

Student Handbook

2024-2025



This handbook is to provide students at Pratt Community College (PCC) with access to information about the College. While it may touch on topics covered in the PCC College Catalog and the College website, it is not a substitute. Students need to familiarize themselves with the College Catalog and other resources. The College reserves the right to make necessary changes in the information contained in the Student Handbook as needed throughout the academic year.

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.

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General Information

History of Pratt Community 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 primary campus infrastructure was finalized in 1968, consisting of the Benson Education Center and Novotny Residence Hall. Porter Residence Hall was added in 1982, followed by Gwaltney Hall the next year. Subsequent expansions saw the addition of Beck Residence Hall in 1985, an indoor rodeo facility in 1986, and an auto/diesel facility in 1987.

The Student Conference Center was established in 1989, with the Electrical Powerline Technology building joining the campus in 1991 and undergoing enhancements in 2005. An updated EPT building is currently under construction on the west side of the campus, scheduled for completion in Fall 2024.

Further growth included the completion of North Residence Hall in 1998. The campus also features outdoor rodeo facilities, the Dennis Lesh Sports Arena, and Stanion Baseball Field, which was recently renovated. Additional facilities such as Dudrey Scholarship Hall and Chandler Hall were added in 2002 to accommodate expanding classes and student numbers. The most recent addition to the main campus is the Dr. William Wojciechowski Hall Apartments, which opened in the Fall of 2010. In 2022, the PCC Welding Technology Program relocated to a newly remodeled facility at the Pratt Regional Airport Industrial Park. Effective, January

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 workforce 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. 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/>

Programs are 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 Automotive Service Excellence (ASE), the Association of Collegiate Business Schools and Program and the Kansas Department of Health and Environment.

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 ensures 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 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 ensure 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 completers 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. Developmental courses 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 instruction.
10. Foster an institutional environment that promotes the freedom of inquiry necessary for exceptional learning and teaching.

Institutional Core Values

Pratt Community College 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 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

In keeping with its educational mission and founding ideals, Pratt Community College values a broad collection of cultural perspectives, lived experiences, and intellectual approaches that are important for academic merit and critical for ensuring that our constituencies are woven into the fabric of the College. Pratt Community College is committed to promoting an environment that dynamically enriches the College's belief that diversity, equity, inclusion, access, and belonging strengthen us all when all are welcomed.

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.

General Learning Outcomes

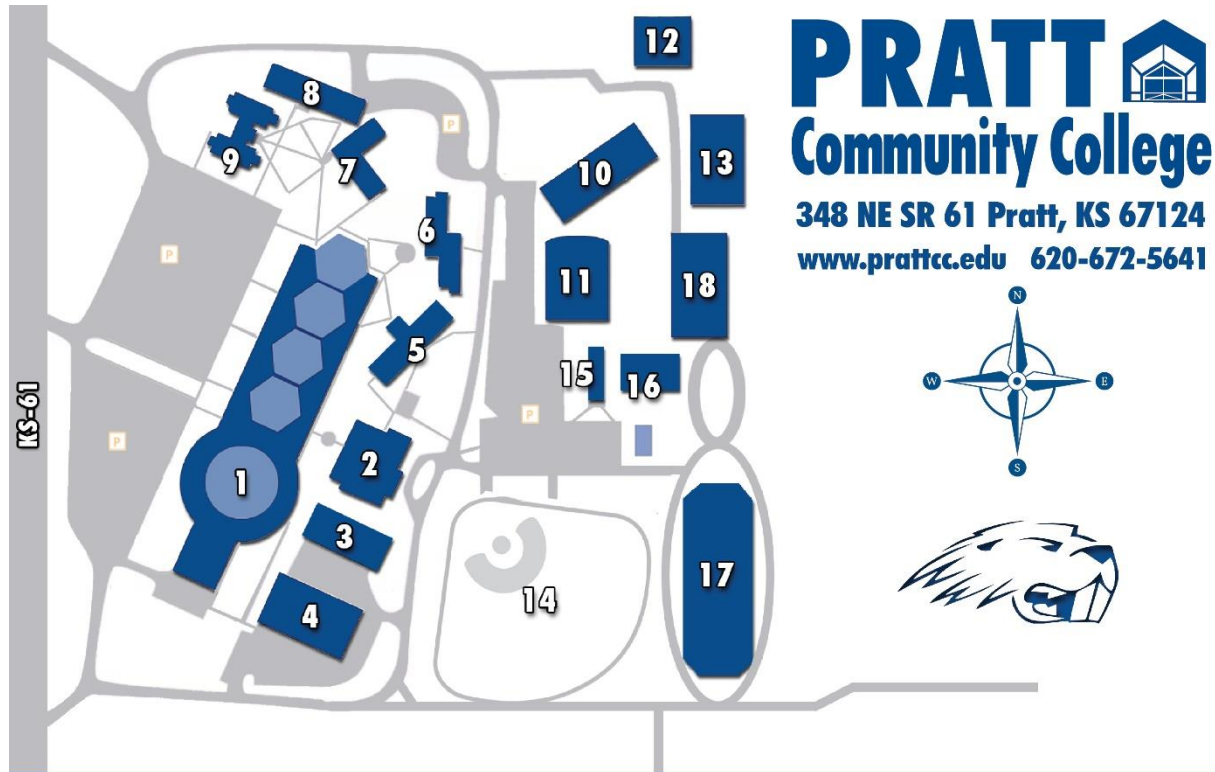
As an institution of higher education, the mission of Pratt Community College compels us to seek maximum student learning through quality instruction and service. To help meet that mission, the college has established the following general learning outcomes:

1. Students will demonstrate the ability to communicate effectively, both orally and in writing.
2. Students will demonstrate the ability to think critically, make judgements, and use computational techniques to solve problems.
3. Students will demonstrate competency in technology appropriate to the field of study.
4. Students will demonstrate an understanding of diversity and/or social awareness.



Campus Maps

Campus Overlook

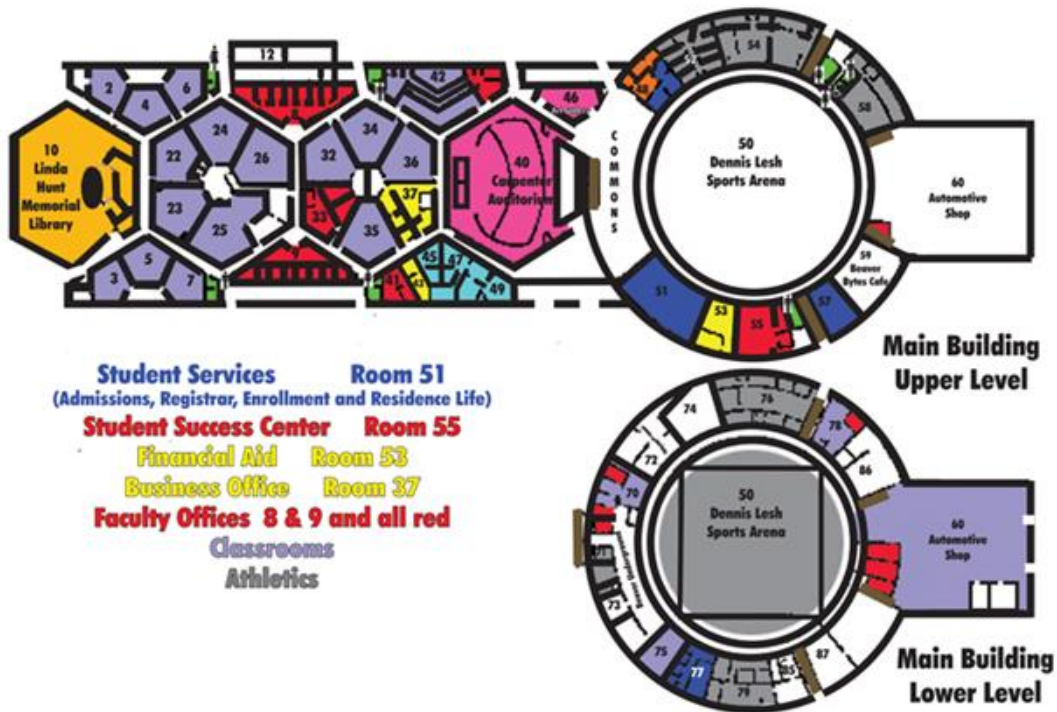


PRATT 
Community College
 348 NE SR 61 Pratt, KS 67124
 www.prattcc.edu 620-672-5641



