: \$250 fine and removal of tobacco products. Attend one session with the on campus counselor. You can visit the Student Success Center to schedule your appointment. After attending your session you must write a 2 page paper (12 point font, double spaced) about this experience and what you have learned or gained from attending this session.

- b. You must submit your paper via email to charlesk@prattcc.edu approximately seven days after your session. Failure to do either assignment will result in placing a disciplinary hold on your account.

3rd Offense: In addition to a fine, residents may be dismissed from the hall and non-residents will have visitation privileges revoked.

Policies and Procedures

Notice of Non-Discrimination

Pratt Community College does not discriminate on the basis of race, color, national origin, sex, disability, age or veteran status in its programs and activities. The following person has been designated to handle inquiries

regarding the non-discrimination policies: Director of Personnel, Pratt Community College, 348 NE SR 61, Pratt, Kansas 67124, 620.672.5641.

Privacy and Educational Rights

It is the policy of Pratt Community College to comply with all valid, applicable regulations of the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended and as administered and enforced by the Department of Education. Inquiries regarding this policy and its provisions should be directed to the Vice President of Students/Enrollment Management. All students who officially enroll in PCC are expected to be familiar with the rules and regulations of the college and with the official college publications (the College Catalog and Student Handbook) which contain such rules and regulations.

The college will from time to time throughout the academic year publish personal data concerning students. Such publications may include: honor rolls, personal data for scholarships, athletic events, student directory, job placement, news releases, and academic standings sent to other institutions and social media sites. PCC may provide the following information: name, address, email address, telephone number, date and place of birth, major, participation in officially recognized events, parents' names, sports weight and height of an athletic team member, date of attendance, grade level, degrees, honors and awards received, most recent previous educational institution attended, full or part-time status, the most recent educational agency or institution attended.

PCC also reserves the right to use photographs of students in publications, on social media and on the website for promotional and college relations purposes.

PCC reserves the right to contact emergency contact or parent in the case of an emergency and/or incident which impedes operations. PCC also reserves the right to contact law enforcement and/or emergency services when a student is violating the law and/or if their healthy safety is in jeopardy.

In Kansas, a person who may have been exposed to an infectious or contagious disease by being within close proximity of an infected person is known as a contact. For COVID-19 contacts, Kansas law (L. 2020 Special Session, Ch. 1, Section 16 (h)) allows Pratt Community College to share contact information when the College becomes aware of a confirmed case involving COVID-19 if the contact consents. For the safety of our academic community, PCC has adopted the policy that use of and presence at PCC facilities as students, faculty and staff authorizes consent to PCC's release of contact information to public health authorities. To opt-out of this practice, contact the PCC College Health Nurse for opt-out information.

All students enrolling in PCC shall be deemed to have agreed to the publication of personal data as indicated above unless a disclaimer is filed with the Vice President of Students/Enrollment Management by the 10th day of the semester in which the initial enrollment is made. The students of PCC have certain rights concerning access to educational records. This includes rights regarding limitations or disclosures of record information, the opportunity to challenge the content of educational records, and provisions for filing a complaint with the Department of Education. The law requires educational institutions such as PCC to:

- Provide eligible students the opportunity to inspect student educational records. This process can be completed by filing a written request with the Office of the Registrar.
- Provide opportunities for a hearing to challenge the content of the student's educational record when it is believed to contain information that is inaccurate, misleading, or in violation of the student's right to privacy.
- Limit the disclosure of information from the student's records to those who have the consent of the student, to officials specifically permitted within the law such as PCC officials, and under certain conditions and for specific purposes to parents, local, state and federal officials. Eligible students may file a complaint with the Department of Education if they believe their rights under this law have been violated and efforts to resolve the situation through PCC appeal channels have not proved satisfactory.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. In relation to postsecondary institutions, prior consent is not required to disclose personally identifiable information:

- To a school official who has a legitimate educational interest
- To schools in which a student's seeks or intends to enroll (the institution must make an attempt to notify the student that records are being provided)
- To Federal, State and local authorities involving an audit or evaluation of compliance with education programs
- In connection with financial aid (such as the administration and continuation of aid)
- To individuals or organizations conducting studies for or on behalf of an educational institution
- To regional or professional accreditation organizations
- To parents of a dependent student
- To comply with a judicial order or subpoena (a reasonable effort must be made to notify the student beforehand – unless ordered by the subpoena not to)
- In the event of a health or safety emergency where the information is required to resolve the emergency
- That is considered directory information, so long as the student has not requested nondisclosure of this information
- To the student
- That is the result of a disciplinary hearing where the student is the perpetrator of a crime of violence or a non-forceable sex offense (Under this exception, information may be released to anyone, including the media. No information on the victim or witnesses may be released.)
- Of a student under the age of 21 who has committed a drug or alcohol related offense (e.g. reporting the offense to the parents of the student.)

Family Policy Compliance Office (FPCO)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and

- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

ADA Compliance

PCC complies with both the letter and spirit of the Americans with Disabilities Act and is committed to providing public access to the facilities and to provide opportunities to qualified persons with disabilities in employment and access to education where this will not pose an undue burden or fundamentally alter the programs of the institution. The Director of Personnel and the Vice President of Finance & Operations have been appointed ADA Coordinators. Any access requirements or problems should be coordinated through one of the ADA coordinators.

Campus Crime Summary

A campus crime summary report is available online at www.prattcc.edu under "HLC/PCC Federal Compliance"

Parking Policies and Procedures

Parking is not permitted in front of the loading dock of the Student Conference Center. Parking not to exceed 10 minutes is permitted in the circular drive. The parking lot north of Stanion Field is open parking for faculty, staff, students, or visitors on a first come, first serve basis.

Parking policies are enforced with parking tickets that carry a fine of at least \$35. Any vehicle receiving more than five parking violations will be impounded. Citations are given for parking in designated handicap spaces in designated fire lanes next to large trash dumpsters in the loading zone or staff parking near the Learning Center over the line or taking up more than one space on the grass between the vocational buildings in college vehicle parking in residence hall staff parking in visitor spaces.

If two tickets are received, the vehicle will no longer be allowed to park on campus.

Harassment and Discrimination Policy

Pratt Community College is committed to providing a learning and working environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment.

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 includes one or more of the following:

- Has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment.
- Has the purpose or effect of unreasonably interfering with an individual's work or study performance
- 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:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting that individual.
- 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 sexual 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:

- The complaint must be in writing with sufficient specificity.
- A person bringing a complaint founded in good faith will suffer no retaliation.
- 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. A lengthy period of time between an alleged occurrence and an investigation make finding facts difficult or impossible.

