

**Student  
Handbook  
2005-06**

**PRATT**   
**Community College**

# Table of Contents

## GENERAL INFORMATION

Welcome Letter from the President, 1  
Contact Directory, 2  
Learning Calendar, 3  
Accreditation, 4  
College Mission, etc., 5-7  
Graduate Profile, 8  
Student Responsibility and Code of Conduct, 9-10

## ADMISSIONS

Requirements/Procedures, 12  
Special and Transfer students, 12  
International Students, 12  
Veterans, 13

## ENROLLMENT SERVICES

Registration, 15  
Early Enrollment, 15  
Adding, Dropping & Withdrawl, 16-17  
IQ Web, 17

## ACADEMIC SERVICES

ASSET Testing, 18  
Advising/Advisers, 19  
Catalog Compliance, 19  
Declaration of Major, 19  
Counseling & Career Planning, 19  
Special Needs Policies, 20  
Vo-Tech./Independent Study Credits, 21  
Credit By Examination, 22  
Tutor Center, 22  
Class Load, 23  
Library, 22  
Academic Honesty & Appeals, 23  
ACT/CAAP/Work Keys, 24  
Attendance, 25  
Grades, 25-27  
Final Exams, 27  
Degree Requirements, Planning, Checking, 27-28  
Transfer Information, 29-31  
Graduation Requirements, 31  
Programs, 32

## EDUCATIONAL PARTNERSHIPS

Outreach/College Start, 34  
Barclay, 34  
Friends, 34  
Southwestern, 34

## EDUCATIONAL PARTNERSHIPS (con't)

Franklin, 34  
FHSU, 34  
Access US, 35  
Edukan, 35  
Washburn, 35  
Telenet, 35  
ITV, 35  
Camps and Institutes, 35  
Teleconferencing, 36

## FINANCIAL AID AND COSTS

Tuition and Fees, 38  
Scholarships, 39, 45-51  
Financial Aid Programs and Policies, 40-44

## STUDENT SERVICES

Activities & Athletics, 53  
Clubs and Organizations, 53-56  
Beaver Dam Recreation Center, 53  
Food Service, 56  
College Health, 56  
Bookstore, 56  
ID Cards, 56  
Right to Know, 56

## RESIDENCE LIFE

Residence Requirements, 59  
Objectives, Accessibility, 60  
Facilities, Staffing, Services, 60-63  
Contract Info, 63-64  
General Info, 64  
Checking Out, 64-65  
North and Scholarship, 65-66  
Beck, Novotny, Porter, 66  
Rules, 66-75  
How to Get Along, 76

## POLICIES & PROCEDURES

FERPA, 78  
ADA, 78  
Drug Free Schools, 78  
Campus Crime Summary, 79  
Sexual Harassment Policies, 79-80  
Security, 80-81  
Drug and Alcohol Policies, 81-89

***My personal greetings to  
all PCC students---***

On behalf of the Board of Trustees and all of the college's employees, I want to welcome you to Pratt Community College if you are a first time student, and if you are returning, we're happy to see you back and hope you have had an enjoyable summer. We say that PCC is the right college for the right reasons. The right reasons are that you will receive a good education, that we care about you, that you will have some fun in the process and that you will let us know when and if you need help. Together, and with your cooperation and support, we can make this one of life's more enjoyable experiences. This Student Handbook will help facilitate that process. I recommend that you read it from cover to cover. The Handbook is very informative on the college's activities and programs, your rights and privileges and the rules and guidelines necessary for making life easier for both you and the college employees who are here to serve you. Again, my personal greetings to each of you, and my best wishes for your success.



See you around the Dam!  
Dr. Woj  
*PCC President*

## People to Know

### Dr. William Wojceichowski

President

Ext. 240 or 620-450-2240 Williamw@prattcc.edu

### Jim Stratford

Vice-President for Instruction

Ext. 105 or 620-450-2105 Jims@prattcc.edu

### Kent Adams

Vice-President for Finance and Operations

Ext. 250 or 620-450-2250 Kenta@prattcc.edu

### Lisa Perez Miller

Vice-President of Students/Enrollment Mgt.

Ext. 185 or 620-450-2185 Lisam@prattcc.edu

### Gail Withers

Dean of Nursing and Allied Health

Ext. 232 or 620-450-2232 gailw@prattcc.edu

### Kevin Hackerott

Interim Athletic Director

Ext. 155 or 620-450-2155 Kevinh@prattcc.edu

### Pamela Dietz

Assistant Dean of Instruction

Ext. 238 or 620-450-2238 Pamd@prattcc.edu

### Jerry Burkhart

Assistant Dean for Technical Instruction

Director of Area Vocational School

Ext. 175 or 620-450-2175 Jerryb@prattcc.edu

### Debbie Boley

Director of Financial Aid

Ext. 248 or 620-450-2248 Debbieb@prattcc.edu

### Tom Owens

Director of Food Service

Great Western Dining Services

Ext. 888 or 620-450-2888 Tomo@prattcc.edu

### Dennis Lesh

Executive Director, PCC Foundation

Ext. 179 or 620-450-2179 elizb@prattcc.edu

### Dennis Angle

Director of Advising

Tech Prep Coordinator

Ext. 135 or 620-450-2135 Dennisa@prattcc.edu

### Lynn Perez

Director of Admissions

Ext. 222 or 620-450-2222 lynnp@prattcc.edu

### Misty Beck

Coordinator of Information Services and Student Activities

Ext. 192 or 620-450-2192 mistyb@prattcc.edu

### Rita Pinkall

Personnel Director

Ext. 139 or 620-450-2139 ritap@prattcc.edu

### Sally Prosser

Registrar

Ext. 218 or 620-450-2218 sallyp@prattcc.edu

### Joy Schwartz

Coordinator of Residence Life

Ext. 225 or 620-450-2225 joys@prattcc.edu

### Dana Yarbrough

Student Accounts

Ext. 143 or 620-450-2143 Danay@prattcc.edu

### Jane Patton

Associate Director of Admissions

Ext. 219 or 620-450-2219 janep@prattcc.edu

### Don Schwartz

Associate Director of Admissions

Ext. 224 or 620-450-2224 Dons@prattcc.edu

### Don Hart

Director of Learning Resources

Ext. 171 or 620-450-2171 donh@prattcc.edu

### Kasey Brown

Coordinator of Information Services

Ext. 120 or 620-450-2120 kaseyb@prattcc.edu

### Hallie Riffey

Coordinator of Operations and Services

Ext. 112 or 620-450-2112 hallier@prattcc.edu

## FALL 2005

|                |   |
|----------------|---|
| August 23      | Registration Pratt Campus (9:00 am - 7:00 pm).  |
| August 24      | Classes begin (day and evening--all locations).   |
| September 5    | Labor Day (no day or evening classes--all locations).   |
| September 9    | Interim Grade entry on I.Q. Web is due by 5:00pm for all classes.   |
| September 22   | Phi Theta Kappa Fall Initiation.  |
| September 30   | Interim Grade update (6th Week) on I.Q. Web is due by 5:00pm for all classes.                                 |
| October 14     | Fall Break--No Classes (Faculty work day. Mid-term Grade entry on I.Q. Web is due by 5:00 pm)                 |
| October 19     | Early enrollment begins.  |
| October 28     | Last day to initiate withdrawal with guaranteed AW  |
| November 3-7   | Final Early Enrollment Processing Days (all scholarship students must be pre-enrolled by 5:00 pm November 5.) |
| November 5     | CAAP Assessment for December graduates (8:00 am - 12:00 pm).  |
| November 11    | Last day to initiate withdrawal from classes.   |
| November 7-11  | Interim Grade update (12th week) on I.Q. Web is due by 5:00pm.  |
| November 24-25 | Student evaluation of teaching/learning.  |
| December 13-15 | Thanksgiving Vacation (no classes after 5:00 pm Wednesday, November 24).                                      |
| December 16    | Final Exams (all day and evening classes--all locations).   |
| December 19    | Faculty Work day  |
| December 19    | Faculty Work Day Final Grade entry on I.Q. Web is due by 5:00 pm.   |

## SPRING 2006

|                |   |
|----------------|---|
| January 5,6,9  | Faculty In-Service and preparation 8:00am – 12:00n  |
| January 10     | Faculty/Department work on Student Learning Assessment 1:00pm – 5:00pm  |
| January 11     | Registration Pratt Campus (9:00 am - 7:00 pm).  |
| January 16     | Classes begin (day and evening--all locations).   |
| January 26     | Dr. Martin Luther King, Jr. Day (no classes)  |
| January 27     | Phi Theta Kappa Spring Initiation.  |
| February 17    | Interim Grade entry on I.Q. Web is due by 5:00pm for all classes.   |
| February 27    | Interim Grade entry (6th week) on I.Q. Web is due by 5:00pm for all classes.  |
| March 13       | Academic Olympics (no day classes Pratt campus--all other classes, including Pratt evening classes, meet as scheduled). |
| March 18-22    | Mid-term Grade entry on I.Q. Web is due by 5:00 pm  |
| March 27       | Spring Break  |
| March 31       | Early enrollment begins.  |
| April 7        | Last day to initiate withdrawal with guaranteed AW  |
| April 10-13    | Interim Grade entry (12th week) on I.Q. Web is due by 5:00pm for all classes.   |
| April 5        | Student evaluation of teaching/learning.  |
| April 6-7      | Kick-off Day  |
| April 13       | Final Early Enrollment Processing Days  |
| April 14       | Last day to initiate withdrawal from classes.   |
| April 17       | Good Friday (no classes)  |
| April 18       | CAAP Assessment* (8:00 am - 12:00 pm).  |
| April 19       | CAAP Assessment* (1:00 pm - 5:00 pm).   |
| April 19       | CAAP Assessment* (1:00 pm - 5:00 pm).   |
| May 8          | Kick-off Day  |
| May 9-11       | Academic Awards Banquet   |
| May 12         | Final Exams (all day and evening classes--all locations).   |
| May 12, 15, 16 | Commencement  |
| May 12, 15, 16 | Faculty Work Days. Final Grade entry on I.Q. Web is due by 5:00 pm, May 16.   |

\*All graduating students select one CAAP assessment at a time that does not conflict with their scheduled classes.

## **THE COLLEGE**

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

PCC is an educational institution open to all who desire to continue their education. High school graduates will find that PCC offers the general education courses they need to transfer to a four-year institution. Those interested in entering the work force after one or two years of college will find technical programs designed to prepare them to compete for jobs in their chosen fields. There are approximately 1000 full-time students; however, more than 3,000 students enroll annually at PCC. This number includes both full and part-time students at the Pratt Campus and in our outreach areas of Kingman, Medicine Lodge, Anthony/Harper and Cheney. PCC is large enough to provide a diversity of opportunity, yet small enough to assure students a personalized touch.