1. Benson Education Building (0-99)	5. Scholarship Hall	11. Chandler Hall	15. Stanion Indoor Practice Facility
2. Riney Student Conference Center (300's)	6. Beck Hall	12. Electrical Power Center	16. Softball Practice Facility
3. Ag Power Building (200's)	7. Porter Hall	13. Electrical Power Technology Barn	17. Huffman Arena
4. Gwaltney Hall (100's)	8. North Hall	14. Stanion Baseball Field	18. Agricultural Activities Center
	9. Novotny Hall		19. Track & Soccer Complex (not pictured)
	10. Wojciechowski Hall		

Benson Education Center Building



Student Services **Room 51**
 (Admissions, Registrar, Enrollment and Residence Life)
Student Success Center **Room 55**
Financial Aid **Room 53**
Business Office **Room 37**
Faculty Offices 8 & 9 and all red
Classrooms
Athletics

2024-2025 Fall Spring Academic Calendar

August						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
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25	26	27	28	29	30	31

September						
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29	30	31				

January						
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February						
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March						
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30	31					

April						
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May						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31



August	1	Late Process Fee of \$100 Assessed (financial aid)
	12-16	Faculty In-Service & Preparation 8a-5p (All Employee Meeting & State of the College Address 8/12/24 9a-10:30a)
	14	Faculty Assessment Work 8:30a-12n
	18	Residents Hall Check-in: 9a-1p New Students; 1p-4p Returning Students
	19	Registration Day
	20	Fall Semester Classes Begin
September	2	Labor Day – No Classes PCC Offices are Closed
	17	Certification Date for Full-Semester Classes
October	7-11	Mid-term Week
	14	Fall Break - No Classes, Faculty Workday, Mid-term grades are to be posted in Self-Service gradebook no later than 5pm (including current grades for all online classes). Final grades for completed courses are to be posted in Self-Service no later than 5pm.
	15	Assessment Work 8:30a-12n (faculty workday, no classes)
	30	Current Student Advising Day (faculty workday, no-classes)
November	11	Last day to initiate withdrawal from full-semester classes
	13	Last day to initiate withdrawal from Pratt Online with Aug. 27 start date.
	27-29	Thanksgiving Break – No Classes
December	10, 11, 12	Final Exams – Follow Final Exam Schedule Posted on PCC Website
	13	Faculty Workday
	16	Final Grades are to be posted on Self-Service no later than 5pm. 1 of 2 choices (Dec. 16 or May 19) for the optional faculty workday if faculty did not work a Summer 2024 Beaver Building Day.
	24-31	PCC Closed for Semester Break
January	1	New Year's Day (PCC Offices Closed)
	2	PCC Offices Open
	8-10	Faculty Preparation Days 8a-5p
	8	All Employee Meeting 8:30a-10:30a
	9	Faculty Assessment Work 8:30a-12n
	14	Spring Semester Classes Begin
February	20	Martin Luther King, Jr. Holiday - No classes (PCC Offices Closed)
	11	Certification Day for Full-Semester Classes
	24	Academic Olympics (faculty workday, no PCC on-campus day classes)
March	10-14	Mid-term Week
	14	Mid-term grades are to be posted in Self-Service gradebook no later than 5pm (including current grades for all online classes). Final grades for completed courses are to be posted in Self-Service no later than 5pm.
	17-21	Spring Break – No Classes (Non-contract Days for Faculty; PCC Offices Open)
	24	Early Enrollment Begins
April	2	Current Student Advising Day – no classes (faculty workday)
	13	Last Day to Initiate Withdrawal from Pratt Online classes starting 1/21/25
	14	Last Day to Initiate Withdrawal from Full-Semester Classes
	18	Good Friday – No Classes (PCC Offices Closed)
	21	No classes, Faculty Workday, Assessment Work 8:30a-12n. All Employee Meeting 1:30p-3:30p
	22	Beaver Building Day
	25	EPT Beaver Building Day
29	Awards & Recognitions Ceremony 7:00p	
May	13, 14, 15	Final Exams – Follow Final Exam Schedule Posted on PCC Website
	16	Commencement 1p & 3p (Faculty Workday)
	19	Final Grades are to be posted in Self-Service no later than 5pm. 1 of 2 choices (Dec. 16 or May 19) for the optional faculty workday if faculty did not work a Summer 2024 Beaver Building Day.
	20	Beaver Building Day
	29	Beaver Building Day

People to Know

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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 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 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 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 is 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 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.

VIOLATIONS OF KANSAS LAWS WILL BE TURNED OVER TO THE 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 fair treatment of everyone, 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 on 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 90 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 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 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, 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 the student is making satisfactory academic progress and attending classes at mid-term, financial aid will be disbursed.



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.
- A 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 holds sophomore, junior or senior status, has demonstrated an ability to benefit from college study and has received written permission from the student's high school principal.

A gifted student whose IEP specifies college study. A copy of the IEP must be filed with Student Success.

Specified programs and/or courses may have additional admission requirements. These requirements are published by the individual department or the Coordinator 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.

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.

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.

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.

International Student Admissions Requirements

To be considered for admission to PCC, an international student must have graduated from the equivalent of a U.S. High school (12 years of education) and submit the following documents. Items 1-10 below must be on file at PCC before an I-20 will be issued.

Requirements Deadlines:

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

1. [Online Application for Admission](#)

2. High School Transcript **must include full graduation date: month, day and year and be translated to English if necessary.*
3. College Transcripts (if applicable)
4. Certificate of Financial Support Form
5. English Proficiency:

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 (GPA).
- h. Transcript which shows that all instruction was taught in English with a 2.0 GPA on a 4.0 scale.

Exceptions:

1. Applicants testing above the proficiency score in 3 of the 4 TOEFL categories may be granted further consideration on an individual basis. The purpose of additional consideration is to determine whether or not the student will be granted entrance into the college. Said applicant may be asked to participate in an interview with selected faculty members and the Vice President of Instruction via Zoom or another visual distance communication format prior to making a final determination as to the applicant's status.
 2. Applicants testing below the proficiency score in one (1) of the four (4) TOEFL categories but who meet or exceed the cumulative TOEFL score may be granted further consideration on an individual basis pending further review which may include a visual interview process.
 3. Applicants who are within 2 points of the cumulative TOEFL score may also be granted further consideration through an interview process.
6. Prepayment of first semester **does not include housing deposit*
 7. Completed [Housing Contract](#) and submitted proof of immunizations (including TB Questionnaire)
 8. Proof of Medical Insurance
 9. Copy of Passport
 10. Transfer form from previous U.S. college (if applicable)

Required Documents 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.