If a complaint is found to be valid, the appropriate disciplinary action will be instituted up to and including termination or dismissal, consistent with the degree of seriousness. 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.

Campus Security

The mission of PCC's security department is to help provide and maintain an atmosphere that compliments the educational process and fulfills the total mission including the following:

- Maintaining a caring and helpful attitude among all security personnel as they address the needs of the students, visitors and faculty.
- Continuous patrol coverage to spot any suspicious activity or suspicious person on campus.
- Enforcing all college rules and regulations and keeping all campus thoroughfares and parking lots unobstructed.
- Providing or limiting daily access to the campus facilities.

Security personnel are responsible for reporting any safety or security discrepancies found on college property. Depending on the nature of the incident, local authorities are notified. All students and employees are encouraged to report any safety or security problems that may arise. Incident reports are to be filed with the Vice President of Finance and Operations.

Security officers are equipped with mobile phones allowing direct communication with the Pratt Police Department if the need should arise for local police intervention. In the event of a major crime, notify the local police by calling 911, call the campus switchboard operator at 672-5641 or campus security at numbers posted around campus. In the event a perpetrator of a violent crime is subject to discipline by the college, the victim of the crime shall, at the discretion of the President of PCC and the Vice President of Finance and Operations, be permitted to obtain the results of that disciplinary proceeding.

Security Compliance

Students who refuse to surrender their ID cards to housing or security personnel, fail to obey instructions of college officials or flee from college officials will be subject to disciplinary sanctions imposed by the Vice President of Students / Enrollment Management.

Additional Handbooks

Some Pratt Community College departments including College Start, Nursing and Athletics refer to additional handbooks for rules and regulations. These handbooks are supplemental to this handbook and are official documents.

Tobacco Use

In accordance with KSA 72-53,107 and in the interest of the public health, the use of all tobacco products, including smokeless tobacco, is prohibited on the Pratt Community College campus—both inside/outside of buildings and all campus properties. Using devices and/or products, as well as actions that give the appearance of tobacco use is prohibited.

Food and Drink in Classrooms

Food and drink with the exception of water is not allowed in classrooms or labs on the Pratt Community College campus. Food or drink usage in the campus shops is allowed only under the discretion of the individual instructor in those courses.

College Weapon Policy

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event. **This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.** Possession, handling or use of any weapon may result in suspension or expulsion from school.

A weapon or firearm is any object, material or substance which is capable of producing death or bodily injury in the manner it is used, designed to be used, or intended to be used.

Examples of weapons include, but are not limited to: firearms - loaded or unloaded - including BB guns and pellet guns; knives having a blade of three and one-half inches or more; any knife which can be opened by means of a switch, button or spring mechanism, or which is displayed in any manner which tends to threaten,

intimidate, frighten or harass another person; brass knuckles or other objects placed on the fist; numchucks or any other martial arts weapon; slingshots; bludgeons, including any instrument used to threaten.

Other examples of weapons include, but are not limited to: rocks, bottles or cans; chains; shoes, belts, belt buckles; aluminum or wooden ball bats; ropes; mace or similar noxious chemical substances used in a threatening or improper manner.

Facsimile or replica of a deadly weapon is considered under this policy is used in a threatening, intimidating, violent or improper manner.

Examples of facsimile or replica weapons include, but are not limited to: water pistols; cap guns; any "look-alike" weapon. Nothing herein should be construed to prohibit use or possession when used as props for educational instruction or in PCC authorized activities.

Pratt Community College reserves the right to confiscate, without return, any weapons found on campus. This includes all of the above mentioned including air guns or pellet guns.

Beginning July 1, 2017, any individual who is 21 years of age or older and who is lawfully eligible to carry a concealed handgun in Kansas shall not be precluded from doing so on campus except in PCC buildings and areas of buildings for which adequate security measures are provided, and except as otherwise prohibited by law.

More information about the PCC Weapons policy can be found at prattcc.edu/about-pcc/weapons.

Parental Notification As stated in section 99.31 of the Family Educational Rights and Privacy Act (FERPA), effective August 7, 2000, institutions may disclose to parents, without a student's consent, when students under 21 violate drug or alcohol laws or policies. Institutions may disclose this information to parents "without regard to whether the student is a dependent." As stated in the regulation, colleges are not required to alert students when parents have been notified, but are required to maintain a record of the disclosure to the parent and provide it to the student at their request.

PRATT COMMUNITY COLLEGE COMPLIANCE DOCUMENT STATEMENT TO EMPLOYEES AND STUDENTS REGARDING COLLEGE COMPLIANCE WITH THE DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENTS OF 1989

The unlawful possession, use, manufacture, or distribution of illicit drugs and alcohol by students or employees on the property of Pratt Community College is strictly prohibited. Alcohol may be served at selected events in accordance with the provisions of Board Policy 3-10 dealing with policy exemptions. In order to ensure that students and employees of the College are aware of the standard of conduct established by this policy, the sanctions for violation of that standard, the health risks associated with drug and alcohol use and abuse, the legal sanctions for unlawful possession and distribution of illicit drugs and alcohol, and the drug or alcohol counseling, treatment, rehabilitation or re-entry programs that are available in the area for employees and students, the following documents will be distributed to all employees, including part-time and adjunct faculty, and all students, including part-time students and those enrolled in off-campus programs of the College:

- A copy of this policy;
- A document which describes the applicable legal sanctions under local, State and Federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- A document which describes health risks associated with the use of illicit drugs and the abuse of alcohol;
- A document which lists the drug or alcohol counseling, treatment, rehabilitation or re-entry programs that are available to employees or students.

This program will be reviewed biannually by a committee appointed by the President of the College. The purpose of the review will be to determine the effectiveness of the program, to recommend the

implementation of changes in the program, and to ensure that the sanctions are consistently enforced. The review committee will make its findings and recommendations in a written report to the President.

Title IX Information

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Source: https://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html

For assistance related to Title IX or other civil rights laws, please contact OCR at OCR@ed.gov or 800-421-3481, TDD 800-877-8339.

Notice of Non-Discrimination

Pratt Community College does not discriminate on the basis of race, color, national origin, sex, disability, age or veteran status in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Personnel, Pratt Community College, 348 NE SR 61, Pratt, Kansas 67124, 620.672.5641.

Harassment and Discrimination Policy 200-26

<http://prattcc.edu/about-pcc/harassment-and-discrimination-policy>

Complaints & Reporting Concerns

A Pratt Community College employee or student who has a complaint involving sexual harassment, sexual assault, dating violence, domestic violence, stalking, or a discriminatory practice based on gender may report their concerns and file an informal or formal complaint with the Title IX Coordinator.