## **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 Kansas State Department of Education and the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.

Programs are approved by the Kansas State Board of Nursing, the Veterans Administration, the Kansas Department of Social and Rehabilitation Services, the American Council on Education General Education Development Program and many other state and federal educational agencies. Industry specific accreditation has been granted by the National League for Nursing Accrediting Commission, Kansas State Board of Nursing, and the National Automotive Technicians Education Foundation, Inc., and the Association of Collegiate Business Schools and Program.

For accreditation information:

Kansas State Board of Nursing (KSBN) Landon State Office Building, 900 SW Jackson, Suite 551-S, Topeka, KS 66612-1230 (785) 296-3782

The National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, New York, NY 10006 1-800-669-9656 [www.accrediting-comm-nlnac.org](http://www.accrediting-comm-nlnac.org)

The Association of Collegiate Business Schools and Programs (ACBSP)

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

## **STATEMENT OF PHILOSOPHY**

The Pratt Community College philosophy is that every individual is entitled to an opportunity for personal and career growth in a student centered learning environment. The Board of Trustees and the College administration are accountable to the public to assure that opportunity and to develop those abilities. Thus, the PCC philosophy is open admissions and accessibility through both traditional and non-traditional delivery systems.

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

## **MISSION STATEMENT**

Pratt Community College is a student learning centered public institution of higher education that grants associate degrees and occupational certificates. The mission is to seek maximum student learning through high quality instruction and services that meet the educational and occupational training needs of our students and regional business/industry while providing activities for the lifetime enrichment of our students and the citizens in south central Kansas and beyond.

## **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 through on-campus outreach and distance learning classes.
6. Provide academic 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 promotion of economic development.
8. Provide educational, social and cultural programs that address responsible citizenship and are intended to improve the quality of life.
9. Collaborate with state and private universities to provide for upper division and graduate instruction within the college's service area.

*Pratt Community College is a participating institution in the EduKan Online Consortium and therefore supports its mission and vision.*

# Diversity in Higher Education

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

1. Diversity enriches the educational experience. We learn from those whose experiences, beliefs, and perspectives are different from our own, and these lessons can be taught best in a richly diverse intellectual and social environment.
2. It promotes personal growth and a healthy society. Diversity challenges stereotyped preconceptions; it encourages critical thinking; and it helps students learn to communicate effectively with people of varied backgrounds.
3. It strengthens communities and the workplace. Education within a diverse setting prepares students to become good citizens in an increasingly complex, pluralistic society; it fosters mutual respect and teamwork; and it helps build communities whose members are judged by the quality of their character and their contributions.
4. It enhances America's economic competitiveness. Sustaining the nation's prosperity in the 21<sup>st</sup> century will require us to make effective use of the talents and abilities of all our citizens, in work settings that bring together individuals from diverse backgrounds and cultures.

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

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

## Core Values

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

### *Integrity*

Fairness, Honesty, Objectivity

### *Customer Service*

Outstanding service internally and externally

-  Attentive
-  Flexible
-  Responsive to needs

## Employee satisfaction

- ✍ Providing quality benefits
- ✍ Opportunities to celebrate
- ✍ Supportive working environment

## **Quality Product of Learning**

- ✍ Be a student-centered learning institution
- ✍ Produce a student who is well prepared for completing advanced degree requirements at a four year institution and/or a highly qualified employee.
  - Use a variety of assessment methodologies
- ✍ Determine and improve learning outcomes
- ✍ Enhance the quality of instruction
  - Promote and recognize values which prepare students to live and function successfully in a global society
- ✍ Learning,
- ✍ Critical thinking,
- ✍ Academic freedom/freedom of inquiry
- ✍ Diversity
- ✍ Set a high standard for achieving institutional goals and objectives
- ✍ Provide personal and professional development opportunities for its employees

## **Collaboration and Teamwork**

- ✍ PCC Board, administration, faculty, and staff
- ✍ Value contributions of all constituents
- ✍ Work cooperatively to achieve common goals
- ✍ Celebrate accomplishments
- ✍ External organizations, public or private
  - Develop mutually beneficial long-term objectives and relationships with,
  - Sustain and advance quality lifelong learning for the benefit of varied constituencies.

## **Innovation**

- ✍ Use a market-driven approach
- ✍ New growth opportunities
- ✍ Improvements upon internal processes
- ✍ Provide adequate profitability to sustain continued growth.

## Graduate Profile

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

### Core Competencies:

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

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

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

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

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

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

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

### Occupational Certificate graduates must further demonstrate their ability to:

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

# 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 the State Board of Education broad legal authority to regulate student life as guided by the constitutional standards. In exercising this authority, the college is also guided by consideration of educational policy. All students and student organizations of the college are subject to the rules and regulations of the college. Those students who willfully violate college standards must expect to face disciplinary action on the part of the institution.

Students attending PCC have the following responsibilities:

1. To observe all regulations of the college.
2. To provide the necessary documents for the admission to the college, including official transcripts, application forms, residency statements, military records, financial aid information.
3. 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.
4. To meet with assigned academic advisors on academic careers, degree requirements, and changes in their programs of study.
5. 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.
6. To be an active participant in the class and to prepare for each class meeting as instructed.
7. To fulfill all graduation requirements if educational objective of graduation is applicable.
8. To respond promptly to all written notices from faculty, advisors, deans, V.P.'s and other college officials.
9. To file an application for degree or certificate completion with the Office of the Registrar.
10. 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.
11. 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.
12. To use the appropriate channels in appealing any academic actions which the students believe are unfair.
13. 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 matters.
14. To meet all financial responsibilities owed the college by the established deadlines. Failure to do so will result in dismissal.

# Student 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 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:

1. Willful violation of any published regulation for conduct as approved by the PCC Administration or Board of Trustees.
2. Conduct which substantially disrupts, impedes, or interferes with the operation of PCC.
3. Conduct which substantially infringes on or invades the rights of others.
4. 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.
5. 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.
6. Endangering or threatening the life or physical safety of others or self.
7. Failure to meet just financial obligations to the College.
8. Failure to maintain minimum academic requirements established by the Board of Trustees or Administration of PCC. 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:
  1. Fighting
  2. Intimidation
  3. Using obscenities and profanities
  4. Open defiance or threats
  5. 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
  6. Possession, use, or sale of narcotics or drugs
  7. Theft
  8. Excessive or repeated tardiness or unauthorized absences
  9. Vandalism
  10. Possession, use of a weapon, or object considered a weapon
  11. Alcohol and Drugs & Paraphernalia

*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 at the back of the Student Handbook.*

**Admissions**

**Admissions**

## Admission Requirements

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

1. A graduate of a senior high school accredited by its State Board of Education.
2. A holder of a G.E.D. Certificate of high school equivalency.
3. A student in good standing who is transferring from an accredited college.
4. A high school student who is at junior or senior status, or is enrolled in a gifted program and has permission from his or her principal. (Gifted students are required to provide a copy of IEP documentation to the Registrar's Office.)

Students who do not meet any of the regular requirements listed above may be admitted by the registrar as special 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.

## Special Students

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

## Application Procedures

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

1. Complete an application for admission.
2. Submit an official high school transcript with graduation date.
3. Submit an official college transcript from each college attended.
4. Submit a copy of GED certificate, if applicable.
5. Make arrangements for the ASSET test through the Guidance Services Office or Outreach Center.
6. Submit a copy of ASSET reports if completed at another institution.
7. Submit an official copy of ACT scores if they are to be considered for course placement.

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

## Transfer Students

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

## International Students

International students entering the college directly from their home country or by transfer from another college or university are required to file the following documents with Director of Admissions:

1. Application for admission
2. Copy of secondary transcript of grades showing date of graduation must be

3. submitted.
4. Certificate of financial support.
4. TOEFL score or ELS 109 (Minimum TOEFL score of 500 points is required for paper-based test and 173 for computer-based test.)
5. Pre-payment.
6. Housing Contract
7. Personal information sheet
8. Immunization record

All records must be translated into English and must be properly certified. When all documents are received the I-20 form will be issued. Prior to enrollment at PCC, an international student must present the following documents:

1. I-20 ID.
2. Passport.
3. Proof of Insurance

All correspondence is sent air mail unless special arrangements are designated by the prospective international student.

## **Veterans and Children of Deceased or Disabled Veterans**

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

# **Enrollment Services**

**Enrollment Services**

## **Early Enrollment**

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

## **Registration**

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

## **Incomplete Registration**

Registration is not complete until:

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

## **Auditing a Class**

If a student wishes to audit a course, the student must make this request at the time of enrollment in the course. The student is required to pay tuition and fees for the course.

## **Change of Address**

Students are asked to keep the Office of the Registrar current with any change of address, marital status, or name.

## **Students with Special Needs/Disabilities**

Pratt Community College does not discriminate on the basis of handicap in employment, education, admissions, or activities. The design and layout of the campus makes it possible for physically disabled persons to access most activities and programs of study offered at the college. Any person needing additional assistance should contact the Office of the Registrar.

## **Adding a Class**

Student picks up an Add/Drop form from the Office of the Registrar or from their Advisor. Then the student fills out all the requested information.

To add a class the student has 1 full week to add after the first class period with an Advisor's signature. If a student wants to add a class after the 1st full week of class the student must obtain the Instructor's and Vice President of Instruction's signatures .

The student then brings the form back to Office of the Registrar to be processed within 5 days of being picked up in the Office of the Registrar.

Once the add form has been processed the student must go see the Business Office for changes on their account.

## **Dropping a Class**

1. Student picks up an Add/Drop form from the Office of the Registrar or from their Advisor. Then the student fills out all the requested information.
2. To drop a class during the first full week of classes the student needs their Advisor's signature. After the first full week of class the student needs their Advisor's signature and their Instructor's signature to drop the class. If the student drops the class after certification date (the 20th day of class) and during the Withdrawl window the student is guaranteed a "W," if the student drops the class after the guaranteed "W" window/time period it is the discretion of instructor of whether to give the student a "W" or an "F." Once a class is 75% completed a student can only withdraw with the Vice President of Instruction's signature (and this only happens with extenuating circumstances).
3. After proper signatures have been obtained the student returns the form to the Office of the Registrar no later than the dates above specify to be processed.
4. After the form is processed the student needs to go to the Business Office to deal with any changes of their account.

## **Complete Withdraw**

1. Student picks up the Complete Withdraw form from the Office of the Registrar. Then the student fills out all the requested information.
2. The student must get all the required signatures:
  - Advisor signatures
  - All their Instructor's signatures
  - Director of Housing's Signature (if applicable)
  - Financial Aid signature
  - Bookstore signature (if they have a Book Scholarship)
3. Return the form to the Office of the Registrar to be processed.
4. Student goes to the Business Office to deal with any changes of their account.