Academic Services

Class Load Recommendations

Full-time students normally carry between twelve and 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 and Applied Ag Techniques 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.

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. This includes using Artificial Intelligence (AI) technology to produce work that is represented as the student's own work.

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 the administration.

Students charged with academic dishonesty have the right to appeal any action or decision and are assured of due process by the college. Academic Due Process states the time restraints and procedures to be followed in exercising an appeal. This process 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 made. A student has the right to select a designated representative to assist in the appeal process, if desired.

College-Wide Attendance Policy

Pratt Community College is an attendance-taking institution. Instructors enter attendance for all classes other than those fully online. Instructors may withdraw students for excessive absences as defined in each course syllabus.

Instructors also explain their make-up work policy in the syllabus as well. (Students who are absent due to PCC activities and who have made prior arrangements by contacting their instructors about the absence are allowed to complete missed work.) Note: The specific instructor attendance expectations and a link to the College-Wide Attendance Policy shall be included in each class syllabus.

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.

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 timeline 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 timeline 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 after the certification date. 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 Vice President of Instruction prior to enrollment to audit a course.

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 90 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, 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.

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.

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. 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 and must have written prior approval from the Vice President of Instruction. **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 (posted on the PCC website).

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.

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, located on the website. 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 semesters must meet the requirements of the catalog for the year of their return. The summer session does not count as a semester for catalog compliance purposes.

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 honors 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 student must have full-time (12 credit hours) status per semester (corequisite support courses excluded) to qualify for Academic Awards as outlined in the PCC catalog. A minimum of 24 credit hours of courses deemed eligible for graduation must be taken through Pratt Community College to qualify for the Summa Cum Laude, Magna Cum Laude, and Cum Laude honors. Performance courses are excluded in the calculation for academic award eligibility.

Degree Requirements for Area of Study (Major) and Transfer

Degree requirements apply to all students who will receive a degree, regardless of their area of study. Requirements for all degrees and certificates are listed in the catalog and should be followed. Special assistance in course selection will be provided by a designated advisor.

While each student's advisor and the Registrar will assist students in determining the specific courses needed for the chosen area of study, it is the student's responsibility to select classes leading to degree/certificate completion at PCC and the transfer institution. Students should establish contact as early as possible with the institution where they plan to earn a bachelor's 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.

Exception to Degree Requirements

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

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.

Linda Hunt Memorial Library and Learning Resource Center

The mission of the Linda Hunt Memorial Library is to support and enhance students, 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. Through the Pratt Community College web page students access online learning resources, and additionally access the State Library of Kansas database and research sites. This facility is designed for research, study, as well as a place to 'hang out' with friends and work/project groups. The library is located at the north end of the main building of PCC. Library services include computer workstations plus free Wi-Fi, all of which may be used to access the Internet and on-line catalog system. Library services include Windows 10, laptop checkout service, inter-library loan, free student B&W printing, color printing, copier, and scanning. There is a charge of 50 cents per page for color copies. Books may be checked out by students and community members for three weeks at a time and may be renewed as needed. Students are responsible for the cost of replacement of material if it is lost, damaged, or not returned at the end of each semester.

Hot and cold beverages and snacks are available for student purchase. Snack purchases support free printing for students.

The library catalog is available on all library computers and by visiting:

<https://prattcc.booksys.net/opac/lhmlpcc/index.html#menuHome>

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).

Tutoring Services

Although instructors at Pratt Community College are readily accessible to their students, sometimes students need additional help. Students attending PCC can access the Tutoring Center, located in the Linda Hunt Memorial Library. Peer tutoring is available for a variety of subjects. Individual appointments are not needed; tutor schedules are posted in the library and around the campus. Pratt Community College also offers virtual tutoring for most courses through Tutor.com. This is a free resource that students can access through their Canvas courses. Students with questions or issues logging onto Tutor.com should contact the Student Success Center staff. Both tutoring services are free of charge.



Financial Aid & Cost

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: <https://prattcc.edu/cost-information-2024-2025>.

Tuition and Fee Payment Policy

All students are required to pay in full all charges for tuition, fees, housing and meals 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 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 33% is due at the time you sign up. The payment plan options available depend upon when the payment plan is established. More information is available at <http://prattcc.edu/sites/default/files/pdfs/how-set-payment-plan-updated-jan-2021docx.pdf>

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 within ERetrieve.

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 either through direct deposit by filling out the direct deposit form located in the E-Central portal, or by check.

Scholarships & Grants

How to Apply for Pratt Community College Scholarships

Applicants for an academic scholarship must submit a scholarship application online through the E-Central portal 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 for by the student.

Presidential Above & Beyond Scholarship

A&B 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 posted deadline (see scholarship details on website). 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 the student's high school class

Academic Departmental Scholarships

PCC grants numerous academic departmental scholarships each year in the following areas and are awarded by the individual departments.

- Agriculture
- Agriculture Power Technology
- Art/Graphic Design
- Auto Technology
- Biology/Science
- Business/Accounting
- Education
- Electrical Power Technology
- Information Network Technology
- Performing Arts
- Skyland Grain
- Welding Technology
- Wildlife Outfitting & Operation

Pratt County High School Senior Grant

The Pratt County High School Graduate Grant has been established by the Pratt Community College Board of Trustees to provide tuition assistance for all Pratt County High School graduates who are currently residents of Pratt County.

The Pratt County High School Graduate Grant will entitle the student to a full-tuition scholarship, excluding EduKan courses. Students must maintain a GPA of 2.5 or higher. The Pratt County High School Graduate Grant cannot be used in conjunction with another PCC scholarship award.

Application procedures for students applying for the Pratt County High School Graduate Grant are as follows: Complete a PCC scholarship application and submit it to the Financial Aid Office. Provide documentation to the Financial Aid Office, which confirms student's current Pratt County residence and Pratt County High School graduation date.

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.

Linda Hunt Memorial 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, 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.

PCC 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.

The Kansas Board of Regents Scholarships and Grants

More Information is available at: https://www.kansasregents.org/scholarships_and_grants All KBOR scholarships require FASFA submittal.

Kansas Career Technical Workforce Grant

The Career Technical Workforce Grant is available to students enrolled in an eligible career technical education program operated by a designated Kansas educational institution that has been identified as offering a technical certificate or associate of applied science degree program in a high cost, high demand, or critical industry field. Designated Kansas educational institutions include technical colleges, community colleges, and public four-year colleges that award associate of applied science degrees; and Washburn Institute of Technology. Only technical certificate and associate of applied science degree programs are included among the eligible programs. Preference in awarding goes to applicants with financial need.

Kansas Military Service Scholarship

The Kansas Military Service Scholarship is available for the payment of tuition and fees at a public Kansas institution for students who are residents of Kansas and have:

- Served after September 11, 2001, in military service in international waters or on foreign soil in support of military operations for at least 90 days or less than 90 days because of injuries received during such military service;

- Received an honorable discharge or under honorable conditions (general) discharge from military service or is still in military service and;
- Submits a DD-214 form or active-duty orders, which indicates the location of the person's deployment and specifies the person has served after September 11, 2001, in any military operation for which they received hostile fire pay.