Formal Complaint/Investigation Process: 1) Formal complaint filed by Complainant or Title IX Coordinator, 2) Investigation process begins or complaint is dismissed if facts would not constitute sexual harassment under Title IX, 3) Determination of responsibility (decision) or informal resolution, 4) Appeal, 5) Discipline procedure starts if determined that sexual harassment occurred.

Title IX Team Members

Title IX Coordinator:

Lisa Perez Miller, Vice President of Students/Enrollment Management

lisam@prattcc.edu

620.672.3559

Deputy Coordinator:

Rita Pinkall, Director of Personnel

ritap@prattcc.edu

620.450.2139

Team Members:

Sarah Binford, Associate Director of Admissions

sarahb@prattcc.edu

620.450.2112

Elyse Birdsong, Associate Director of Special Program Admissions

Amy Jackson, Director of Student Success Center

elyseb@prattcc.edu

620.450.2114

Amy Jackson, Director of Student Success Center

amyj@prattcc.edu

620.450.2135

Charles Keefer, Director of Students & Residence Life

charlesk@prattcc.edu

620.450.2120

Rusty Laverentz, Assistant Athletic Director

russelll@prattcc.edu

620.450.2155

Frank Stahl, Director of Learning Resources

franks@prattcc.edu

620.450.2238

Title IX Team Training

- Kansas Association of School Boards Legal Services, August 6, 2020
- Title IX Sexual Harassment Response – Training for Title IX Coordinators, Investigators and Decision-Makers
- Title IX Training Document <http://prattcc.edu/sites/default/files/pdfs/title-ix-trainingwebsite-document.pdf>

STUDENT RESPONSIBILITY & CODE OF CONDUCT

Student Responsibility

Pratt Community College students are expected to conduct themselves in such a manner as to uphold, and not detract from, the good name of the college and fellow students by full recognition of their responsibilities under the law and moral and social standards of the community, state, and nation. The Constitution and laws of the State of Kansas confer on the State Board of Education broad legal authority to regulate student life, guided by the constitutional standards. In exercising this authority, the college is also guided by consideration of educational policy. All students and student organizations of the college are subject to the rules and regulations of the college. Those students who willfully violate college standards must expect to face disciplinary action on the part of the institution. Students at PCC have the following responsibilities:

- To observe all regulations of the college.
- To provide the necessary documents for the admission to the college, including official transcripts, application forms, residency statements, military records, financial aid information.
- Consult with counselors on a voluntary basis regarding adjustment difficulties, occupational and professional aptitude and planning, as well as personal problems pertaining to college career.
- To meet with assigned academic advisors on academic careers, degree requirements, and changes in their programs of study.
- To be aware of and comply with the instructor's attendance policy in the course syllabus. To attend all meetings of each class in which they are enrolled from the first-class meeting.
- To be an active participant in the class and prepare for each class meeting as instructed.
- To fulfill all graduation requirements if educational objective is applicable.
- To respond promptly to all written and online notices from faculty, advisers, deans, and other college officials.
- To file an online application for degree or certificate completion with the Registrar's Office.
- To enroll in only those courses for which the stated prerequisite(s) (if there are any) have been satisfactorily met. Failure to comply with prerequisites may result in administrative withdrawal.
- To be aware of and comply with withdrawal policy and procedures from the college, including current withdrawal dates. To process an official withdrawal form for schedule changes.
- To use the appropriate channels in appealing any academic actions which the students believe are unfair.
- Observance of all college relations as specified in the College Catalog, the Student Handbook, the Residence Hall Handbook, and other informational publications. These publications are official sources of information and academic matters.

Students shall be responsible for the knowledge of the college rules and regulations as set forth in the student handbook and college catalog. Students accepted for residence in residence halls are responsible for good order and reasonable quiet in their rooms. Noisy and disorderly occupants may be dismissed from their halls or otherwise subjected to disciplinary measures.

General Student Conduct

All students and student organizations of the college are subject to the rules and regulations of the college. Students who willfully violate college standards must expect to face disciplinary action on the part of the institution. Student violations outside the areas of athletics or instruction will be handled by the Vice President of Students/Enrollment Management. Upon investigation of the incident, the Vice President will take the necessary disciplinary action and notify the student through a verbal and/or written notification.

Code of Conduct

The President of the College, The Vice President of Students/Enrollment Management, and/or their designated representatives may counsel, admonish, suspend, expel or otherwise appropriately discipline any student for violating regulations and standards of the College. While students have the rights and obligations of citizens,

admission to the College is a privileged status and involves special additional obligations to the college community. The college, within the authority invested by the law in the Kansas Board of Regents, has the obligation to determine the standards of conduct appropriate for those who become its members. Neither individual students nor organized student groups may act on behalf of, speak for, or in the name of PCC. It is presumed that PCC students, as members of the academic community, shall exercise due regard for law and for the rights of others. Circumstances which may lead to disciplinary actions, suspension, or dismissal from the college are:

- Willful violation of any published regulation for conduct as approved by the PCC Board of Trustees/administration.
- Conduct which substantially disrupts, impedes, or interferes with the operation of PCC.
- Conduct which substantially infringes on or invades the rights of others.
- Conduct which has resulted in the student's conviction for, or confession or admission of, any offense specified in Chapter 21 of the Kansas Statutes Annotated; other state law; violation of any municipal ordinance; or violation of any criminal statute of the United States.
- Disobedience of a directive or order of a member of the Board of Trustees, administration, faculty, peace officer, school security officer or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of PCC, or adversely affect the good standing and reputation of PCC or elsewhere.
- Endangering or threatening the life or physical safety of others or self.
- Failure to meet just financial obligations to the College.
- Failure to maintain minimum academic requirements established by the Board of Trustees or Administration of PCC.
- Failure to follow and/or obey COVID-19 campus guidelines, processes, procedures, responsibilities, and/or directives; behavior which impacts and/or jeopardizes the health and safety of campus stakeholders.