## **IQ Web (Beaver User System)**

IQ Web is an internet based front end to the Pratt Community College Student Information System. It will provide the student with "anytime, anywhere" access to information services.

The student will be able to access important information to them in a flexible yet secure manner. Such information includes the following;

- Grades
- Class Schedules
- Academic Calendar
- Personal Calendar
- Course Offerings

**Academic  
Services**

**Academic Services**

## ASSET Testing

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

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

The requirement to take the ASSET test as a pre-condition of enrollment is waived for the following categories of students:

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

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

## Writing, Reading, and Numerical Skills

Students who score below the institutionally defined minimum basic skills level on the adopted assessment instruments must:

- a. Complete the required developmental course with a grade of "C" or better as early as possible in to the student's program of study or
- b. Demonstrate basic skills ability by scoring above the minimal score on future basic skills assessments.

Students must enroll and make continuous and satisfactory progress towards the requirements listed in paragraph "a" or "b" above within their first two semesters of enrollment within a college program of study. ***A reading deficiency must be addressed by enrollment during the first semester and continuous enrollment is required until the required reading competency is achieved.*** Enrollment in further non-developmental course work will be allowed in succeeding semesters if a student has demonstrated continuous and satisfactory progress in basic skills within his/her first two semesters of enrollment in an approved program of study.

## **Catalog Compliance**

Students will follow the guidelines of the catalog under which they began, provided they are enrolled in a program of study and provided they do not show zero enrollment for four or more consecutive semesters. Students who do not enroll in courses for four or more semesters will follow the guidelines of the catalog under which they returned. Students who do not enroll for three semesters have the option of following the guidelines of the catalog under which they began or the catalog requirements in effect upon their return. The summer session will not be counted as a semester for catalog compliance purposes.

## **Academic Advising**

Academic advising helps students realize the maximum educational benefits available to them by better understanding themselves and learning to use the educational resources of our educational institution. Each full-time or degree-seeking student who is admitted to PCC is assigned to an academic advisor. Acting as the coordinator of the student's educational experiences, the advisor can help the student define and develop realistic goals, identify special needs, find available resources, plan programs consistent with the student's interests and abilities, monitor progress toward the student's educational/career goals, and discuss the linkage between academic preparation and the world of work. In addition, the academic advising program at Pratt Community College gives the student the opportunity to establish a continuing, caring and supporting relationship with a faculty or staff professional.

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

## **Declaration of Educational Objective and Degree**

Students are required to declare a major at the time of enrollment. This information is entered in the appropriate declaration form at the time of enrollment. Students are then assigned an advisor based on their declared major. If, however, they are unsure about a major, they may choose liberal arts. They will be assigned an academic advisor or a vocational advisor based upon this information. A copy of the declaration of major form is filed in the student's advising file which is maintained by the Advising Center.

If a student wishes to change his/her major or advisor, he/she may do so by obtaining a change of major/advisor form from the Advising Center. The student fills out the necessary information on the form, obtains the necessary signature and returns it to the Advising Center. When the reassignment is completed, the form is filed in the student's advising file.

## **Counseling and Career Planning**

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

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

information on what college and universities suggest concerning courses of study and how the courses transfer.

The Career Development Center helps students explore career options and conduct job searches. Interest, ability, and occupational choice testing is available to help students understand themselves better and become more aware of their own career potential. The director can assist students in planning strategies, setting goals, and achieving success. Current job openings are posted on the Center's bulletin board for students and others. Employment information files are available and maintained for an effective job search. Individual appointments are available throughout the year.

## **Special Needs Policy**

At Pratt Community College, special needs services are provided, in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990, in order to improve access to educational opportunities. Under Section 504, a postsecondary student with a disability who is in need of academic adjustments or auxiliary aids is obligated to provide notification to the educational institution, the nature of the disabling condition. At PCC, the Student Success Counselor is the initial point of contact and said notification must be provided to the Student Success Counselor. The institution must be given a reasonable amount of time to evaluate the student's request and determine what accommodations will be provided.

A full array of services to students with disabilities may be provided, including: materials in alternate formats; taped texts; readers; computer assisted accommodations, altered class and examination schedules; tape recorders; and alternative testing procedures. The institution will not provide for the personal needs of students including readers for personal use and study, as well as individual study aids such as tutoring.

Upon receipt and assessment of the student's documentation by the Student Success Counselor, a Student Success Team (SST), consisting of the Registrar, Success Counselor(s), Academic Advisor(s), Assistant to VP for Instruction, Instructors (as needed), Director of Advising and the VPs for Instruction and Students/Enrollment Management, will review each student's documentation and request for accommodations. The objective of the SST is to increase the probability of academic success of students who have special needs and/or who possess skill levels that inhibit the achievement of their academic/career goals. The SST will approve or deny accommodations for each student requesting services and will review the progress of students regularly. A Student Success Counselor (SSC) will work intensively with each student assigned to the SST program. The SSC will communicate directly with the student and instructors to monitor assigned accommodations and the student's academic progress. Each semester, the SSC will provide a summary report to the SST outlining each special needs student's semester progress. The SST will determine if accommodations need to be adjusted or terminated. A special needs student roster will be maintained by the SSC and distributed to the designated instructors outlining the approved accommodations by the SST.

A student may also indicate on the enrollment form when assistance with special needs accommodations is needed. The SSC will contact the student and outline what documentation is needed from the student. A student requesting special needs services and not receiving the accommodations they desire may appeal the decision of the SST by submitting a written appeal to the SST, through the SSC.

## **Policy on Vocational-Technical School Credits**

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

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

## **Course By Arrangement**

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

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

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

## **Credit for Co-Curricular Work**

Students may earn credit towards graduation by satisfactory participation in the coursework listed below:

Vocal Ensemble  
Instrumental Ensembles  
Show Choirs  
Jazz Groups  
Band  
Choir  
Weightlifting  
Body Conditioning  
Aerobic Dance/Fitness  
Applied Ag Techniques I-IV  
Athletic Conditioning I-IV  
Varsity Athletics I-IV  
Newspaper Production I-IV

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

Students are required to enroll for credit for every semester of participation in the listed courses. Credit applied toward their certificate/degree is limited by the preceding paragraph.

## Credit by Examination

Students may petition for an examination to determine whether they have acquired sufficient prior learning to be awarded college credit. The Petition for Credit by Local Examination forms are available in the Advising Center and the Office of Admissions.

## Student Class Load

Full-time students normally carry from twelve to eighteen credit hours per fall or spring semester or nine credit hours per summer semester. A minimum of twelve credit hours is required for full-time status. Students may take up to nineteen credit hours per fall or spring semester, or ten credit hours during the summer session, upon approval of their academic advisor.

Students who have maintained minimum grade point average of 2.80 for a minimum of sixteen college credit hours may petition to exceed nineteen credit hours per semester, or ten credit hours per summer session. The request must be submitted on the OVERLOAD PETITION form that documents the student's reasons for the special requests.

## College Skills and Tutoring Center

While instructors at Pratt Community College are readily accessible to their students, sometimes students need additional help. Students attending PCC have access to the College Skills and Tutoring Center which is located on the north end of the main building near the library. Both peer and instructor tutoring are available for a variety of subjects. Computer software programs are also used to review various academic subjects and skills.

Students may avail themselves of the tutoring services by referral from a testing procedure, by the recommendation of an instructor, or by simply 'dropping in' when the appropriate tutor is scheduled to work. Tutors are in the center at their scheduled times; therefore, individual appointments are not needed. Tutor schedules are posted around the campus.

## Library/Instructional Resources Center

Pratt Community College, located on the north end of the main building houses a modern library containing more than 33,000 volumes. Also located in the library are over 2,000 videos and DVDs, 189 film strips, 185 magazines and journals, and the following six daily newspapers: *The Pratt Tribune*, *The Wall Street Journal*, *USA Today*, *The Wichita Eagle*, *The Topeka Capital Journal*, and *The Hutchinson News*.

Library services include inter-library loans, 14 computers with internet access, and 3 carrels equipped with monitors for viewing video cassettes.

Current computer technology is available and easily accessible to all patrons. This includes a fully automated card catalog on all computers and circulation system by Winnebago, as well as the following online services:

**OCLC FirstSearch:** This online service allows users to access a number of databases which cover books, articles, and documents on a wide range of subject areas.

**ProQuest Nursing Journals:** This online service can be accessed at [www.skyways.org](http://www.skyways.org).

**SIRS Research:** This database contains full text articles on social issues.

**SearchBank:** This service allows users to access articles on a variety of subjects over the internet. Many articles are full text and may be printed or downloaded to a disk.

There are also many other resources located on the Pratt Community College Library homepage located at <http://www.prattcc.edu>.

## Academic Honesty

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

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

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

## Academic Appeal Process

Students who believe they have been treated unfairly with regard to academic regulations, such as academic honesty, grading practices, academic probation, and dismissal and reinstatement (for non-academic reasons) may appeal. *This policy may also be reviewed in the section of the handbook dedicated to responsibility and student conduct.*

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

1. The grievant shall request an informal meeting with the instructor to discuss and attempt to resolve all disputes that may arise prior to the filing of an academic appeal. The grievant's request shall be in writing and shall be delivered to the affected instructor within three days from the date of the event giving rise to the grievance. The informal meeting shall be scheduled by the instructor and the student within three days from the date of the request. Failure of the grievant to participate in an informal meeting with the instructor shall result in the denial of any further right to appeal.
2. A grievant who wishes to appeal a decision of an instructor may do so by filing a written notice of appeal within five days of the date of the informal meeting with the Vice President of Instruction. The notice include the specific decision being appealed from and stating therein all reasons to be relied upon by the grievant as justifying a reversal of the instructor's decision. The grievant and instructor will be requested to appear at the hearing which shall be conducted within five days of the date of receipt of a written notice of appeal. The Vice President of Instruction and/or director shall render a written decision within three days of the date of hearing.
3. A grievant who wishes to appeal a decision of the Vice President of Instruction may request in writing a review by the president of the college by filing a written request for review setting forth therein the specific decision

being appealed from and stating therein all reasons to be relied upon by the grievant as justifying a reversal within five days of the date of the decision being appealed from. The president after reviewing all relevant documents related to the request, may grant or deny in writing the requested review. If a requested review is granted by the president, he or she shall 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 grievant within 10 days from the date of the filing of the request for review, and the decision from which the review is sought shall remain in effect as a final decision. The decision of the president regarding such matters will be final.

4. A grievant shall have the right to have a designated representative at any hearing.
5. Individual academic departments may have additional appeals procedures.

## **Academic Probation and Suspension**

If a student's grade-point-average falls below 1.5 for any semester or if the cumulative GPA falls below that shown on page 19, 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 at semester's end.