Kansas National Guard Educational Assistance

The Kansas National Guard Educational Assistance provides a percentage of tuition and fees paid; up to a maximum rate not to exceed the maximum rate that would be charged by the state educational institutions for enrollment. The percentage is determined by the number of eligible students and available appropriations. Students may be pursuing a certificate, diploma or degree program and must be an enlisted member of a Kansas Air/Army National Guard unit. Full-time enrollment not required. Students must have a GED or high school diploma to qualify for this assistance. The member must not already have obtained a bachelor's degree. The National Guard Educational Assistance is only available for fall and spring semesters.

Kansas State Scholarship

The Kansas State Scholarship is designed to assist students with financial need in the top 40-50% of Kansas high school graduates who are designated as state scholars during the senior year of high school. To be eligible to apply for the Kansas State Scholarship, in the senior year of a Kansas high school you would have:

- 1) received a certificate stating that you completed the required curriculum

AND

- 2) received a letter stating that you were *designated* by the Kansas Board of Regents.

Kansas Teacher Service Scholarship

The Kansas Teacher Service Scholarship is a merit-based service obligation scholarship program that provides financial assistance to both students pursuing bachelor's degree programs and currently licensed teachers pursuing an endorsement in hard-to-fill disciplines or master's degrees in hard-to-fill disciplines or either group planning to teach in an underserved geographic area. Recipients sign agreements to teach one year for each year of scholarship support in Kansas. Recipients are eligible to receive this scholarship for up to ten semesters, which includes both undergraduate and graduate work.

Kansas Promise Act Scholarship

The Kansas Promise Scholarship was created during the 2021 Kansas Legislative Session to assist students attending Kansas community colleges, technical colleges, Washburn Institute of Technology and certain private postsecondary educational institutions and enrolled in specified fields of study, generally in the fields of (1) information technology and security, (2) mental and physical health care, (3) advanced manufacturing and building trades, or (4) early childhood education and development. Your college also has one other eligible program area. Talk with your college about other eligible areas of study that may qualify for this scholarship. This scholarship may be used toward tuition, required fees, books, and required program materials. Your educational institution will determine the amount of your Promise Scholarship award based on information from the Free Application for Federal Student Aid (FAFSA) along with other financial aid that you may be receiving.

See https://www.kansasregents.org/students/student_financial_aid/promise-act-scholarship for more detailed information and the application.

Kansas ROTC Service Scholarship

Student agrees to accept a commission as a Second Lieutenant and serve for not less than four years as a commissioned officer in the Kansas Army National Guard. This program is only available at Kansas State University, Pittsburg State University, University of Kansas, Washburn University and some community colleges. Contact the ROTC program at one of the participating schools for more information.

Federal Financial Aid Programs - FAFSA

Federally financed educational assistance programs are determined based on 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

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 prior to August 1. After August 1, a late fee of \$100 will be assessed to the student's account. 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 allowed to charge their books to their student account.

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-citizens.
- 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' Student Aid Index (SAI), the cost of attendance, whether the student is full- or part-time and whether the student 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 like the Federal Pell Grant Program, in that funds awarded do not need to be repaid. Grant amounts are issued between \$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 attend 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 www.studentloans.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 www.studentloans.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 www.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.

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

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

Student Type		
Dependent Student		
Dependent Student whose parent is ineligible for PLUS		
Independent Undergraduate Student		

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 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 qualify as need-based 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. Students are limited to one job. The last day a student is able to work each semester is the final Friday of the month before semester ends, unless given unique permission by the Vice

President of Finance and Operations. 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 cause a department to be without the assistance of a Work-Study student. Students may not work during scheduled course times and will be responsible for clocking in and out during work times.

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 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 Suspension and Appeals

Students may appeal their Suspension status by completing and submitting an SAP appeal to the Financial Aid Office. Forms are available in the student's E-Central Account. The student must meet with their Academic Advisor and outline all required courses that will be taken during the following semester. 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 out-of-pocket 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 approved. Students on Financial Aid Academic Plan status is eligible and may continue to receive financial aid funding, if 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 Appeal

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:

<u>A</u>	4 grade points per semester hour
<u>B</u>	3 grade points per semester hour
<u>C</u>	2 grade points per semester hour
<u>D</u>	1 grade point per semester hour
<u>E</u>	0 grade points per semester hour
<u>I</u>	Incomplete 0 grade
<u>W</u>	Withdrawal 0 grade points per semester hour
<u>P</u>	Passing work 0 grade points per semester hour
<u>NC</u>	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 portal 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 emailed to students before their scheduled disbursement. For those students who have been awarded aid and completed the necessary paperwork, funds will be disbursed before the 60th day of the semester. Aid is awarded for one academic year (summer, fall, spring). Students can fill out the FAFSA in October for the following school year.

Student Services

Services for Students

Students are 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.

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 available by appointment through the College Health nurse.

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 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. Success Coaching 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.

Tutoring Services

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, located in the Linda Hunt Memorial Library. Peer tutoring is available for a variety of subjects. Individual appointments are not needed, and tutor schedules are posted in the library and around the campus. The Tutoring Center is a free resource. In addition to face-to-face tutoring, PCC also offers virtual tutoring for most courses through Tutor.com. This online tutoring is a free resource that students can access through their Canvas courses. If you have any questions or issues logging onto Tutor.com, please contact the Student Success Center staff.

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](#).

Internet Access

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

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.

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 Riney 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 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 Admissions Office (Area 51).

Residence hall students are issued an ID card upon move-in. Students are not charged for their initial ID card. A fee of \$10.00 will be charged for a replacement ID card if it is broken, damaged, lost, or stolen. Note: Photos are not included on 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 may receive a student ID card upon request. ID cards of residence hall Students moving off campus are deactivated from the security system; however, their cards are not collected unless disciplinary or other circumstances prevail.

Student Life

Student Life at Pratt Community College is developed using student development theory. We realize that students spend more than half of their time outside of the classroom, so 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 "Welcome Week" and Beaver Fever Week" (See what we did there), add to the fun of Student Life. Pratt Community College is also home to a variety of clubs and organizations.

Beaver Lounge

The Beaver Lounge is located next to Beaver Bites. Students can hang out between classes and in the evenings, making it a place to relax with friends, play pool, Xbox, or PlayStation.

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, tennis, track and cross-country, cheerleading, eSports and wrestling. Women participate in volleyball, basketball, track, soccer, tennis, softball, cross-country, cheerleading, eSports and Flag Football. 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 and the Men's and Women's Track team compete on the field at The Bill Keller Family Sports Complex. The Complex is located off campus and directly east of the Green Sports Complex. The Men's and Women's tennis teams compete off campus at the Walter Blake Tennis Complex.

Clubs and Organizations

Beavers on Stage - Performing Arts

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.

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, pep band, and jazz band. Public performances are presented each semester. The mission of beavers on stage and the performing arts department is to provide a creative outlet for students while serving our community and surrounding area as an ambassador group for the college.

Block & Bridle

This club is for students with an interest in agriculture. The objectives of the club are to promote scholarships, 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.

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.

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.

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.

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 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 (under review)

The Student Admissions Representative program is a team-oriented program through which students are given the opportunity to play a vital role within the daily operations of the Admissions office and the recruitment efforts of the institution. In offering the chance to be the face of PCC via tours, Social Media campaigns, and recruiting outreach (other duties as assigned) our team members are charged with the responsibility of helping to positively shape the idea of PCC in the minds of visiting and curious prospective students and their families. Through the involvement in this program students will grow their transferrable and job ready skill set; skills that include but are not limited to verbal written and inter-personal communication, presentation skills, marketing and public relations competency, team building and collaboration the fostering of relationships as well as gain a better understanding of expectation with a professional setting.