By way of example and not by limitation in addition to the violations herein before referred to, the following specific acts of behavior shall be construed as offending the moral and social standards of the college and as interfering with the welfare of other students and will not be acceptable and shall be deemed to be grounds for immediate suspension or dismissal:

- Fighting
- Intimidation not limited to, but including social media.
- Using obscenities and profanities, not limited to, but including social media.
- Open defiance or threats, not limited to, but including social media and/or COVID-19 related
- Possession, consumption, sale, or being under the influence of alcoholic beverages on the college campus or at athletic events or other functions sponsored by or participated in by the College
- Possession, use, or sale of narcotics or drugs
- Theft
- Excessive or repeated tardiness or unauthorized absences
- Vandalism
- Possession, use of a weapon, or object considered a weapon
- Alcohol and Drugs & Paraphernalia
- Harassment/Intimidation
- Use of a Weapon as a Threat

Students shall be responsible for the knowledge of the college rules and regulations as set forth in the college student handbook. Students accepted for residence in college residence halls are responsible for the maintenance of good order and reasonable quiet in their rooms. Noisy and disorderly occupants may be dismissed from their halls or otherwise subjected to disciplinary measures. Residence hall regulations are set forth in further detail in the Residence Hall Regulations and Rules as published in the Student Handbook.

Responsibility

Those students who willfully violate college standards must expect to face disciplinary action on the part of the institution. Students attending PCC have the following responsibilities:

To observe all regulations of the college.

- To provide the necessary documents for the admission to the college, including official transcripts, application forms, residency statements, military records, financial aid information.
- To consult with counselors on a voluntary basis regarding adjustment difficulties, occupational and professional aptitude and planning, as well as personal problems pertaining to college career.
- To meet with assigned academic advisors on academic careers, degree requirements, and changes in their programs of study.
- To be aware of and to comply with each instructor's attendance policy as stated in the course syllabus, and to attend all meetings of each class in which they are enrolled from the first class meeting.
- To be an active participant in the class and to prepare for each class meeting as instructed.
- To fulfill all graduation requirements if educational objective is applicable.
- To respond promptly to all written notices from faculty, advisors, deans, and other college officials.
- To file an application for degree or certificate completion with the Office of the Registrar.
- To enroll in only those courses for which the stated prerequisite(s) (if there are any) have been satisfactorily met. Failure to comply with prerequisite may result in administrative withdrawal.
- To be aware of and to comply with withdrawal policy and procedures of the college, including current withdrawal dates and processing an official withdrawal form for schedule changes.
- To use the appropriate channels in appealing any academic actions which the students believe are unfair.
- To observe all college regulations as specified in the College Catalog, the Student Handbook, and other informational publications. These publications are official sources of information on academic, discipline, and due process matters.

COVID-19 Student Code of Conduct, Understanding, & Acknowledgement of Risk Form

Pratt Community College's first priority is the health, safety, and well-being of our entire College community; an important part of that priority involves the College mitigating the risks of COVID-19. The COVID-19 Student Code of Conduct, Understanding & Acknowledgement of Risk Form (Form) identifies shared expectations that keep our community focused on our mission of student learning and high-quality instruction and services. The COVID-19 pandemic is ever- changing, and students must understand they need to be flexible. Students will need to exercise personal responsibility and accountability. Students are responsible to stay informed and read PCC communications that provide updates and specific instructions relative to COVID-19. Students should also realize that being informed includes knowing the expectations of each of their instructors, coaches, advisors, etc. and of each office's staff about social distancing, facial coverings, appointments, etc.

PCC reserves the right to modify its guidelines, codes, policies, and procedures as needed to ensure optimum business continuity and the safety of the College stakeholders during the COVID-19 pandemic. This may require immediate action by students with little notification due to the nature of the situation. All students, whether living on campus or off, are expected to abide by all federal, state, local, and PCC guidelines and regulations implemented to help mitigate the spread of COVID-19. Failure to do so may result in a violation of the PCC Student Code of Conduct outlined in the *Student Handbook* and disciplinary sanctions. The following is an outline of expected behavior of all PCC students and visitors with regard to COVID-19.

1. **Physical/Social Distancing Guidelines:** Whenever possible, all individuals should maintain a 6-foot distance from others, in both indoor facilities and outdoor spaces, including the residence halls and lobby/common area, communal restrooms, and laundry spaces. It is the expectation that all students will be respectful of other people's space and maintain the appropriate amount of distance. Students are expected to follow the guidelines, which may differ in each campus facility, including the residence hall due to the hall's floorplan.

2. **Face Coverings:** Face covering is required to be worn by students, employees, and visitors in all PCC public spaces and other designated private areas where physical/social distancing cannot be practiced (offices, classrooms, labs, locker rooms, meeting rooms, vehicles, etc. as determined by the department supervisor and/or division VP/AD.) Public spaces include the commons, facility lobbies, restrooms, hallways, switchboard/mailroom, cafeteria, Beaver Bites, Dennis Lesh Sports Arena Circle, Learning Resource Center, bookstore, entry ways, and common gathering areas. Face coverings must also be worn outdoors on campus if safe physical/social distancing is not possible. The following exceptions apply: students in their residence hall room or with their room/suitemate(s), residence hall suite restroom, while participating in activities in which a face covering cannot be worn or would prohibit respiratory function (eating, drinking, playing sports), individuals with a recognized disability who have approved accommodations with the Student Success Center.
3. **Health Self-Monitoring/Reporting:** Students are expected to monitor their health for any symptoms associated with illness, including fever, and/or specific symptoms associated with COVID-19 on a daily basis. When asked, students must accurately and honestly report symptoms or risk factors for COVID-19. Students who feel sick or have a fever should not attend class/events/athletic practice or games/activities/or visit offices. Students must also contact College Health at 620-450-2150 to report symptoms associated with COVID-19. Students with a fever of 100 degrees Fahrenheit or greater or with symptoms of COVID-19 must not come to campus, and those living in the residence hall should remain in their room and contact the Assistant Director of Students & Residence Life or the Director of Students & Residence Life. Students should not return to campus, congregate with others, or visit facilities across campus until they are symptom free.
4. **Cleaning & Disinfection:** Students are responsible for cleaning and disinfecting their residence hall room. To minimize the spread of COVID-19, students are highly encouraged to clean and disinfect all surfaces in their room frequently each day, including doorknobs, light switches, faucets and handles in bathrooms (suites and apartments), and other high-touch surfaces. The College maintenance staff does not clean residence hall rooms when students occupy the room. Residence halls are cleaned and sanitized prior to the arrival of students.
5. **Practice Good Hygiene:** Students are expected to wash hands often with soap and water for at least 20 seconds. If hand washing facilities are not available, students should use hand sanitizer with at least 60% alcohol content. Students should also avoid touching their eyes, nose, or mouth with unwashed hands. Students are expected to cover their mouth/nose with a tissue or sleeve when coughing or sneezing. Sharing personal items like drinking glasses, eating utensils, towels, and other personal items is discouraged.
6. **Residential Life Rules/Policies:** Students living in PCC residence halls must follow all rules, regulations, and procedures put in place to keep the residential life community safe and operating effectively. Specific policies, guidelines, and expectations related to COVID-19 must be followed. If not followed, disciplinary action will be taken which may result in sanctions up to and including dismissal from the residence hall.
7. **Restrictions on Residence Hall Visitation and In-Room Gatherings:** Visitation from individuals not living in the residence hall or employed by PCC will be prohibited unless visitors are accompanied by a PCC official conducting maintenance or for security reasons. Residential students should limit the number of PCC student guests visiting their residence hall room if social distancing cannot be followed. Students not following this guideline do so at their own risk and the risk of others for exposure to COVID-19. If not followed, disciplinary action will be taken which may result in sanctions up to and including dismissal from the residence hall.