Student transcripts will be marked to indicate "Academic Probation" or "Academic Suspension." 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.

## **ACT CAAP EXAM and Work Keys Exam**

All Associate in Science, Associate in Arts, and Associate in General Studies degree graduates are required to take the ACT CAAP (Collegiate Assessment of the Academic Proficiency) exam during the last semester of attendance prior to graduation. Students planning to graduate in December will be tested in November and those planning to graduate in spring or summer will take the exam in March or April. Students who fail to sit for the exam will not receive their diplomas until the exam has been taken. The ACT CAAP test is used as one measure to assess students' competency levels in the foundational skills -- reading, writing, mathematics and critical thinking. The CAAP scores will become part of the students' permanent records.

All Associate in Applied Science degree graduates and those who meet the requirements for certificates are required to take the ACT Work Keys exam during the last semester of attendance prior to graduation. Work Keys exams will be scheduled near the end of each academic term except summer. The Work Keys exams measure the level of skills that are deemed necessary for success in the work place. Score levels will become part of the students' permanent records.

All Associate in Applied Science in Nursing degree graduates are required to participate in the exit examination program as a condition of graduation. Because of the nature of the nursing degree, nursing graduates are required to take a portion of the CAAP exam and a portion of the Work Keys test. Nursing graduates will be tested at the end of their final semester of attendance when the CAAP and Work Keys tests are given. In each case, a hold will be placed on graduation until testing requirements are complete and scores will become a part of the students' permanent records.

## **Attendance**

Students are expected to attend all classes and laboratories for which they are registered. There is no system of excused absences at Pratt Community College. Further, it is the student's responsibility to fulfill all requirements of each course as prescribed by the instructor of the class and to understand any special attendance requirements of the instructors. In cases of unavoidable or prolonged absence, it is the student's responsibility to contact the instructor. Whenever possible, contact should be made prior to the absence.

Enrolled students who do not attend a class by the second (2nd) scheduled class will be subject to withdrawal unless they have received prior approval for late arrival. Even though the student has received prior approval and will remain in the class, the student will be marked Absent and the absences will count toward that student's total class absences.

## **Excessive Absences and Withdrawals for Non-Attendance**

An instructor may withdraw a student from a class for excessive absences (defined in course syllabus) before the final withdrawal date. Instructors are expected to keep a record of each student's class attendance and are required to inform students at the beginning of each course of their attendance requirements.

When an instructor determines that a student's absences are excessive, the instructor notifies the Advising Office using an academic alert. The Advising Office forwards the notification to the student with the warning that the instructor may withdraw the student from the class with a grade of "W". The Advising Office also forwards the notification to the Financial Aid Office. Disbursements may be withheld until improvement is documented. The Advising Office offers to assist the student in working through problems that are causing the excessive absences. After this notification is completed, the instructor may initiate a drop form with the grade of "W" or "F" indicated. No drops may occur after the Monday of the thirteenth week of classes of a regular semester or after 75 percent of the class is completed. Students have the right to appeal an involuntary withdrawal from a class by following the Academic Appeal Process.

## **Class Absences Due to Participation in Scheduled College Events**

If a student's participation in organized college events should require missing a class or classes, it is the student's responsibility to notify his/her instructors in advance and to arrange to make up the work. Because it is the college's philosophy that class work be placed as the top priority, an instructor may request that students with excessive absences, defined by the course syllabus, not miss scheduled classes should an absence endanger the student's class standing. After communicating this recommendation to the student directly, the instructor should notify the event or activity sponsor of the recommendation. Students who fail to make advance arrangements for absence due to college events will be treated as would any other student with an absence.

## **Grades Awarded**

Upon completion of the class the instructor certifies all final course grades on the official grade roster according to the time-line established by the Registrar.

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 students 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 after the initial grade has been certified can only be made by the instructor with the approval of the Vice President of Instruction. Students have the right to appeal their grade by following the Academic Appeals Process.

Grades Awarded:

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 a "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 per semester hour.

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

To issue an I grade, the instructor must complete an Incomplete Grade Contract that includes the plan and approved time-line for completion of the course. The contract may provide for extended time of a day up to a maximum of one semester. At the date specified, or after one semester from the date of issuance, an I grade automatically converts to an F grade unless the instructor has previously awarded another letter grade. When the grade is changed from an I, it is included in the students 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 no later than one week after the mid-term of the class. Between that date and the 75% completion date, the instructor may issue a "W" or "F" grade to a student who withdraws. No "W" grades may be given after 75% of a course is complete. Students administratively withdrawn are exempt from this policy and will receive a grade at the discretion of the instructor.

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

NC Audit, zero credit, zero grade points per semester hour. Student must receive

permission of the course instructor and the Vice President of Instruction prior to the first day of the class to take a course for audit.

## **Mid-Semester Grade Report**

At designated points during the semester, instructors will determine each student's grade to that point. This grade is intended to be a progress report to the student. Mid-semester grade reports are not normally provided for summer or short-term classes.

## **Grade Appeals**

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

## **Repeating a Course**

Students may repeat a course. Each grade is recorded on the student's transcript. The previous grades remain and are marked with an asterisk to show a repeat status. 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.

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

## **Final Examinations**

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

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

## **Degree Requirements**

First-time entering students must meet the current degree requirements. These requirements are recommended for students who plan to transfer to a Kansas regent university since they incorporate certain definitions which were adopted in the 1994 Transfer and Articulation Agreement between Kansas public community colleges and the six regent universities. (Students are urged to consult the Transfer and Articulation Agreement as well as the specific degree and major course requirements of the college where they plan to complete a bachelor's degree.)

## **Degree Requirements for Major and Transfer**

Degree requirements apply to all students who will receive a degree, regardless of their major. For the Associate in Arts and Associate in Science Degrees, certain courses in the major area are highly recommended in order to stay on track for a bachelor's degree program in that major area. Associate in Applied Science and Certificate programs of study are listed in the catalog and should be followed. Special assistance in course selection will be provided by a designated advisor. Each student's advisor and the registrar will assist students in determining the specific courses needed for the chosen major. As early as possible all transfer students should establish contact with the college where they plan to receive 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. It is, however, the student's responsibility to select a major and to see that the major courses, electives, and other variable requirements for the bachelor's degree are met.

## **Exception to Degree Requirements**

A student who provides evidence that the college 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 for a waiver of PCC requirements. For information about the procedure for requesting a waiver, the student should contact the Office of the Registrar on any issue involving waiver of degree 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 assure that 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 college and to take the appropriate courses toward those requirements.

The counselors and advisors at PCC are eager to discuss these requirements with students. Each full-time student is assigned a personal academic advisor, usually in the student's major department. The advisor can assist the student in selecting a course of study for transfer. However, students must realize that the final responsibility for planning a course of study and fulfilling all requirements rests with the student. Additional information may be obtained from the Office of the Registrar.

## **Degree Planning Worksheet**

The Degree Planning worksheet is a record of the student's plan for completing a degree at Pratt Community College. The Advisor's responsibility is to collaborate with the student each semester to ensure progress is being made and that the plan is updated. A current Degree Planning Worksheet is to be kept in the student's advising folder.

Specifically, the Worksheet needs to be updated to indicate the hours the student has completed, the semester the courses will be taken, and the semester they were completed. The Worksheet is to be signed by both the student and the advisor each semester.

## **Degree Checks**

Degree Checks 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 Check is an essential record of the student's progress. Students should request a degree check at the

beginning of the semester after they have completed 25 to 30 hours of college credit. A copy of the degree check is to be kept in the student's advising folder

## **Academic/Attendance Alert**

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

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

## **Transfer Information**

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

## **Transfer Agreement and Articulation Guide: Kansas Regents Universities and Public Community Colleges**

The transferability of course work from Kansas public community colleges to Regents universities is governed by the Transfer Agreement and Articulation Guide. The current Agreement was approved by the Board of Regents on February 16, 1989, and signed by the presidents of the Regents universities and the public community colleges. The Transfer Agreement and Articulation Guide is a revision of an agreement which was originally signed in 1975.

The Agreement was revised due to a variety of factors. Complaints are occasionally expressed that community college transfer students "lose credits" when they transfer to a Regents university. However, legislative post-audits in 1980 and 1986 confirm that course transferability tends not to be a problem; students lose very few credits in the transfer process.

The 1989 Transfer Agreement and Articulation Guide states that transfer students who have earned an Associate of Arts or Associate of Science degree from a Kansas public community college will automatically be given junior status and will have completed the general education requirements at the Regents university which receives them for the pursuit of the baccalaureate degree. The revised Agreement states that transfer students must earn 45 credit hours in general education course work.

The Agreement contains 10 points of clarification which define terminology and identify those program areas where problems are likely to continue. These points should be helpful to advisors and transfer students as they plan a student's course of study toward the baccalaureate degree.

The current Agreement began with the Fall 1989 semester and terminated at the end of the 1994-95 academic year. A committee representing the chief academic officers from the community colleges and the Regents universities met on September 8, 1994, to discuss the Articulation Agreement. Both Councils endorsed the existing Agreement for additional years.

Representatives of public institutions of higher education in the State of Kansas join in acceptance of the following transfer agreement effective with the academic year 1995-96.

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

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

### POINTS OF CLARIFICATION

1. This Agreement applies only to Associate of Arts and Associate of Science degree transfers from state and regionally accredited public community colleges in Kansas. The agreement does not include transfers from non-accredited community colleges or any other colleges.
2. Transfer students accepted for admission at Kansas Regents universities with the Associate of Arts or Associate of Science degree will automatically be given junior standing with the understanding that:

Each receiving institution has the right to determine admission standards to the various majors in their institutions.

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

3. General education is defined as follows:

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

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

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

12 hours of Basic Skills courses, including: 6 hours of English Composition  
3 hours of Speech Communication  
3 hours of college level Mathematics  
(statistics will be required of transfer students where university curriculum requires it)

12 hours of Humanities courses from  
at least three of the following disciplines: Art\* Theater\* Philosophy  
Music\* History Literature

\*Performance courses are excluded.

12 hours of Social and Behavioral Science courses

from at least three of the following disciplines:

|                   |              |
|-------------------|--------------|
| Sociology         | Psychology   |
| Political Science | Economics    |
| Geography         | Anthropology |

9 hours of Natural and Physical Science courses

from at least two disciplines (lecture with lab).

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

4. Other associate degrees and certificates may be awarded for programs which have requirements different from baccalaureate-oriented sequences or a primary objective other than transfer. Students in such programs wishing to transfer to Kansas regents universities are to be considered outside of the terms of this agreement.

Students attempting to transfer into Technology, Engineering and Architecture programs are considered outside this agreement. It is recommended that 2 + 2 and 2 + 3 arrangements be developed for the above programs of study.