STEM Club

The purpose of the club is to encourage and support the development of interest, knowledge, and skills in STEM. This will be accomplished through regular meetings, doing fun labs/experiments, community outreach, and tutoring for students and members of the club. The club will provide an environment that is welcoming, and encouraging for students to ask and receive help as well as try new things.



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.

General and Consumer Information

General and consumer information available on the web link below includes, the following: contact directories, complaint policies and procedures, cost of attendance, professional licensure disclosure, student conduct and due process policies, campus safety information, Clery Security and Fire Safety Report, graduation and transfer-out rates, job placement and earnings, equity in athletics and taxpayer and student transparency data.

<https://prattcc.edu/about-pcc/general-and-consumer-information>

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.



Policies & Procedures

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. 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. Source: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

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

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.

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>

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.

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:

Dr. Kwanna King, Vice President of Student Services
kwannak@prattcc.edu or 620.450.2237

Deputy Coordinator:

Ashley Bertram, Director of Personnel
Ashleypb@prattcc.edu 620.450.2139

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 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. Campus security numbers are posted throughout 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.

Campus Crime Summary

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

Tobacco Use

In accordance with KSA 72-53,107 and in the interest of 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.

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 construed 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 or who is 18 years of age and in possession of a valid provisional license issued

pursuant to K.S.A. 75-7co3 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 or who is 18 years of age and in possession of a valid provisional license issued pursuant to K.S.A. 75-7co3 [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, any individual who is 21 years of age or older and who is lawfully eligible to carry a concealed handgun in Kansas or who is 18 years of age and in possession of a valid provisional license issued pursuant to K.S.A. 75-7co3 shall not be precluded from doing so on campus except in:

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, or who is 18 years of age and in possession of a valid provisional license issued pursuant to K.S.A. 75-7co3 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, or who is 18 years of age and in possession of a valid provisional license issued pursuant to K.S.A. 75-7co3 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:

- it is of sufficient size to fully enclose the handgun while secured in an approved holster;
- it is constructed of sturdy materials that are non-flammable;
- 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,
- 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.

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 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.

Parking Policies and Procedures

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

Citations are given for parking in

- Designated handicap spaces
- Fire lanes
- Next to large trash dumpsters
- Loading zones,
- Marked staff parking spots
- Parking over the line or taking up more than one space
- Parking on the grass
- Parking between the vocational buildings
- Parking in the college vehicle parking lot

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.

Food and Drink in Classrooms

Food and drink with the exception of water are 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.

Additional Handbooks

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



Residence Life Manual

FROM THE DIRECTOR

Welcome to Pratt Community College and living on campus! The goal of the residence life program is to provide a safe environment for our students where they can build long lasting relationships and grow as individuals. We encourage students to take advantage of our numerous activities and opportunities to make the most out of the residence life experience.

Please take the time to meet your resident assistants and Residential Supervisor. These leaders are there to help you succeed on campus. They will provide opportunities to get involved in your residence hall and community throughout the semester. Each day there is a Residential Supervisor on duty. They are our professional staff members on call 24 hours a day to answer any questions and help with resident hall needs. Every month there will be an updated calendar posted in each hall with our Residential Supervisors' contact information.

This portion of the Student Handbook will help you make the most of your residence hall experience. Please take the time to review the contents of this handbook. Should you have any questions or concerns regarding a specific policy, rule, or regulation, please contact a member of our staff. Please feel welcome to stop by our Residence and Student Life offices in Admissions (Area 51, Room 51 B and D) in the Benson Education Center. We enjoy talking with students about their experiences here at Pratt Community College! Again, welcome to campus! Go Beavers!

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 for reviewing and knowing 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.

Pratt Community College Residence Halls

Beck Hall

Beck Hall was built in 1986 and houses 36 women. It is a community-style facility with two people per room and one large bathroom is shared per wing. The lobby area features a kitchenette, couches, big screen TV, computers and study areas.



NORTH



North Hall

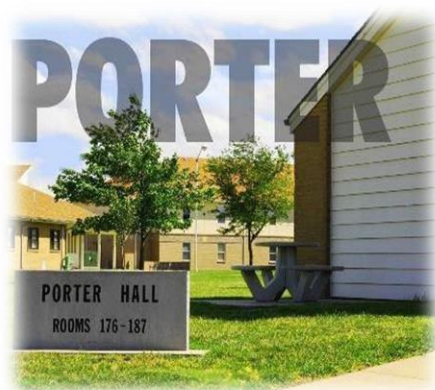
was built in 1998. This co-ed facility houses 64 people. This suite-style residence hall pairs two rooms with a private bathroom in between, and there are eight single rooms in this building as well. North Hall also has disability-accessible rooms. The lobby features computers, a large TV, and study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

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.



PORTER



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. Upgrades to the Porter Hall took lobby place in 2023, which included gaming tables, a beverage machine, gaming system and television.

Dr. William Wojciechowski Hall

is Pratt CC's newest residence hall, completed in 2010. This facility is co-ed and offers apartment-style living amenities for 72 students. Each suite features two bedrooms with twin extra-long beds a desk, dresser and closet per student plus a bathroom, kitchen and living room per apartment. A private bathroom is available in the common area.



SCHOLARSHIP



Scholarship Hall

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. In addition to adjoining room bathroom facilities, a private bathroom is available in the common area.

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 Supervisors, and Resident Assistants. These individuals are readily available to assist with personal and academic development as well as provide you with a clean, safe, and comfortable home away from home.

Residence Life Office

The Residence and Student Life department can be found in Admissions (Area 51, Room 51 B and D in the Benson Education Center). The office is open 8:00 am to 5:00 pm, Monday through Thursday and 8:00 am to 12:00 pm on Friday. Feel free to stop by and see us or call 620.450.2170.

Resident Life Professional Staff

Director of Students & Residence Life

Brad Luthe

Novotny Hall

Email: residencelife@prattcc.edu

Phone: 620-450-2170

Assistant Director of Residence Life

Kenny McCartney

Beck Hall

Email: kennym@prattcc.edu

Phone: 620-352-1912

Resident Supervisor

Sean McElwee

Porter Hall

Email: seanm@prattcc.edu

Phone: 620-770-1371

Resident Supervisor

Hayden McBride

North Hall

Email: haydenm@prattcc.edu

Phone: 620-770-1006

Resident Supervisor

Kevin Kewley

Wojciechowski Hall
Email: kevink@prattcc.edu
Phone: 620.388.1512

Resident Supervisor

Chris Jefferson

Scholarship Hall
Email: chrisj@prattcc.edu
Phone: 620-450-7435

Resident Supervisor

Quintin Powell

Wojciechowski Hall
Email: quintinp@prattcc.edu
Phone: 620.770.2766

Resident Assistants

Resident Assistants (RAs) 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 filled out through your e-Central account. Please address any emergency concerns to the resident 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

Campus security 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:

Thomas Wright 8am – 5pm: 620-388-2367

Mike McAbee 6pm – 2am: 620-770-2461

Ken Wright 6pm – 2am: 620-388-1970



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:

- a. Married
- b. 21-years-old by December 31 of the current academic year
- c. Live with parent(s) or legal guardian of legal age or other immediate family
- d. Have a handicap that cannot be accommodated
- e. Have lived in Pratt County for a minimum of two years and established residency
- f. Parent or guardian of a minor child
- g. 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 2023-2024 academic year which begins July 1, 2023, and extends through June 30, 2024, Students receiving Pratt Community College scholarship awards for 2023-2024 are not required to live in the residence halls as part of their scholarship award agreement. This action is being taken to provide students with 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 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 the Director of Students & Residence Life to discuss their course schedule. Failure to do so may result in termination of your housing contract.