8. **Exercise Good Care:** Students have the responsibility to establish good habits and take good care of their health. Students should manage stress, eat healthy, exercise, get enough sleep, and utilize PCC's resources when needed, including College Health, Student Success Center, Learning Resource Center, and Fitness Center.
9. **Education, Training & Staying Informed:** All students attending classes on the Pratt campus will be required to complete a "COVID-19 Educational Training" exercise which may include an educational document, CDC video, online tutorial, and/or memo of understanding. Students are expected to stay informed through regularly reading PCC email, text alerts, social media, and email communication. Students are expected to know the expectations of each of their instructors, coaches, advisors, etc. and of each office's staff about social distancing, facial coverings, appointments, etc. The LiveSafe App also communicates prevention information, and it delivers peer-to-peer and self-service resources. Download "LiveSafe" from Google Play or the App Store; search for and select Pratt Community College.
10. **Computer & Software Requirements:** Listed below (Appendix A) are the basic requirements needed to use the Office 365 suite, zoom application, and Canvas website utilized by Pratt Community College. PCC students are expected to have access to equipment which provides these basic requirements. Please note that some classes may require software with higher requirements than listed in Appendix A.
11. **Quarantine/Isolation:** Students arriving who meet the Kansas Department of Health & Environment (KDHE) travel restrictions will be required to adhere to the College's procedure for quarantine/isolation. At any time throughout the academic year, any student testing positive for COVID 19 or being exposed to a person(s) with known or suspected COVID 19 or received notification from public health officials that they are a close contact of a confirmed case of COVID 19 will be expected to quarantine/isolate as determined by the Pratt County Health Department and/or the College's procedures. Students directed to quarantine/isolate are expected to return home unless travel restrictions prohibit this from occurring.
12. **Understand & Follow:** It is expected that all students will follow and understand the guidelines outlined by the Centers for Disease Control and Prevention (CDC), the Kansas Department of Health & Environment (KDHE), Pratt County Health Department, and PCC, including travel restrictions associated with their own states and/or country. This information is available on the PCC website at <http://prattcc.edu/college-health/coronavirus-resources-and-information> and updates for students at <http://www.prattcc.edu/coronavirus>.

During the 2020-2021 academic year, students should be flexible and prepared to transition to distance delivered learning, leave campus and/or move out of the residence hall with short notice, adapt to adjustments with scheduling, or other action taken by the College. Such sudden action taken by the College would occur in the best interest of the health and safety of students, employees, and others.

Finally, all students and their guests are expected to act appropriately and respectfully in all situations while on campus and when representing PCC. Each student is responsible for staying informed through PCC's official communication channels (College email, website, and social media) and for following the direction of College officials.

Each student agrees to follow and be accountable for the above Student Code of Conduct for COVID-19 pandemic expectations and guidelines during enrollment at PCC and understands the liability for risk and exposure associated with attending PCC and being part of the residential life and/or college community.

COVID-19 Assumption of Risk Acknowledgement

WHEREAS, the novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and as a result, social distancing is recommended;

WHEREAS, PRATT COMMUNITY COLLEGE will make every effort to protect the health and safety of students, employees, visitors, and other stakeholders by following the local health department, state, and Centers for Disease Control guidance for reducing exposure and setting stringent safety standards in all its buildings and property;

WHEREAS, PRATT COMMUNITY COLLEGE will make all decisions in collaboration with local health officials and other State authorities who can help assess the current level of mitigation needed based on community transmission levels;

WHEREAS, PRATT COMMUNITY COLLEGE will follow local, state, and CDC guidance and has put in place reasonable preventative measures to reduce the spread of COVID-19 in all its property and buildings;

WHEREAS, even though such standards will be followed, and reasonable measures put into place, PRATT COMMUNITY COLLEGE cannot guarantee that students, employees, visitors, and other stakeholders will not become infected with COVID-19; and

WHEREAS, as school and work activities reopen, attendance could increase your risk and your student's (s') risk of contracting COVID-19.

NOW THEREFORE:

By signing this agreement, I acknowledge the contagious nature of COVID-19 and that for myself and/or my student(s) that I or my student(s) may be exposed to or infected by COVID-19 by participating in my school, and/or employment, and activities and that such exposure or infection may result in personal injury, illness, permanent disability, and/or death.

I understand that the risk of becoming exposed to or infected by COVID-19 at PRATT COMMUNITY COLLEGE may result from the actions, omissions, negligence of myself and others, including, but not limited to, Board of Trustees, college employees, volunteers, partnerships, students, and their families.

I agree to follow the local health department COVID prevention guidelines. including but not limited to:

1. Washing hands often with soap and water for at least 20 seconds.
2. Maintaining social distancing.
3. Covering cough or sneeze with a tissue and throwing the tissue in the trash.
4. Avoiding touching my eyes, nose, and mouth with unwashed hands.
5. Cleaning and disinfecting frequently touched objects and surfaces.
6. Staying at home if I or my student is not feeling well or has a temperature.

I further agree on behalf of myself, my student, and my spouse, our heirs, successors, and assigns, to release, indemnify, and hold harmless, PRATT COMMUNITY COLLEGE, the Board of Trustees, administration, employees, agents and representatives from any and all acts or failure to act arising from or in connection with any acts or omissions in relation to the COVID-19 virus and my health or the health of my student(s) including prevention of the spread of the COVID-19 virus. I SPECIFICALLY ACKNOWLEDGE AND AGREE THAT I AM AGREEING TO DEFEND, INDEMNIFY AND HOLD HARMLESS PRATT COMMUNITY COLLEGE FROM ANY AND ALL CLAIMS IN REGARD TO ANY NEGLIGENT ACTION AND/OR INACTION IN REGARD TO PROTECTION AGAINST THE COVID-19 VIRUS.