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

5. Each institution will define its own graduation requirements.
6. Foreign language requirements are viewed as graduation requirements and not as general education requirements for purposes of this agreement.
7. A transfer student may be required to take freshman or sophomore courses to meet particular requirements or course prerequisites of a given major or minor.
8. Transfer students preparing for teacher certification must meet the general education requirements as outlined by the State Board of Education. Teacher certification requirements have been incorporated into the degree requirements of Kansas regents universities.
9. The spirit of the Agreement indicates that transfer students are to be judged academically in the same way as non-transfer students.

## **Nursing Articulation**

The PCC Nursing Program endorses the Kansas Nursing Articulation Plan (C-NAK) which facilitates educational mobility for nurses in Kansas.

## **Graduation Requirements for the Associate Degree**

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

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

same calendar year or must re-apply.

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

Students who register for enrollment at Pratt Community College will be subject to graduation requirements outlined in this handbook.

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

## **Programs of Study**

*Degree specifics are available online in the college catalog at [www.prattcc.edu](http://www.prattcc.edu).*

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

The Associate in Applied Science Degree in Nursing program prepares the student to apply for the Kansas State Board of Nursing Examination for Registered Nurses (NCLEX-RN). The ADN graduate who passes the state board examination is qualified to practice as an RN in the State of Kansas.

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

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

The Associate in General Studies Degree is a relatively new degree in Kansas, but it has gained rapid popularity. Many students choose not to major in one area, but concentrate on breadth rather than depth of knowledge.

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

# **Educational Partnerships**

**Educational Partnerships**

## **Outreach Education/College Start**

Pratt Community College offers courses and training programs in many communities in the seven-county area which is comprised of the counties of Kiowa, Comanche, Barber, Harper, Stafford, Kingman, Western Sedgwick and Pratt.

Adults, recent high school graduates, and qualified high school students who need courses leading to a degree, special interest courses, job training, re-training, business or employee educational programs, fine arts programs, agricultural management training, or any other service from PCC, simply contact the Coordinator of HS/College Relations or the Community Relations Coordinator to request such services in their local community.

## **College Start Programs/Concurrent Enrollment**

In 1993 the Kansas legislature enacted a new law that supports the concurrent enrollment of qualified high school students in course work bearing college credit. Pratt Community College and the 14 unified school districts in its service area have completed contractual agreements to enable such enrollment by students who can benefit. Courses in the academic and vocational areas are available to these high school students. All students who desire to enroll in a College Start class must complete the ASSET test to determine eligibility. Check with your high school counselor for more information.

## **Barclay College**

Barclay College and PCC have entered into a cooperative agreement where missions majors and other majors can acquire additional vocational skills such as agricultural technology, automotive technology, information processing, etc. that can be used in the mission field or in establishing new church ministries. Barclay students will be able to take dual credit vocational courses at PCC. Barclay's intent is to develop a nationally recognized program to help interested students develop skills that can be used in all areas of ministry and missions.

## **Franklin University**

**Franklin University**, Columbus, Ohio offers an opportunity for PCC graduates interested in a distance education degree-completion program by utilizing current technology.

## **Friends University**

**Friends University** is interested in fostering collegial relationships with Pratt Community College associate degree adult graduates. In the event a cohort of adult students seeking bachelors degree completion exhibit interest in an Adult Degree Completion Program, the program may be delivered on the PCC Campus.

## **Fort Hays State University**

**Ft. Hays State University**, Hays, KS has three interactive television studios on the PCC campus whereby classes are broadcast to PCC direct from the FHSU Campus and the Virtual College. Fort Hays State University in conjunction with Pratt Community College will be offering degree completion programs through distance education and on campus instruction in elementary and secondary education. The programs will also include recertification courses for area educators. In addition, students may receive a Bachelor of Science in Technology Leadership on the Pratt campus.

## **Southwestern College**

**Southwestern College of Professional Studies**, Winfield, KS offers a seamless transition for PCC associate degree graduates to a bachelors degree completion program in Professional Studies.

## **Institutes and Camps**

In summer months and other times throughout the year, PCC schedules a variety of institutes and camps for many groups. Participants enjoy active social programs and residential services while attending classes and seminars. Examples of programs are art camp, journalism camp, cheerleading camp, geology field experience, European study trip, and various athletic camps.

## **Washburn 2+2 PLAN (Partnership for Learning and Networking)**

The PLAN programs allow students to complete an associate degree at Pratt Community College and then a bachelor's degree from Washburn University in another two years without traveling to Topeka for classes. The PLAN 2+2 programs include the Bachelor of Applied Science in Technology Administration or the Bachelor of Science in Criminal Justice degrees.

## **Access US**

Access US is a new, unique partnership between six community colleges and three universities, designed to bring a variety of selected Bachelor's Degree programs to Western Kansas. The six partnering community College, by virtue of the in-depth knowledge of the educational and training needs of their respective service areas, are uniquely positioned to provide residents with a variety of special services.

## **EDUKAN**

A consortium of six Kansas community colleges is bringing you a new way of receiving your college courses. The Western Kansas Community College Virtual Education Consortium, or Edukan, is offering courses via the Internet. People who enroll will be able to take course work that may lead to an associate degree at any of the six institutions. Edukan courses include special fees and students should check with the business office at registration for more information.

## **ITV - Interactive Television**

Located on campus are two ITV Studios which can transmit and receive audio/video signals to and from three additional sites simultaneously. PCC is home to the PCC ITV Network (four studios) and is a consortium member of the A-Plus Network (12 studios). Students can participate in classes that are transmitted from these studios via fiber optics to any of the current member sites which are equipped with similar ITV Studios. Fort Hays State University brings to the Pratt campus, via ITV, upper level undergraduate and graduate level courses as well.

## **TELENET 2**

Looking for upper division and graduate level courses? TELENET 2 from the Kansas Regents Network offers just that. PCC provides a classroom where these courses are delivered through computer desktop videoconferencing. The instructor is usually located at a distant site and is teaching to a number of sites simultaneously. Courses from Emporia State, Fort Hays State, and Kansas State Universities are delivered through Telenet 2. For more information about and a current schedule of TELENET 2 classes, contact the PCC Library at: (620) 672-5641, ext. 172 or the Kansas Regents Network at: (785) 532-5995.

## **TELECONFERENCING**

Teleconferencing via CODEC (coder-decoder) technologies is the latest addition to electronic learning at PCC. The CODEC basically allows PCC to exchange video/audio signals anywhere in the world with anyone who has CODEC technology. This system is similar to ITV, however the video on multi-point connections (three or more sites) is switched according to audio signals. CODEC teleconferencing allows agencies/institutions to purchase time to conduct meetings or classes with others without anyone leaving their home location. Instead of driving or flying across the state or country, individuals can schedule a CODEC teleconference and meet electronically, saving money and time.

# **Financial Aid & Costs**

**Financial Aid & Costs**

# Schedule of Tuition and Course Fees, 2004-2005

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 fees for Kansas residents:

2005-2006: \$40/Cr. Hr. + \$29 fee per credit hour  
An additional \$50 per semester is charged for students who are not residents of Pratt County.

Tuition and fees for Non-Residents of Kansas (Out-of-State):

2005-2006: \$40/Cr. Hr. + \$29 fee per credit hour  
An additional \$100 per semester is charged for out of state.

Tuition and fees for International Students:

2005-2006: \$83/Cr. Hr. + \$29 fee per credit hour  
An additional \$150 per semester is charged for international students.

*Costs are subject to change without prior notice. A current listing of tuition and fee charges is available in the office of admissions and registrar, the financial aid office or the business office.*

## Tuition and Fee Payment Policy

All students are required to pay in full all charges for tuition and fees 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 verification will be required to pay only the difference between the amount authorized and the amount due by the beginning date of classes.

## Tuition and Fee Refund Policy

**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, credit card, or valid check. Official withdrawal is defined by the date the withdrawal form is received from the Registrar. Refunds will be made to eligible students within twenty (20) working days of the official withdrawal date.

The date the withdrawal form is filed with the cashier will determine the percentage of refund due (see below). Add/Drop forms are available in the Office of the Registrar.

**Students Receiving Federal Financial Aid** - Financial Aid recipients are subject to pro-rata or federal refunds and repayments per Federal Regulations 668.22. Refunds and repayments will be calculated in accordance with worksheets developed by the National Association of Student Financial Aid Administration. Refunds will be calculated and disbursed to the appropriate Title IV programs as directed by federal law within 30 days. Federal regulations change frequently; therefore, the Pratt Community College policy is subject to change. If changes do occur, students will be notified as to effective dates.

### 1. **Full-time Students** (Enrollments of 12 hours or more)

#### **Registration Week**

100 percent refund of tuition and fees on classes dropped during the week of registration.

#### **First Full Week of Class**

50 percent refund of tuition and fees on hours dropped by the end of the first full week of classes. A drop fee is charged.

### **Second, Third and Fourth Full Weeks of Class**

No tuition and fee refund.

Equal trade of tuition and fees on hours dropped/added before certification date (20th day of classes).

Drop fee is charged if net result is equal or fewer hours.

### 2. ***Classes of Less Than Seventeen Weeks***

No refund will be given after attending class session. Drop fee is charged.

Equal trade of tuition and fees on hours dropped and hours added before certification date published in the course schedule. Drop fee is charged if net result is equal or fewer hours.

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

## **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. PCC participates in student financial aid programs funded by the federal government. In addition, more than \$100,000 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.

## **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, grade-point-average, ACT scores, and personal recommendations. Recipients must enroll in a minimum of 16 credit hours each semester and maintain a specific cumulative grade-point-average to ensure continuance of the scholarship unless otherwise determined by the college. Service-area scholarships are available for part-time students in Barber, Comanche, Harper, Kingman, Kiowa, and Stafford counties. All returning students must reapply for scholarships.

All students receiving scholarship monies in the amount of \$500 or more will be required to maintain 16 credit hours per semester in order to retain the scholarship dollars, unless and exception is made by the administration in isolated cases with just cause. Student in the Nursing Program are excluded from this requirement.

## **How to Apply for Scholarships**

Applicants for an academic scholarship must submit a formal application to the Financial Aid Office. Supporting documents include a transcript of high school grades and ACT results (recommended but not required). Scholarships awarded covering tuition are limited to a maximum of 18 credit hours per semester. Fees are not paid by scholarships. The scholarship

application and any reference material should be mailed to Financial Aid Office, Pratt Community College, 348 NE S.R. 61, Pratt, KS 67124.

## **Federal Financial Aid Programs**

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

## **How to Apply for Federal Financial Aid**

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

1. Complete and forward an application for admission.
2. Complete the Free Application for Federal Student Aid online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), submit the form to the processor or send it to PCC Financial Aid Office with signed copies of federal tax returns for electronic submission.