Residence Hall Stay Policy & Early Check-In

1. Current semester residents, who are enrolled and in good standing (no disciplinary infractions, no financial holds) can remain in the residence halls after the last official day of Spring semester and through the official Fall semester check-in with financial approval by the business office.
2. Upon approval from the business office, summer housing arrangements must be coordinated with the Director of Students & Residence Life and the business office by April 30th.
3. Students agree to move to the designated summer semester residence hall, Wojciechowski Hall
4. Students staying in the residence hall after the spring semester check-out and prior to the first day of summer semester and/or after the last date of summer semester and prior to the official fall semester check-in date will be charged \$20 per night, per student.
5. Incoming new to Pratt Community College students, who are enrolled and in good standing (contract complete, deposit paid, no financial holds) can arrange, with the Director of Students & Resident Life, for an early check-in date prior to the designated Fall Move-In Day if special circumstance warrants (see below). Considerations include the following and must be arranged and approved by the Director of Students & Residence Life at least 48 hours prior to arrival.
 1. Transportation/travel
 2. Employment
 3. Unique family situation

Early arrivals will be charged \$20 per night, per student. Check-in cannot occur prior to August 1. Great Western Dining Services are not available until the designated Move-In Day. Restricted visitation of guests will be in place as well as other rules or regulations as specified by the Director. Early arrivals without prior arrangement and approval by the Director will be assessed a \$100 improper check-in fee.

Contractual Obligations

Students may visit their E-central account 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 for every student moving into the residence halls. The deposit must be paid in full at the time of the contract's submission. A \$10 fee, which is nonrefundable, will be used for hall programming. The remaining deposit balance is refundable if the following conditions are met:

- P There is no damage
- Q The room is clean at check-out
- R Proper checkout procedure is followed
- S 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 after students have checked out and room damage assessments are finalized by the Director of Residence Life. 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 12th (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 12th (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 becomes untenable because of damage or destruction by fire, or other casualty. In such case the resident will be charged room and board fees for the 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

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 18th. Student check-in is from 9AM and 4PM.

The residence halls will close for fall semester on December 13th at 5:00 pm for all students. Students are expected to make travel arrangements accordingly. Residence halls will reopen for spring semester on January 13th, 2024. Student check-in is from 9AM and 4PM. The residence halls will close for spring semester on May 16th at 5:00 pm for non-graduates and May 17th at noon for graduates. Students are expected to make travel arrangements accordingly.

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 2023-2024 academic year, students should be flexible and 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

Students are to communicate with a member of the residence life staff at least one business day prior to checking out for the preparation of proper documentation. Students must work with the residence life staff to set up a time to meet for proper check out. Self-check-out forms can be requested from the Director of Students and Residence Life.

When a resident staff member shows up to check the room. It must be clean which includes:

- Dusting desk, dresser, and shelves
- Taking out any trash in the room
- Removing tape or other foreign substances from wall
- Vacuuming or sweeping the floor (including under the bed)
- Wiping down the bathroom, cabinets, and sink
- Clean out fridge, wipe down countertops and cabinets- Woj only
- Remove all personal items from room and hall

Once checked out, the resident staff will review the room condition report, and collect the room key checked out at the time of move in.

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

Summer Housing

Summer housing is available contact the Director of Students & Residence Life for more information.

Note: A \$200 deposit is required for summer housing, unless a current housing contract & deposit is on file.

Room Entry by Staff

Pratt Community College reserves the right for authorized PCC personnel to enter and conduct a search of a student's room for any purpose connected with an occupant of the room is ill, physically harmed or endangered, or to aid in basic responsibility of the college regarding discipline and maintenance of an educational atmosphere.

Authorized PCC personnel include the President, Vice Presidents, Director of Buildings & Grounds, members of the Maintenance staff, Athletic Director, PCC Security, the Student Health Nurse, the Student Success Center staff, and the college residence hall staff. Authorized PCC personnel may request others, such as law enforcement, fire, or EMS officials, to accompany them when necessary. -- Administrative policy 600-12.

Living in a Community

Getting to Know your Roommate

Having a roommate can be one of your best experiences of college life. Here are some tips to help make a positive transition. Be willing to share, communicate, and work through conflicts. Create a Roommate Bill of Rights. Know what you need and discuss why it is important. Then make a roommate agreement and hold yourself and each other accountable. By putting in a little effort, you may just make a new lifelong friend. This is an example of a 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 accept 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

These are some questions to begin the discussion of knowing each other's needs:

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:

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

Study Time:

- What time do you typically study?
- 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?

Creating a Roommate Agreement

Use the discussion to help create a roommate agreement. When creating the agreement:

1. Take time to address all the areas of the agreement
2. Make sure there is nothing you are missing or nothing you do not agree with
3. If you need help, talk with an RA

We have found Roommate agreements work best if they are made in the first two weeks of living together. The goal of the agreement is to set ground rules and start on the right path to having an enjoyable residence life experience.

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. At the beginning of each month a student life calendar will be distributed throughout campus.

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

Residence Life Services

Cleaning Supplies

Each residence hall has cleaning supplies and vacuums readily accessible. We ask in return that students 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- laundry room
3. Novotny Hall- basement
4. Porter Hall- lobby area
5. Scholarship Hall- laundry room
6. Wojciechowski Hall- laundry room

Contact your Resident Assistant or Resident Supervisor if extra cleaning supplies are needed. PCC Residence Life will aid students with cleaning supplies within reason.

Dining Services and Hours

Several food options exist for students in the cafeteria located in the Riney Student Center. If you cannot make a mealtime, 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 1:15 pm

Dinner: 5:30 to 7:00 pm

Daily Offerings (Friday):

Hot Breakfast: 7:30 to 8:30 am

Continental Breakfast: 8:30-9:00 am

Lunch: 11:00 am to 1:15 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

***Hours subject to change, check hours posted in the Great Western Dining cafeteria.**

Ice Machine

An ice machine is in the lobby of Porter Hall for residents to use. All Residents have key card access for the lobby area of Porter Hall. May add one in Woj over summer.

Internet

Each residence hall room includes Wi-Fi and an Ethernet cable hook-up. Residents can access Wi-Fi by connecting to the PCC Wi-Fi 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 clothes in the laundry 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 a member of the Residence Life Team. Please do not fill out a work order form as our PCC maintenance staff does not fix laundry machines. Misuse of laundry facilities and leaving laundry unattended could lead to disciplinary sanctions (see sanctions and fines). Pratt Community College is not responsible for students' laundry. Laundry left in the laundry room for more than 48 hours will be considered abandoned property and disposed of. 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.

Living Facilities

Each room is equipped with twin beds, chest of drawers, and study desks with chairs, closets, and mirrors. You are responsible for your room, its cleanliness, all 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. Further fees will be assessed if furniture is missing at the time of move out.

Residence Hall Lobbies

The Residence Hall lobbies are multi-purpose areas for residents. They can be used as a social/study area and for student activities.

Mail Service/Mailing Address

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

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

Maintenance

All requests for new light bulbs, minor repairs, and electrical or plumbing problems should be reported by filling out a maintenance request form via your student E-Trieve account. The form is under the Residence Life Tab. In case of an emergency, please contact a Residence Life staff member 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 a student to familiarize themselves with all campus regulations for vehicles. Bicycles, motorcycles, or vehicles of any kind are not to be used on the sidewalks, or grass areas on campus properties. 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 spot that is marked as a reserved space will result in a \$35 fine. Pratt Community College is subject to the rules and regulations of the city of Pratt as well as campus security. Vehicles must be properly licensed and insured to be located or driven on campus.