Signature of Student

Date

Print Name of Student

Date

Parent/Legal Guardian Signature if Student is Under the Age of 18

Signature of Parent/Legal Guardian

Date

Print Name of Parent/Legal Guardian

Date

Appendix A

Listed below are the basic requirements needed to use the Office 365 suite, Zoom application, and Canvas website utilized by Pratt Community College. As an enrolled student, you will be expected to have access to equipment which provides these basic requirements. Please note that some classes may require software with higher requirements than listed here. Examples being the Adobe Creative Cloud apps (Photoshop, Flash, Dreamweaver).

Computer and processor

- **Windows OS:** 1.6 GHz or faster, 2-core. 2 GHz or greater recommended for Skype for Business
- **macOS:** Intel processor

Memory

- **Windows OS:** 4 GB RAM; 2 GB RAM (32-bit)
- **macOS:** 4 GB RAM

Hard disk

- **Windows OS:** 4 GB of available disk space
- **macOS:** 10 GB of available disk space; HFS+ hard disk format (also known as macOS Extended) or APFS
Updates may require additional storage over time.

Display

- **Windows OS:** 1280 x 768 screen resolution (32-bit requires hardware acceleration for 4K and higher)
- **macOS:** 1280 x 800 screen resolution

Network

- **Windows OS:** Network card capable of LAN cable connectivity and/or 802.11ac Wi-Fi wireless networking
- **macOS:** Capable of 802.11ac Wi-Fi wireless networking

Graphics

- **Windows OS:** Graphics hardware acceleration requires DirectX 9 or later, with WDDM 2.0 or higher for Windows 10 (or WDDM 1.3 or higher for Windows 10 Fall Creators Update). Skype for Business requires DirectX 9 or later, 128 MB graphics memory, and 32-bits-per-pixel-capable format.
- **macOS:** No graphics requirements.

Operating system

- **Windows OS:** Windows 10, Windows 8.1
- **macOS:** One of the three most recent versions of macOS. When a new version of macOS is released, the macOS requirement becomes one of the then-current three most recent versions: the new version of macOS and the previous two versions.

Browser

- The current updated versions of Microsoft Edge, Safari, Chrome, or Firefox.
- **.NET version**
- **Windows OS:** Some features may require .NET 3.5 or 4.6 and higher to also be installed. Microsoft Teams requires 4.6 or higher.

COVID-19 Classroom Guidelines

Students who are not feeling well or who are running a fever should contact Student Health (initial contact should not be in person) and then contact their instructor (not in person). Students may participate in class through alternate delivery mode as per each instructor's directions.

Students should use hand sanitizer upon entering and exiting classrooms whenever possible.

As space allows, all individuals should maintain a 6-foot distance from others even when wearing face coverings. For example, students should avoid gathering in the hallways, classroom doorways, at each other's desks, the instructor's desk/station, and in other areas of classrooms unless directed to do so by the instructor (ex. lab situation). Students are encouraged to schedule appointments with instructors for additional assistance, etc.

Face coverings are required but may be removed at the direction of individual instructors if social distancing is possible. (Reminder: Face coverings are required in public spaces, including hallways, restrooms, etc.).

Students not following social distancing and/or face covering guidelines will be asked to leave the class and join remotely. Instructors will document this occurrence and share the information with the PCC administration. Students not following PCC classroom and instructor guidelines may be withdrawn from the course.

Neither instructors nor students should put themselves or others at risk in an attempt to enforce PCC or classroom COVID-19 guidelines. Students who need reasonable health-related accommodations regarding COVID-19 guidelines may contact Student Success Center for information.

In addition to classroom guidelines, students should be prepared to follow additional instructor guidelines regarding alternate delivery modes should that change become necessary. Due to the ever-changing COVID-19 pandemic, a change in delivery mode could happen with little advance notice. Students should check their PCC email and Canvas accounts daily as well as any other means of contact as per instructor expectations for information. As with all information related to the COVID-19 pandemic, these guidelines are subject to change.

Conduct/Behavior Inappropriate by a Student

1. Conduct/behavior which:

- Is disruptive or disrespectful towards a college official or student
- Disrupts, impedes, interferes with operation, causes disturbance
- Infringes or invades the rights of others
- Use of profanity, cursing, vulgarity
- Disobeys a directive from a college official or college policy/procedure which impacts the health and safety of students, employees, and/or other campus stakeholders

Sanctions:

1 st offense:	\$200 fine, and 10 hours of college service
2 nd offense:	\$250 fine and 15 hours of college service
3 rd offense:	Dismissal from residence hall (if applicable). Payment of breaking fee by students. Student will be permitted on campus to attend class, related academic activity, athletic practice activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester.

2. Conduct/behavior which:

- Is fighting, abusive, and/or threatening actions

Sanctions:

1 st offense:	\$200 fine, and consultation with EMPAC Counselor (arranged through Director, Student Success Center) *
2 nd offense:	Dismissal from residence hall (if applicable). Payment of breaking fee by students. Student will be permitted on campus to attend class, related academic activity, athletic practice activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester.

**EMPAC session is to determine if student is capable of being on campus and/or residing in campus housing and not be a threat to himself or other*

students. Continuing enrollment and/or residence hall occupancy is based on outcome.

3. Conduct/behavior which:

- A student directed by a college official to isolate/quarantine for COVID-19 violates the directive by leaving isolation/quarantine inappropriately or without permission

Sanctions:

1st Offense: Immediate dismissal from campus; resulting in removal from the residence hall and alternative/distance learning for all classes.

VIOLATIONS OF KANSAS LAWS WILL BE TURNED OVER TO POLICE OR SHERIFF'S DEPARTMENTS FOR ARREST AND PROSECUTION. STUDENTS WILL ALSO RECEIVE DISCIPLINARY ACTION BY THE COLLEGE.

STUDENT DISCIPLINARY & DUE PROCESS

Disciplinary Process

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

Educational Sanctions

Besides the sanctions of written warning and probation, educational sanctions and possible community or campus service may also be required.

Student Due Process Procedures

The Board of Trustees, administration, and faculty recognize the right of a PCC student, as an adult member of society and as a citizen of the United States of America, to the constitutionally guaranteed freedoms of speech, assembly, and peaceful association, which shall be diligently protected. PCC will guard these rights in behalf of all persons associated with the institution or group.

If disciplinary action against a PCC student is initiated, a speedy and fair hearing before the appropriate college official, committee, or both is guaranteed. Decisions of officials and committees charged with disciplinary responsibilities may be appealed through the appropriate process and channel to the President of the College, who may elect to either render a direct decision or refer the case to a disciplinary panel. The decision of the President, regarding such matters, will be final.