## **Financial Aid Deadlines**

In order to provide efficient student service and receive timely payment of tuition, fees and other charges, Pratt Community College requires students that are planning on using financial aid for payment of PCC charges to have completed financial aid package submitted to the processor by August 1 using FAFSA online at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov). This will allow the Financial Aid office to receive specific aid amount for students. 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. If the student has additional funds after all charges have been paid, he/she will be given a voucher to allow charges for books up to the amount of the remaining funds.

Students who enroll after August 1, will be required to pay their balance in full prior to the start of classes. These students will not be allowed to charge books to their student accounts. Any refund due will be made on the 50th day when financial aid is distributed.

All students must have all Fall Semester financial aid documentation completed by September 15. Or pay any balance remaining at that time in full. 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 financial need.

Have a high school diploma, a GED, or the ability to benefit from the program or training offered. See the financial aid administrator for more information.

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 at least half-time, except for the campus-based programs and service area scholarships.

Be a U.S. citizen or eligible non-citizen. Check with the financial aid administrator for categories of eligible non-citizen.

Make satisfactory academic progress.

Sign a statement of educational purpose/certification statement on refunds and default.

Sign an Anti-Drug Abuse Act Certification.

Sign a statement of updated information.

Sign a statement of registration status.

## **Federal Supplemental Education Opportunity Grants (FSEOG)**

FSEOG grants are for the student with exceptional financial need who without the grant would be unable to continue his or her education. The grant is not a loan and need not be repaid. An FSEOG may be matched with an equal amount of other qualifying aid. The grant may not exceed one-half of the student's financial need.

## **College Work-Study Program**

The College Work-Study Program provides jobs for a student who has a financial need and wishes to work while in college. Earnings from these jobs are expected to be used to meet the student's educational expenses. Job assignments may be at various campus work stations or at off campus community service locations, and the type of work will vary with the requirements of the position. A student is eligible to earn up to the award amount. In arranging a job and determining how many hours a week the student may work under this program, the financial aid officer will take into account: (1) the student's NEED for financial assistance, (2) the student's class schedule, and (3) the student's declared major. Students will receive the minimum wage set by federal regulation for the College Work-Study Program.

## **Federal PELL Grants**

PELL Grants are intended to be the financial base for all students applying for federal financial aid. Other forms of aid may be added to the PELL Grant to meet a student's total financial need. Students wishing to apply for any form of aid must apply for the PELL Grant because it is the basis for determining all other aid awarded. The PELL Grant award is a grant and does not have to be repaid. The student must usually be enrolled on at least a half-time basis (six credit hours or more) to be eligible for the PELL grant. Eligibility and the actual amount of the student's award are determined by the U.S. Department of Education on the basis of the student's own financial resources coupled with the student's family's resources and the total appropriation allotted by the federal government for the program for each academic year.

## **The Federal Stafford Student Loan Program**

The Stafford Student Loan Program enables students to borrow directly from a bank, credit union, savings and loan association or other participating lenders. The maximum amount for any student is set by federal law. Promissory notes are required, and eligible amounts are calculated by the Financial Aid Office.

**SUBSIDIZED** - The U.S. Department of Education will pay the lender the interest that is due during the period when the borrower is at least a half-time student at an eligible institution, plus the typical 6-month grace period before repayment begins. The U.S. Department of Education will also pay the interest during periods of authorized deferments. Repayment of the loan must begin six months after a student ceases to be at least a half-time student. Minimum \$50 monthly payments are required, and the repayment plan may be extended to 10 years. Information and application forms are available from schools, colleges, lenders, and the U.S. Department of Education. Loans will be canceled due to death or total disability. Deferment or cancellation provision information is available from the lender or guarantor.

**UNSUBSIDIZED** - This program allows all students, regardless of income, access to a guaranteed student loan. The interest rate, loan limits, and repayment grace period are the same as subsidized loans. The difference between a subsidized loan and an unsubsidized loan is that the student is responsible for paying the interest while in school. Interest payments can be paid monthly or quarterly, or can be capitalized. A student must apply for the Federal PELL Grant and be considered for the subsidized loan first.

## **Federal PLUS Loans**

PLUS Loans are for parents who want to borrow to help pay for their children's education. Like Federal Stafford Loans, parent loans are made by a lender such as a bank, credit union, or savings and loan association.

PLUS loans have variable interest rates which are adjusted each year. The interest rate for each loan is shown on the promissory note, signed by the borrower when the loan is made. Repayment begins immediately.

## **Minimum Academic Progress Requirements for Financial Aid Recipients**

In accordance with the U.S. Department of Education regulations (Public Law 94-482), a student receiving federally funded financial assistance must be "making measurable progress toward the completion of his/her course of study" in order to continue receiving financial assistance.

A student at Pratt Community College is making progress toward the completion of his/her course of study provided the student is "in good standing."

## **Financial Aid Probation (Qualitative Measure)**

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

1. If his/her cumulative GPA after he/she has attempted six or more credit hours is less than the following:

|                 |     |
|-----------------|-----|
| 6-11            | 1.5 |
| 12-22 inclusive | 1.6 |
| 23-32 inclusive | 1.7 |
| 33-44 inclusive | 1.8 |
| 45-55 inclusive | 1.9 |
| 56 and above    | 2.0 |
2. If, in transferring to PCC, his/her cumulative GPA at all colleges and universities does not meet the requirements listed above (if he/she attempted fewer than six credit hours, the minimum tabular requirement of 1.5 will apply).
3. If full-time, he/she receives 6 or more hours of withdrawal (official and/or insufficient attendance) grades during a term and does not successfully complete at least 12 hours of credit for his/her term. If part-time, he/she

does not successfully complete the number of hours for which financial assistance was received.

4. If, at the end of two academic years of full time attendance, the student does not have at least a 2.0 GPA.

Time frame for completing the course of study:

|  |    |    |    |    |    |     |
|--|----|----|----|----|----|-----|
| Academic semesters completed (Full time)     | 1  | 2  | 3  | 4  | 5  | 6   |
| Percentage of credits successfully completed | 16 | 31 | 48 | 66 | 83 | 100 |

Maximum time frame limits are established according to attempted hours. Time frame limits for all financial aid recipients regardless of enrollment status will be calculated using attempted hours. The formula below will be used to calculate maximum time frame limits. Examples:

- \*Associate Degree seeking students (64 credit hours) must complete their educational program within 96 attempted credit hours.
- \*Total credit hours required for a degree or certificate multiplied by 150% equals maximum attempted credit hours for completing an educational program.

NOTE: All credit hours attempted, whether or not they are completed or passed, are counted toward the maximum time frame limit.

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

1. A full-time student must complete a minimum of 12 semester hours with at least a 2.0 GPA for all hours completed in the probationary term.
2. A part-time student must complete at least the number of hours for which financial assistance was received with at least a 2.0 GPA for all hours completed in the probationary term.

## Grades for Financial Aid Calculation

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

|                              |                                  |
|------------------------------|----------------------------------|
| A-Excellent Achievement      | 4 grade points per semester hour |
| B-Above Average Achievement  | 3 grade points per semester hour |
| C-Average Achievement        | 2 grade points per semester hour |
| D-Below Average Achievement  | 1 grade point per semester hour  |
| F-Failing Achievement        | 0 grade points per semester hour |
| I-Incomplete                 | 0 grade points per semester hour |
| W-Withdrawal                 | 0 grade points per semester hour |
| P-Passing work, credit given | 0 grade points per semester hour |
| NC-No credit                 | 0 grade points per semester hour |

*When an instructor determines that a student's grades are unsatisfactory, the instructor notifies the Advising Office of the determination. The Advising Office forwards the notification to the student and the Financial Aid Office. The Financial Aid Office informs the student of the importance of maintaining satisfactory academic progress, and the Financial Aid Office notifies the student that he/she may lose federally funded assistance.*

## Repeating a Course

A student receiving federally funded financial assistance may repeat a course in order to improve his/her grades. The later grade is credited and used in computing the grade-point-average. A repeated course will not be permitted as a course of study for the purpose of calculating federally funded financial assistance. Students in this situation have the opportunity to submit a Financial Aid Appeal.

## **Termination of Financial Assistance**

A student on probation receiving financial assistance and unable to meet the appropriate condition above shall be terminated from financial assistance. A student on probation may be dropped at any time for failure to attend classes or failure to make satisfactory progress in his/her studies.

If at any time after receiving financial assistance a student withdraws or discontinues class attendance in 75 percent or more of enrolled classes, he/she shall be terminated from financial assistance. Students in this situation have the opportunity to submit a Financial Aid Appeal.

## **How to Regain Eligibility**

If a student is denied aid because of lack of progress, courses must be taken at the student's own expense until the minimum GPA requirement is met. A review of the student's academic progress is made at the end of each semester.

## **Reinstatement**

A full-time student who has been terminated from financial assistance may be eligible for reinstatement of financial assistance if he/she completes a minimum of 12 semester hours with at least a 2.0 GPA for all hours completed in a given term. If part-time, the student must complete at least six hours with a minimum 2.0 GPA for all hours completed in a given term.

## **Financial Assistance Appeal Process**

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

## **Notification of Awards**

Notification of awards will be in the form of a tentative award letter mailed to the student as soon as need-analysis information is received and awards are packaged in the Financial Aid Office. Final award letters will be provided to students at the time of disbursement. For those students whose files are complete, disbursement of financial aid will be made approximately 50 days following the beginning of each semester. Aid is awarded for only one academic year (fall, spring, summer); students should reapply during the spring term for aid for the following school year.

The Financial Aid Office at Pratt Community College welcomes all inquiries regarding financial aid. Whenever possible, personal interviews are encouraged to discuss individual financial circumstances. Address inquiries to: Director of Financial Aid, Pratt Community College, 348 NE S.R. 61, Pratt, KS, 67124.

## **Scholarships & Grants**

**Above & Beyond**

Full tuition and books plus \$500 stipend per semester  
To qualify for consideration, a new applicant must achieve a minimum of 26 on the ACT composite. If that score has been achieved, the applicant must then meet or exceed two of the three following criteria:

1. Must have an ACT composite score of 27 or higher
2. Must have a minimum high school GPA of 3.75 or higher
3. Must rank in the top 10% of his/her high school class

#### **Board of Trustees Scholarship**

Full tuition (in-state)

1. Awarded to employees, their spouses, and their unmarried children living at home

#### **Departmental Scholarships**

Award varies

1. Must meet criteria established by each department

#### **Pratt County High School Senior Grant**

This grant was established by the Pratt Community College Board of Trustees to provide tuition assistance for all Pratt county graduating high school seniors the academic year immediately following graduation in May. The Pratt County Senior Grant will entitle the student to \$350 per semester for four consecutive semesters. The student is responsible for the remainder of tuition, fees and book costs. Students may apply for other scholarships offered by the college.