Vending

Soda machines are in Porter and Wojciechowski hall. PCC is not responsible for lost money in the machines.

Residence Hall Rules and Regulations

Abandoned 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 14 days and then removed at the owner's expense. If student property is left in the residence halls after the housing contract period is complete, the property will be removed immediately 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 of 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 were observed on the campus. Purchasing alcohol for minor students and refusal to use a breathalyzer is subject to alcohol sanctions.

College Breathalyzer

The college's Breathalyzer will be used by Pratt Community College officials on college property or at college sponsored events when "reasonable suspicion" occurs that a student/visitor may be under the influence as a result of any of the following:

1. Student is causing a disturbance
2. Student appears intoxicated
3. Student refuses to cooperate

-- Administrative Policy 600-06

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 will be removed. This includes the outside of the room door, items visible through the window, and items visible to passersby 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 communal area furniture must stay in the communal area. Removal of communal area furniture will be considered theft. Those found responsible could face disciplinary action.

Cooking & Appliances

Clocks, lamps, stereos, radio, televisions, microwaves, refrigerators, crock pots, air fryers, and blow dryers are permitted in the halls. 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. If any appliances cause disturbances or endangerment to self or others, they will be removed by residence life staff.

Courtesy towards Staff

Interference with a staff member engaged in the performance of assigned duties and/or failure to comply with a conduct request from a staff member is prohibited and may result in further disciplinary action.

Extension Cords

Please keep the 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, the student 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 basis. Sanctions, depending on the incident, could result in a fine, 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 may be subject to dismissal from the residence halls and the cost of damages. These activities may be reported to the Pratt Police Department. Care will be taken to examine the whole 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 will be prosecuted to the full extent of the law and 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 our college campus. 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. No items should leave the carrier until placed or handed over in a controlled position. 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
2. Nerf or orbeez projectiles
3. Using golf clubs
4. Playing Hacky Sack
5. Using a real or plastic bat to hit a ball
6. Bouncing a basketball
7. Kicking a soccer ball
8. Playing Cornhole

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/hall in a clean and sanitary condition. This includes clearing all garbage or debris in the room/hall. Room checks will be made regularly and can be conducted at any time. Failure to clean room within 24 hours following a room check infraction may result in cleaning, damage, and maintenance fines.

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 and/or negligent acts. All residents within the same community shall be jointly liable for all communal areas within their hall, as well as the full cost of repair from damages 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 a charge of \$10.00 (not to be taken from deposit). A new room key will be issued with a charge of \$50 and an additional charge will be assessed if changing the lock is necessary for security purposes.

Students are expected to carry exit and key cards with them at all times. Using another student's key card/ID for visitation is not allowed and may be followed with disciplinary action.

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 supervisor's door; if they do not answer, call the supervisor on duty. Be prepared to show your student ID. Only residents registered to a room will be admitted to a room. Residence Life will not let any unauthorized persons into someone else's room unless permission is given from the assigned occupying resident to a member of the residence life staff or campus security.

Motorized vehicles, Bikes, Hover boards, Scooters, Skateboards, etc.

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

Electric 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.

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 of up to two weeks.

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 resident must also receive their roommate's permission to have a guest.

Cohabitation is prohibited; an overnight guest may stay for no longer than three consecutive nights or eight total nights per month, 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.

Orbeez, pellet, Nerf Guns

All Orbeez, pellet, Nerf, or any other style of gun outside of our weapons policy are not permitted on campus. Any gun we confiscate will not be returned and a minimum fee of \$200 will be issued for conduct and behavior violations.

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 a gallon. Students violating this policy will be sanctioned (see sanctions and fines).

Pets/Animal and 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 with prior approval from the Student Success Center.
3. Residential Supervisors are permitted to have a pet in their respective apartments.

The following procedure provides guidelines for students requesting permission to have a pet/animal in college facilities.

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 the college or 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 and notify a resident supervisor. Propping doors may result in disciplinary action (see sanctions and fines).

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. Courtesy quiet hours are expected and enforced 24/7 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. Please contact Residence Life staff immediately for any noise disturbance.

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, painter's tape, or command stripes. Any damages that occur to the room because of room personalization will be charged after checking out of the residence hall.

Solicitation

Door-to-door or signage 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 or unapproved signage are in the residence halls.

Suspicious Person

Residents should report unescorted nonresidents or suspicious persons in or near the residence halls to a Residence Life staff member immediately.

Tattooing and Hair Cutting

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

Theft

The college is not responsible for stolen or lost items (ex. money, jewelry, electronics, luggage, (or other articles of value) left in rooms or other parts of campus. For your protection, please lock your doors at all times. Any losses are to be reported to Campus Security and a Residential Supervisor. 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 residence halls. 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 accommodated, 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. Guests 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 the guest(s) cause. Guest privileges of the host resident or guest may be restricted or revoked for failure to abide by expectations.

Unauthorized Persons on College Grounds or Within College Buildings

1. Any person under the age of 14 years shall be accompanied by a parent, legal guardian or responsible adult while upon college grounds or within any college building or facility other than the residence halls.
2. No person or persons under the age of 14 years shall loiter, trespass, or assemble on college grounds or within college buildings or facilities.
3. No person under the age of 16 or of high school status will be allowed in the residence hall without permission or unless accompanied by the resident student, legal guardians, or other family members.
4. Pratt Community College Employees and staff shall immediately report any violation of this policy to the office of Finance and Operations or any available administrative employee of the college.
5. Any person in violation of this policy who refuses to leave or returns after being asked to leave shall be reported to local law enforcement authorities.

-- Administrative policy 200-21

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 switchblade, 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 and 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 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" means 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 who is 18 years of age and in possession of a valid provisional license issued pursuant to K.S.A. 75-7co3 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 of 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 or who is 18 years of age and in possession of a valid provisional license issued pursuant to K.S.A. 75-7co3 [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, any individual who is 21 years of age or older and who is lawfully eligible to carry a concealed handgun in Kansas or who is 18 years of age and in possession of a valid provisional license issued pursuant to K.S.A. 75-7co3 shall not be precluded from doing so on campus except in:

- carry it concealed on or about their person in a manner that complies with this policy, or;
- 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 means of retention. The holster must have sufficient tension or grip on the handgun to retain it in the holster even when subjected to unexpected jostling. Handguns with an external safety must be carried without a chambered round of ammunition. Revolvers must be carried with the hammer resting on an empty chamber.

Handguns shall not be stored:

- in any PCC classroom, lab, office, or facility;
- in an on-campus residential unit, except in the on-campus residential unit of the individual who is at least 21 years of age, or who is 18 years of age and in possession of a valid provisional license issued pursuant to K.S.A. 75-7co3 who legally owns the handgun, and when the handgun is secured in a holster in an approved storage device;
- in any non-privately owned or leased motor vehicle; or,
- 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:

- 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,
- in the on-campus residential unit of the individual who is at least 21 years of age, or who is 18 years of age and in possession of a valid provisional license issued pursuant to K.S.A. 75-7co3 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:

- it is of sufficient size to fully enclose the handgun while secured in an approved holster;
- it is constructed of sturdy materials that are non-flammable;
- 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,
- It 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 may be assessed a removal charge and could face disciplinary action. Anyone found in violation of entry or exit, passing or throwing items from a window could face disciplinary action.