PCC students have four opportunities for due process relating to:

- Athletics
- Academics
- Residence hall infractions
- General student conduct, unrelated to areas identified above

The President, or in his absence, the next ranking administrator has the authority to suspend a student from campus immediately without a hearing when the student appears to pose a danger to others. The student can return to the campus for an appeal but cannot reside on campus until the appeal is heard. **The final appeal of students dismissed from classes is the President.** Notice of appeal must be received in writing to the President within 48 hours or two business days of the President's decision. If a student is suspended as a result of disciplinary action on a Friday or the day before a holiday, the 24 hour rule for appeal is extended to the next school day when the notice of suspension occurs.

Athletic Department Due Process Procedures

All athletic department procedures will be outlined by the Athletic Department Handbook, distributed to all athletes prior to the start of practice and competition play. Disciplinary actions imposed by the coach / Director of Athletics does not supersede disciplinary action imposed by the Vice President of Students / Enrollment Management.

Academic Due Process Procedures

The following procedure will govern all matters of academic appeal brought by students:
To appeal a final course grade, the student must do so within 120 days of the end of the semester.
To appeal a particular grading practice, a charge of academic dishonesty, or any other course related academic decision, the student must do so within three (3) days from the date of the event or notification.
The student shall request an informal meeting with the instructor (or the Director of Nursing for nursing students) to discuss and attempt to resolve the dispute as the initial step of an academic appeal.
The student may appeal a decision of an instructor (or the Director of Nursing) by filing a **written notice of appeal with the Vice President of Instruction, within five days** of the date of the informal meeting, setting forth therein the specific decision being appealed and stating all reasons to be relied upon by the student as justifying a reversal of the instructor's decision. Additional documentation may be requested from either the student or the instructor. The vice president will render a written decision within five days of the date of receiving the written appeal.

The student may appeal the decision of the vice president to the president of the college by filing a written request for review set upon by the student as justifying a reversal within five days of the date of the decision being appealed. The president may grant or deny in writing the requested review after reviewing all relevant documents related to the request. If a requested review is granted by the president, he or she will conduct a hearing within 10 days from the date of the filing of the request for review. If the president denies the request for review, written notice shall be given to the affected instructor and student within 10 days from the date of the filing of the request for review. The decision of the president regarding such matters will be final. A student shall have the right to have a designated representative if a hearing is held.

Note: A student who is dismissed will not be readmitted without written permission from the Vice President of Instruction.

Residence Hall Due Process Procedures

It is the responsibility of every residence hall resident to be conscious of the rights and privileges of other residents and understand and accept fully the rules and regulations governing the residence halls and the college. The Director of Residence Life/Resident Supervisors/Student Resident Assistants have the responsibility and authority to require proper conduct of all students and guests of the residence halls at all times. Repeated failure to comply with college guidelines and/or insubordinate attitude toward all personnel working with the residence halls will result in disciplinary action.

Disciplinary action will be directed through the Director of Students & Residence Life and may include warnings, monetary fines, educational sanctions, probation, dismissal or other sanctions as specified through college

policies or regulations. The Director of Students & Residence Life will notify the student of disciplinary action in writing.

The following procedure will govern all matters of appeal brought by residence hall students:

1. Notification of infraction and sanction to student in writing by the Director of Students & Residence Life.
2. Student appeals in writing to the Vice President of Students/Enrollment Management, stating specific reason for appeal and providing evidence to support appeal, within 24 hours of receiving notification from Director.
3. Vice President renders a written decision and informs student.
4. Student appeals the Vice President's decision to the President in writing within 24 hours.
5. President renders a decision and informs student in writing.
6. Decision of the President is final.

General Student Due Process Procedures

The following procedure will govern all matters of appeal brought by students for general disciplinary actions not related to athletics, academics, or the residence hall:

1. Notification of infraction and sanction to student in writing by the Vice President of Students/Enrollment Management.
2. Student appeals the Vice President's decision to the President in writing within 24 hours.
3. President renders a decision and informs student in writing.
4. Due process action stops with the President.

Hearing Panel Procedures

NOTE: For selected actions appealed to the Vice President or President, he or she may decide to appoint a hearing panel to make a recommendation.

Hearing Procedures: At the hearing, the student shall be provided the opportunity to be present while each witness testifies, or affidavits are considered by the hearing panel as to the alleged violations committed by the said student. The disciplinary hearing panel shall be authorized to receive either oral testimony or written affidavits or witnesses in support of the alleged violations committed by the said student. Affidavits of witnesses should be used only in the absence or unavailability of the witness to appear in person. The affected student shall have the right to be represented by legal counsel or other designated representative at the hearing. If a student chooses to be represented by legal counsel, the student must notify the Vice President or President at least two workdays prior to the hearing. After each witness completes his or her testimony, the student or designated representative will have the right to question each witness concerning that witness's testimony. The student or designated representative shall be provided the opportunity to present defense and produce either oral testimony or written affidavits of witnesses on his or her behalf. The student shall be permitted an opportunity to inspect any affidavits immediately prior to such hearing. A complete admission of guilt at the hearing before the hearing panel will require no further proceedings, except that the student shall be offered the opportunity to present evidence of character, scholarship, or previous record of good conduct for consideration by the hearing panel.

Trier of Fact: The PCC campus disciplinary hearing panel shall consist of not less than three (3) individuals to be appointed by the Vice President or President of PCC, or in their absence, the next ranking administrator. The panel may include members of PCC faculty, administrators, residents of the community, full-time students of PCC, or any combination thereof.

Time of Hearing: The PCC disciplinary hearing panel shall take place within 10 days from the date of the filing of the request for review. The disciplinary hearing shall not be open to the public.

Review Procedure: A student may request review of the findings of the disciplinary hearing panel by submitting a written statement to the PCC Vice President or President, stating the desire to have the decision rendered by the disciplinary hearing panel reviewed, indicating:

- the name of the affected student and
- the nature of the alleged misconduct

In addition, the application for review should have attached a copy of the decision rendered by the disciplinary hearing panel which the student desires to be reviewed by the Vice President or President. A request for review must be made within 24 hours (one school day) following the disciplinary hearing panel's decision. The application for review must be dated and signed by the person making the application. The President shall approve, disapprove, or modify the disciplinary hearing panel's recommendations or decisions within ten (10) calendar days of the receipt of the application for review and shall inform in writing all interested parties of his decision. The President shall designate the college official that shall take the necessary and appropriate action on behalf of the College to enforce the decision.