## **Foundation Scholarships**

These are scholarships, which are funded by individuals or businesses. Usually, but not always, they are memorials and are awarded at the discretion of the donor. There are many that are academic major or county specific.

#### **LaVern Eckles Scholarship**

This scholarship is awarded to eligible students pursuing an agriculture/rodeo degree or certificate. Student must be a resident of Pratt or Barber County with a 3.0 GPA or better.

#### **J. C. Lemon Memorial Scholarship**

Established by the Lemon family, these scholarships support agriculture and agriculture-related industrial arts programs of the college.

#### **Paul N. Shriver Memorial Scholarship**

These scholarships are presented each year to eligible students majoring in agriculture.

#### **Winnie J Bare, Lou and George Eubank Scholarship**

This scholarship is awarded to a nursing student with a "B" average.

#### **Delphine Eubank Nursing Scholarship**

This scholarship is awarded to an eligible student pursuing a nursing degree.

#### **Dr. Thomas Hicklin Memorial Scholarship**

This scholarship is awarded to an eligible student pursuing a nursing degree. Student must be

a resident of Barber or Pratt County or the PCC service area, preference to students that show financial need.

**Clarence and Hazel Beck Scholarship**

This scholarship is based on financial need and academic performance and is open to any student, majoring in any field of study.

**Margaret Brant Leak Scholarship**

This scholarship is awarded to an eligible student pursuing a nursing degree.

**Victor and Thelma Cummins Scholarship**

This scholarship is awarded to an eligible student pursuing an Art, Music, Elementary Education or Vocational degree.

**Stanion Powerline Scholarship**

This scholarship is awarded to an eligible student pursuing electrical power-line technology.

**Jud and Bobbe Stanion Scholarship**

This scholarship is open to any field of study.

**Donald L. Woods Memorial Scholarship**

This scholarship is awarded to an eligible student pursuing electrical power-line technology.

**Quentin Don Clark Scholarship**

This scholarship is awarded to an engineering technology student.

**Vernon M. Wegerer Family Scholarship Fund**

This scholarship is awarded to an eligible student pursuing a degree (preference to pre-engineering students). Students should demonstrate that they have participated in leadership roles in multiple activities while in high school. Preference will also be given to students with a farm background.

**Alma Gates Scholarship**

This scholarship is awarded to an eligible student pursuing an education degree. Student should be a resident of Pratt County.

**Virgil Miles Scholarship**

This scholarship is based on financial need and academic performance and is open to any student pursuing any field of study (preference to science students).

**Harry Darby Foundation Scholarship**

This scholarship is awarded to a student with a 3.0 GPA during their last 2 years in high school and who displays leadership, citizenship and good moral character. This scholarship is open to any student pursuing a departmental degree.

**Evelyn Schrepel Scholarship**

This scholarship is awarded to any eligible student. Preference is given to Music students.

**B.V. Hampton Memorial Scholarship**

This scholarship is awarded to a student with a 2.8 or better GPA. Preference is given to students majoring in pre-law, political science or history.

**Pratt Well Service Scholarship**

This scholarship is open to any field of study.

**Margaret Watson Family Scholarship**

This scholarship is awarded to an eligible female student pursuing a departmental degree or certificate. Preference is given to students who reside in Kingman County.

**Glenn McCaslin Scholarship**

This scholarship is awarded to a student that displays good moral character.

**Miriam Eads Scholarship**

This scholarship is open to any field of study.

**Vesta Bass Memorial Scholarship**

This scholarship is open to any field of study.

**Ed and Effie Peachey Scholarship**

This scholarship is open to any field of study.

**Fred and Mary Haas Scholarship**

This scholarship is awarded to an eligible student pursuing an auto technology degree or certificate.

**John D. Megaffin Memorial Scholarship**

This scholarship is open to any field of study.

**Amanda Beck Art Scholarship**

This scholarship is awarded to an eligible student pursuing an art degree. Preference is given to students who reside in Pratt County.

**Jack Montei Memorial Tennis Scholarship**

This scholarship is awarded to an eligible freshman tennis player.

**Dell Barbour Memorial Scholarship**

This scholarship is awarded to a Kiowa County student with a 3.0 or higher GPA.

**PCC Trustees' Scholarship**

This scholarship is open to any field of study.

**George T. Chandler Nursing Scholarship**

This scholarship is awarded to an eligible student pursuing a nursing degree.

**Delmar Riney Memorial Scholarship**

Students must demonstrate outstanding academic performance. This scholarship is open to any field of study.

**Homer F. Davault Memorial Scholarship**

This scholarship is open to any field of study.

**Benson Family Scholarship**

This scholarship is open to students participating in fine arts.

**Patrick and Mary Gordon Scholarship**

This scholarship is awarded to eligible students pursuing a business or marketing degree.

**Rod and Kay Lesh Scholarship**

This scholarship is open to any field of study.

**Mildred H. Ahrens Nursing Scholarship**

This scholarship is awarded to an eligible student pursuing a nursing degree.

**Dr. James and Mary Ann VanBlaricum Scholarship**

This scholarship is open to any field of study.

**Wojciechowski Family Scholarship**

This scholarship is open to any field of study.

**Clay D. and Lois I. Woolfolk Scholarship**

This scholarship is open to any field of study.

**Ashton Community Scholarship**

This scholarship is open to any field of study.

**Dennis Lesh Scholarship**

This scholarship is open to any field of study.

**Robbins Family Scholarship**

This scholarship is open to any field of study.

**Gertrude Bonecutter Scholarship**

This scholarship is open to any field of study.

**Vernice F. Hopkins Pratt Art Association Scholarship**

This scholarship is awarded to a student pursuing an art degree.

**Floyd J. Wagner Nursing Scholarship**

This scholarship is awarded to an eligible student. Preference is given to students pursuing a nursing degree.

**Jaycees Scholarship**

This scholarship is awarded to an eligible student majoring in Nursing, Education or Diesel Mechanics.

**Thayer Carmichael Memorial**

This scholarship is awarded to an eligible student with at least a 2.5 GPA who plans a career in education and plans to transfer to a university. Preference is given to students majoring in history or social science who are first generation college students.

**Harold Cook Memorial Scholarship**

This scholarship is awarded to an eligible student with at least a 2.5 GPA, preference to students that show financial need.

**Ronald Lesh Scholarship**

This scholarship is open to any field of study. Preference is given to a student athlete.

**Winona Lesh Scholarship**

This scholarship is open to any field of study. Preference is given to a student athlete.

**The Faculty Endowed Scholarship**

This scholarship is awarded to a sophomore student with a 3.0 GPA with a recommendation from a faculty member or a 2.50 GPA with recommendations from two faculty members.

**70's Something Scholarship**

This scholarship is awarded to a student with a B average GPA. Preference is given to a child of PCC 1970's alumni.

**Trent Whipple Memorial**

This scholarship is awarded to a student athlete who participates in Rodeo while at PCC.

**Ricky Byrdsong Memorial**

This scholarship is awarded to a student athlete who participates in Men's Basketball while at PCC.

**Centera Bank Scholarship**

This scholarship is awarded to a full-time freshman, with a minimum 2.5 GPA. Preference is given to Kiowa County residents.

**WBG Nursing Scholarship**

This scholarship is awarded to a nursing student from Kingman County.

**Boris Zdravkovic Scholarship**

This scholarship is awarded to an international student who is involved in athletics or nursing.

**Christine Lunt Scholarship**

Scholarship stipulations are being created for this award.

**Briant Hardesty Memorial Scholarship**

This scholarship is awarded to student who with good academic progress, who shows good citizenship and leadership skills.

**Educational Support Professionals Scholarship**

Scholarship stipulations are being created for this award.

**Harlan and Nora Blachly Scholarship**

Scholarship stipulations are being created for this award.

**Iona Hardesty Memorial Scholarship**

This scholarship is awarded to student who with good academic progress, who shows good citizenship and leadership skills.

**Irene Elliott Krueger Scholarship**

Scholarship stipulations are being created for this award.

**Kay Moyer Lesh Scholarship**

Scholarship stipulations are being created for this award.

**L.V. And Ora Knight**

This scholarship may be awarded to a student with an interest in nursing, but is not limited to that curriculum.

**Ronald and Winona Lesh Scholarship**

This scholarship will be awarded to a student athlete.

**Russell and Florence Regnier Jump Scholarship**

Scholarship stipulations are being created for this award.

**Stratford Family Scholarship**

Scholarship stipulations are being created for this award.

**Transfer Scholarships****Floyd Carpenter Memorial Scholarship**

Graduates of Pratt Community College who plan to continue their education as music majors at a college or university are eligible to apply for this scholarship.

**William Novotny Family Scholarship**

This scholarship was established by the Novotny family of Sawyer, Kansas, to aid a woman, graduating from PCC, in continuing her education at a college or university. Candidates must be full-time students who reside in south central Kansas. Academic achievement and service are taken into consideration.

**Laura E. Porter Trust Scholarship**

This scholarship was established by Laura E Porter of Pratt, Kansas, to aid young men,

graduating from PCC, in continuing their education at a college or university. There are two phases to the scholarship:

1. An outright financial award is made to selected 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.
2. There is also a loan privilege. Any PCC male graduate wishing to continue his education beyond the community college level and needing money to do so may make application for a loan. Information may be obtained in the Financial Aid office.

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

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

**Student  
Services**

**Student Services**

## **Services for Students**

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

## **Student Activities**

Student Activities at Pratt Community College are developed using student development theory. Realizing that students spend more than half of their time outside of the classroom, activities are planned which will help them develop and mature. Activities fall into three major areas: social, recreational, and academic/personal development. Theme weeks, such as Welcome to the Dam Week, Beaver Fever Week and Rodeo Week add to the fun of student activities. In addition, Responsible Behavior Initiatives (RBIs) are hosted each month to discuss a topic concerning students. Pratt Community College is home to a variety of clubs and organizations. Each one is different so there is bound to be a club for everyone.

## **Student Recreation Center**

The Student Recreation Center is located on the lower floor of the Riney Student Conference Center. Students can play pool, ping pong, miniature basketball, foosball, darts, putt putt golf, board games, cards and nintendo. A television and several vending machines are also available. Students should feel free to take advantage of the Student Recreation Center between classes and make it a place to relax with friends. Popcorn is often available for students, faculty, staff and visitors.

## **Academic Excellence Challenge Team**

Academic Excellence Challenge is a state-wide College Bowl type of competition for Kansas community college students. Each community college is eligible to certify a six-member team for the annual competition series. Scholarships are available for qualifying students.

## **Art Exhibitions**

The college art gallery, located in the commons area of the main building has 10 exhibitions each academic year. The exhibits include a variety of mediums and techniques. The Central States Exhibition is an annual juried art show featuring the work of contemporary artists from eight states. Visiting artists often do lectures, gallery talks, demonstrations, or workshops in conjunction with their exhibit.