Residence Life Conduct Process

Discipline Hearing

If you are involved in a situation in which a policy is being violated and a staff member interjects, their initial responsibility is to end whatever behavior is taking place that violates a policy. The staff member will then write an incident report documenting the details of what happened, including the names of people present, policies that were 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 at 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 on 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 within the residence halls. 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 Office of 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 Office of 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.

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 and cannot be taken from the residence hall deposit. A receipt will be issued by the Business Office, and a copy of the receipt will be given to the Director of Students & Residence Life. 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 the balance shall be paid on or before the last day of the semester. Note: Outstanding balances result in a "hold" being placed on the student's account. Holds on a student's account may impact many operations. Please see the PCC Business Office for more information on Account Stops.

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 see (Tampering with College Equipment under sanctions and fines) 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

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 North Hall's East Parking Lot

Missing Person

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

Severe Weather and Shelter Sites

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

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.
6. 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 keep cellular local emergency notifications on.

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. Campus Counselor, Student Success Center: 620.450.2156
4. Security
5. College Health: 620.450.2150
6. Vice President of Students Services Office: 620.450.2237



Residence Hall Charge Guide

Door Damage	\$200	Cushions in Lobby Damaged	\$180	Window Replacement	\$200
Door Replacement	\$1500	Carpet Tile Replacement	\$3500	Fire Extinguisher- Replacement	\$75
Door Hinges	\$40 per set	Door Closer Replace	\$125	Window Screen	\$80
Door Hinge Pin	\$10	Mattress	\$150	Chest of Drawers- Repair	\$50
Lock Replacement	\$300	Wood Chair	\$150	Chest of Drawers- front piece	\$300
Lock Repair	\$75	Electrical Repairs <i>due to student abuse or moving furniture</i>	\$50	Chest of Drawers- Replace	\$300
New Key	\$50	Electrical Switch Plates	\$4	Desk-Repair	\$50
Key Card	\$10	Fixture Lens	\$25	Desk-Replace	\$300
Wardrobe Replace	\$600	Thermostats	\$90	Towel Rack	\$25
Wardrobe Repair	\$200	Smoke Detector Damage	\$160	Blinds Replacement	\$80

- All charges above are estimated price points.
- Resident Supervisor 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.
- Upon check-out Rooms are required to be free of trash and personal items when checking out or a minimum \$80 clean-up fee will be assessed.
- Any sheetrock or paint damage is estimated by a PCC Maintenance, those are determined at a later date.

Sanctions and Fines

Alcohol Sanctions

Alcohol Consumption or in the presence of Open or Empty Bottle/Container Sanctions

- 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.
- 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.
- 3rd Offense: Dismissal from their residence hall. Payment of breaking fee by the student. Students will be permitted on campus to attend classes, related academic activity, athletic practice, and athletic activity only. The student will not be permitted in any of the residence halls. The student's scholarship will be revoked the following semester, if applicable.

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
- Uses 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:

- 1st offense: \$200 fine, apology letters, and you must attend one session with the on-campus counselor. You can visit the Student Success Center to schedule your appointment.
- 2nd offense: \$250 fine, apology letters, loss of visitors and visitation for the remainder of the semester, and you must attend continued sessions with the on-campus counselor. You can visit the Student Success Center to schedule your appointments. *
- 3rd 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.

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

2. Conduct/behavior which:

- Is fighting, abusive, and/or threatening actions

Sanctions:

- 1st offense: \$250 fine and consultation with PCC Professional Licensed Counselor (arranged through Director, Student Success Center). *
- 2nd 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.

**Counseling session is to determine if student is capable of being on campus and/or residing in campus housing and not be a threat to themselves 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 as determined/approved by the instructor.

Drug, Cannabis, & 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. Students will be permitted on campus to attend classes, related academic activity, athletic practice and athletic activity only. Students will not be permitted in the residence halls. Scholarship will be revoked the following semester.

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

- 1st Offense: \$200 fine and the completion of the Safe Colleges Cannabis assessment. You can visit the Student Success Center to schedule a time to complete the assessment.
- 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.
- 3rd Offense: Dismissal from residence hall. Payment of breaking fee by student. Students will be permitted on campus to attend classes, related academic activity, athletic practice, and athletic activity only. Students will not be permitted in the residence halls. Scholarship will be revoked the following semester.

Hall Sports

- 1st Offense: Warning (plus cost of any damages, cleaning and maintenance)
2nd Offense: \$200 fine plus the cost of any damages, cleaning and maintenance.
3rd Offense: Cost of any damages, cleaning and maintenance and dismissal from residence hall. Payment of breaking fee by student. Students will be permitted on campus to attend classes, related academic activity, athletic practice, and athletic activity only. Students will not be permitted in the residence halls. Scholarship will be revoked the following semester.

Laundry Left Unattended

All laundry left unattended is the responsibility of the owner and not Pratt CC. Laundry left for more than 48 hours will be considered abandoned property and disposed of.

Lockouts

- 3-4 Lockouts: \$10 per lockout
5-7 Lockouts: \$20 per lockout
7+ Lockouts: \$30 per lockout

Malicious Damage

Malicious and deliberate damage to residence hall property may result in automatic dismissal from residence hall. Students not reporting accidental damage will be fined \$25. Damage charges will be assessed and charged to the individuals responsible.

Misuse of Key Card

- 1st Offense: Loss of visitation for two weeks
2nd Offense: 200 fine plus loss of visitors and visitation for the remainder of the semester
3rd Offense: Dismissal from residence hall. Payment of breaking fee by student. Students will be permitted on campus to attend classes, related academic activity, athletic practice, and athletic activity only. Students will not be permitted in the residence halls. Scholarship will be revoked the following semester.

Tampering with Network Infrastructure

- 1st Offense: Loss of network privileges for one week and cost of cleaning and maintenance
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: \$200 fine plus loss of visitors or visitation for two weeks
3rd Offense: Dismissal from residence hall. Payment of breaking fee by student. Students will be permitted on campus to attend classes, related academic activity, athletic practice, and athletic activity only. Students will not be permitted in the residence halls. Scholarship will be revoked the following semester.

Parking Violations

Parking policies are enforced with parking tickets that carry a fine of at least \$35. If two tickets are received, the vehicle will no longer be allowed to park on campus.

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.

Any vehicle receiving more than five parking violations will be impounded.

Pets

Immediate removal of the pet and \$200 fine plus the cost of cleaning and maintenance

Propping Doors

- 1st Offense: \$200 fine and loss of visiting and visitation for two weeks
- 2nd Offense: \$250 fine and loss of visiting and visitation for semester
- 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.

Removal/Damage of Furniture

Cost of replacement or repair of furnishings: 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 plus the cost of replacement or repair of furnishings.

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

Room Cleanliness, Trash and Damage

- 1st Offense: \$50 fine
- 2nd Offense: \$100 fine plus campus trash pickup

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

Tampering with College Equipment/Smoke Detectors

- 1st Offense: \$200 Fine and an apology letter to students
- 2nd Offense: \$250 Fine and weekly random room inspections
- 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.

Tattooing and Hair Cutting

- 1st Offense: \$100 fine and cleanup of the space used
- 2nd Offense: \$200 fine and cleanup of the space used
- 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.

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.
- 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.

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.

References: *Board Diversity Statement*. (2012, June). acenet.edu. Retrieved from <https://www.acenet.edu/Documents/Board-Diversity-Statement-June-2012.pdf>