Processing Student Complaints

A formal student complaint has been defined by Pratt CC as "An issue, complaint or problem relating to instruction (see paragraph 3-4) college services, facilities, or other operational aspects of the college presented in and signed by the student(s). "This complaint procedure is designed for issues other than academic or disciplinary appeals (see "Student Due Process Procedures" in the Student Handbook and College Catalog for information). The student complaint must be written and signed by the student to allow for proper follow-up and resolution. A student complaint form is available on the college website home page in the Quick Links box or a written complaint can be filed in the office of the Vice President of Students/Enrollment Management (college services), Vice President of Finance & Operations (facilities), or Vice President of Instruction (academic) relative to the complaint. For full policy and process refer to [Administrative Policy 600-05](#).

Academic Probation and Dismissal

If a student's grade-point-average falls below 1.5 for any semester or if the cumulative GPA falls below that shown in the Financial Aid and Costs section of this handbook, a student is considered to be doing probationary level work. After one semester of unsatisfactory work, a student is placed on academic probation with the expectation that grades will improve the following semester. A student on probation may be dismissed at any time for failure to attend classes regularly or for failure to make satisfactory academic progress. Students performing probationary level work will be informed of such status by letter. Student transcripts will be marked to indicate "Academic Probation" or "Academic Dismissal." A list will be forwarded to the Vice President of Instruction for dismissal/action. A student who is suspended **will not** be readmitted without written permission from the Vice President for Instruction.

A student whose academic performance and/or behavior is judged unacceptable may be placed on administrative probation or dismissed at any time.

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 Due Process as listed in the current college catalog.

Financial Assistance Appeal Process

Students who do not comply with the "Satisfactory Academic Progress" have the opportunity to submit a written appeal to the Financial Aid Director if unusual circumstances have affected the student's academic progress. The Financial Assistance Committee will review the written appeal. The decision of the committee will be final. If a student who has been suspended from financial assistance appeals his suspension and has his aid reinstated by the financial assistance committee, that student will be required to make a cash payment of 25 percent of tuition and fees at registration. If the student is making satisfactory academic progress and attending classes at mid-term, financial aid will be disbursed.

SANCTIONS AND FINES

Alcohol Sanctions

4. 1st Offense: \$200 fine and the completion of the Safe Colleges alcohol assessment. You can visit the Student Success Center to schedule a time to complete the assessment. After completing the assessment you must write a 2 page paper (12 point font, double spaced) about your experience completing the assessment and what you have learned about alcohol and your consumption habits.
 - a. You must submit your paper via email to charlesk@prattcc.edu approximately seven days after completing the assessment. Failure to do either assignment will result in placing a disciplinary hold on your account.
5. 2nd Offense: \$250 fine and you must attend one session with the on campus counselor. You can visit the Student Success Center to schedule your appointment. After attending your session you must write a 2 page paper (12 point font, double spaced) about this experience and what you have learned or gained from attending this session.
 - a. You must submit your paper via email to charlesk@prattcc.edu approximately seven days after your session. Failure to do either assignment will result in placing a disciplinary hold on your account.
6. 3rd Offense: Dismissal from residence hall. Payment of breaking fee by student. Student will be permitted on campus to attend classes, related academic activity, athletic practice and athletic activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester

Note: individual present, but passing a breathalyzer test and not in possession of alcohol will be assessed:

4. 1st Offense: \$100 fine and the completion of the Safe Colleges alcohol assessment. You can visit the Student Success Center to schedule a time to complete the assessment. After completing the assessment you must write a 2 page paper (12 point font, double spaced) about your experience completing the assessment and what you have learned about alcohol and your consumption habits.
 - a. You must submit your paper via email to charlesk@prattcc.edu approximately seven days after completing the assessment. Failure to do either assignment will result in placing a disciplinary hold on your account.
5. 2nd Offense: \$150 fine and you must attend one session with the on campus counselor. You can visit the Student Success Center to schedule your appointment. After attending your session you must write a 2 page paper (12 point font, double spaced) about this experience and what you have learned or gained from attending this session.
 - a. You must submit your paper via email to charlesk@prattcc.edu approximately seven days after your session. Failure to do either assignment will result in placing a disciplinary hold on your account.
6. 3rd Offense: Dismissal from residence hall. Payment of breaking fee by student. Student will be permitted on campus to attend classes, related academic activity, athletic practice and athletic activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester.

Drugs & Paraphernalia Sanctions

Students will be dismissed if a total of a combination of three alcohol or drug/drug paraphernalia violations occur.

Alternative A: Sanctions regarding instances when a "measurable amount" of drugs is present and confirmed by law enforcement and/or an arrest is made by law enforcement, regardless of charges or action by the County attorney.

Residence Hall Student:

1st offense: Dismissal from residence hall. Payment of breaking fee by student. Student will be permitted on campus to attend class, related academic activity, athletic practice and athletic activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester.

Non-residence hall student:

1st offense: Student will be permitted on campus to attend class, related academic activity, athletic practice and athletic activity only. Scholarship will be revoked. Student will not be permitted in the residence halls. All students found on college property, which includes the residence halls, parking lot and grounds, where drugs or drug is being used or consumed will automatically be turned over to the police or sheriff's authorities for possible prosecution.

Alternative B: A "measurable amount" of drugs to warrant an arrest by law enforcement is not present.

Residence Hall Student:

1st offense: \$200 and 10 hours of college service*

2nd offense: \$250 and 15 hours of college service*

3rd offense: Dismissal from residence hall. Payment of breaking fee by student. Student will be permitted on campus to attend class, related academic activity, athletic practice and athletic activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester.

Non-residence hall student:

1st offense: \$200 and 10 hours of college service*

2nd offense: \$250 and 15 hours of college service*

3rd offense: Student will be permitted on campus to attend class, related academic activity, athletic practice and athletic activity only. Student will not be permitted in the residence halls. Scholarship will be revoked the following semester.

**Alcohol and drug/drug paraphernalia sanctions will include college service hours which take precedence over athletic practice or activity performance. Students will not be allowed to practice or participate in athletic or performance events until community service is completed.*

Tobacco Sanctions

1st Offense: \$200 fine and removal of tobacco products

2nd Offense: \$250 fine and removal of tobacco products

3rd Offense: In addition to a fine, residents may be dismissed from the hall and non-residents will have visitation privileges revoked.

Parking Violations

Parking policies are enforced with parking tickets that carry a fine of at least \$35. Any vehicle receiving more than five parking violations will be impounded. Citations are given for parking;

- In designated handicap spaces
- In designated fire lanes
- Next to large trash dumpsters

- In the loading zone or staff parking near the Learning Center
- Over the line or taking up more than one space
- On the grass
- Between the vocational buildings
- In college vehicle parking
- In residence hall staff parking
- In visitor spaces.

If two tickets are received, the vehicle will no longer be allowed to park on campus. 84