## **Athletics**

Intercollegiate sports for men include basketball, baseball, rodeo, track, golf and cross-country. Women participate in volleyball, basketball, track, softball, cross-country, golf, dance and rodeo. Pratt Community College competes in the Jayhawk Conference of the National Junior College Athletic Association and in the Central Plains Region of the National Collegiate Rodeo Association. In addition to the Dennis Lesh sports arena which seats 2,500, PCC has one of the finest rodeo facilities in the state, featuring both the Agricultural Activities Center and Huffman Outdoor Arena. Stanion Field, for baseball, seats about 500. The softball team competes at Jerry Angood Field in Pratt's Lemon Park. The golf teams practice at Park Hills Golf Club, an 18 hole private facility.

## **Christian Challenge**

The purpose of the Christian Challenge is to assist in fulfilling the mission of the church to lead students and others in the academic community to faith in God, to guide them in Christian

growth and discipleship, and to involve them in responsible church membership.

## **Drama**

The drama department presents public productions each year. In the fall, a play is produced and each

## **Royal Ember Magazine**

A large staff and emphasis on a quality publication combine to make this student magazine a learning activity. Students gain experience in desktop publishing, reporting, photography, and layout and design. *Royal Ember* is published in the fall and spring semesters.

## **Block & Bridle**

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

## **Club International**

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

## **Intramurals**

An active intramural program has been a priority at Pratt Community College, adding to both the educational experience and enjoyment of the students. A wide variety of year-round activities are planned for men and women including co-recreational Intramurals. Although friendly competition is encouraged by awarding top-performing teams, participation is the key ingredient stressed by Intramurals. Activities include co-ed softball, volleyball, bowling, basketball, 3 on 3 basketball, roller hockey, pheasant hunting, billiards and any other valid activities suggested by the student body.

## **Beaver Media Group**

The Pratt Community College Beaver Media Group is affiliated with the Kansas Associated Collegiate Press and its national parent organization, The Associated Collegiate Press. The purpose of the Beaver Media Group is to promote quality journalistic skills and to protect the First Amendment rights of student journalists. Beaver Media Group members are introduced to all phases of news/magazine production. Interviewing skills, deadlines, advertising, etc. are stressed during meetings with speakers. Promoting communications throughout campus is stressed.

## **Music**

The music department features four major performing groups: choir, Encore, and pep and jazz bands. The ensemble program is an added attraction with ensembles forming each fall. Lessons are available for piano and voice. Public performances are presented each semester.

## **Phi Theta Kappa**

PTK is an International Community College Honor Society whose members are chosen on the basis of scholastic achievement, leadership abilities, 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 grade-point-average.

## **Residence Hall Association (Hall Council)**

Hall Council is an organization whose membership is available to all students who have fulfilled all residence hall application requirements and who are in residency. The purpose is to work to enhance the educational experience of its members by providing and promoting a positive living environment for all residents.

## **Rodeo Club**

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

## **Student Ambassadors**

The Student Ambassadors is a select organization of students who serve as hosts and hostesses at a variety of Pratt Community College functions, such as building dedications, open houses, presidential dinners and receptions, commencement, and alumni gatherings. Members of the group are available to assist in giving tours of the campus to campus visitors and distinguished guests of the college. Those interested should apply through the Student Services office.

## **Organization of Student Nurses (OSN)**

This organization involves all students who are admitted to the nursing program. Members are encouraged to join the Kansas Association of Nursing Students (KANS) and the National Student Nurse Association (NSNA), and to attend the state and national conferences of these associations. The organization sponsors the Lamplighting Ceremony, which is held prior to graduation each year to symbolize the entry of the nursing graduates into the profession of nursing.

## **The Beaver Tale Newspaper**

*The Beaver Tale* staff members have a finger on the pulse of college life. Staff members gain experience in as many areas as they choose, including reporting, advertising sales, photography, desktop publishing, and layout and design. *The Beaver Tale* is published 13 times per year, with a special summer edition centered around the Miss Kansas Pageant Media Workshop.

## **Vocational Industrial Clubs of America**

VICA is an organization designed for students interested in careers in trade and industrial fields. Members receive job-related instruction and leadership training.

## **Campus 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 8a.m.-5p.m. (Hours are subject to change.) The bookstore is located in the Riney Student Conference Center.

## **College Health Services**

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. Costs for use of student health services are included in student fees. 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. A nurse practitioner is also available on part-time basis for other services.

## **College 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. There are three meals offered Monday through Friday. Two meals, brunch and dinner, are offered on Saturday and Sunday. Three meal plans, including 19, 14, and 10 meal options, are available. Unlimited seconds 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 at all possible.

## **Student ID Cards**

Students may be issued an ID card as part of the enrollment process, however, it is the student's responsibility to obtain (or make arrangement to receive) the card with the Office of Admissions. Students are not charged for student ID cards unless the student must replace the card due to loss or damage. Students are issued an ID card through the Office of Admissions at the time of enrollment/registration. Student unable to visit the Office of Admissions may request a non-photo ID card by contacting the Office of Admissions and an ID card will be sent to them. ID cards of resident students moving off campus are deactivated from the security system, however, their cards are not collected unless disciplinary or other circumstances prevail.

## **Student Right to Know**

In compliance with the Student Right-to-Know/Campus Security Act and the Jeanne Clery Disclosure of Campus Security Policy/Campus Crime Statistics Act, it is the policy of Pratt Community College to make readily available to all prospective/current students and college staff the following information on an annual basis:

The completion or graduation rates of all full-time, first-time certificate or degree seeking undergraduate students, as well as the average completion or graduation rate of students who have received athletically-related student aid (data from IPEDS Graduation Rate Survey [Spring Collection Period], Pratt Community College).

The disclosure of crime statistics within specific classifications and arrests indicating reported incidents as required by law.

## **Graduation Rates**

The completion or graduation rate of all first-time students who entered Pratt Community College on a full-time basis in the Fall of 2001 is 36%.

## **Crime Statistics**

Crime statistics and other information related to Pratt Community College may be viewed at <http://nces.ed.gov/ipeds/cool/GRS.asp?UNITID=155715>

# Residence Life

Residence Life

## **Residence Life - Housing**

The college recognizes the importance of housing as a part of the total educational process. College housing is made available to students so that they may experience another cultural environment and other social opportunities which play a vital part of the college experience. One of the valuable aspects of a college education is the opportunity to meet students of varied cultures and interests. By the mutual exchange of views students learn from one another, gain different perspectives and new ideas, and enhance their experiences in human relations. Research has provided information that students living in college housing tend to have higher overall grade-point-averages and tend to become more involved in campus activities.

## **Residence Requirement**

The Pratt Community College Board of Trustees policy mandates that all students receiving a free books and tuition scholarship (12 credit hours or more) are required to live in college residence halls. Those students on partial scholarships may be required to live in the residence halls according to the total scholarship dollars received. The random selection shall be according to the total scholarship dollars received. Students may be exempt from being required to live in college residence halls if they meet one of the following criteria: 1) are married 2) are 21-years-old - by the day the halls open for the fall or spring academic semester 3) live with parent(s) or legal court appointed guardian of legal age or other immediate family 4) have a handicap that cannot be accommodated or 5) have lived in Pratt County a minimum of two years and established residency. A copy of the policy and procedures is available from the coordinator of residence and student life or the registrar.

Annually, on April 15, the administration will determine if sophomore students receiving scholarship awards for the next year will be required to live in the residence halls. Recruiting and retention figures will be the basis for this decision.

If the residency requirement is waived for sophomore students, each student will be asked to complete a form declaring his/her intention to be released from the residence hall. Students will have five (5) days to complete and return the form to the coordinator of residence life. Sophomore athletes are required to obtain the permission of their coach to live off campus each semester.

The Coordinator of Residence Life will begin collecting data on the number of students living off campus each semester.

Residence hall contracts are collected from March 1 through the beginning of each semester. Occupancy is based on a first-come, first-serve basis. The date the Coordinator of Residence Life receives the contract is used to determine placement. Priority is given to: 1) returning students declaring their intention to return by May 15 2) incoming students and 3) other returning students.

A waiting list will be developed when occupancy limits are reached. The waiting list is maintained by the Coordinator of Residence Life. Students are notified immediately when openings are available.

Campus housing is available on a first-come, first-served basis, pending available space.

## **Residence Hall Objectives**

PCC provides on-campus housing for reasons that relate to the educational and developmental needs of the students. The residence hall is considered an adjunct to the educational program, providing students with important learning experiences not otherwise available through the instructional classroom. Through on-campus housing, students have the opportunity to learn citizenship and leadership training, sensitivity to the consideration for the needs of others, and the formation of a value system in harmony with our western civilization. Personal growth and development of the individual student are promoted through group activities within the living/learning environment.

Research on the effects of on-campus housing show more positive growth intellectually, culturally, and socially demonstrated by residents of on-campus housing as opposed to commuters and those who live off-campus. Furthermore the greatest change in students comes during the first two years.

### ***Pratt Community College provides on-campus housing for students in order to:***

Meet the individual needs of students for adequate, economically beneficial housing;

Contribute to the intellectual, cultural, social, and value development of students;

Provide important learning experiences and opportunities for students beyond the instructional classroom.

To meet the goals and objectives of on-campus housing, Pratt Community College will:

Provide residence halls that are comfortable, economical, functional, clean and adaptive to students' needs;

Provide a residence hall environment that fosters student development;

Provide a staff who can identify students needs, aid students in recognizing their own needs, and foster an environment to meet those needs.

Residence life offers you the opportunity to experience social interaction with others from different environments. You will learn about community living (living together, getting along with others). We encourage you to get involved in the residence hall activities by becoming an active member. Many opportunities are available in which you may participate: Hall Council, intramurals, etc. Remember, the more you put into your living here, the more you will get out of it.

## **Facilities and Services**

On-campus living facilities are currently available for 282 students. On-campus housing includes free cable television hookup, hall lounges, vending machines, microwaves, telephone service, and coin-operated washers and dryers. Activities designed for those living in the residence halls are conducted throughout the year including: special food nights, dances, seasonal events, and other educational activities.

## **Handicapped Accessibility**

Facilities are available to meet the needs of handicapped resident students requiring specialized housing. They should contact the Coordinator of Residence Life.

## **Living Facilities**

All living facilities are air conditioned. Each room is equipped with twin beds, chest of drawers, study desks with chairs, clothes closets and mirrors. When you check in, the Coordinator of Residence Life/Resident Supervisor or Resident Assistant will inspect the room with you, and if there are any discrepancies, they will be noted. You are responsible for your room and its cleanliness, all of the furnishings, windows, screens and doors. Beds, mattresses and chairs (Should an item in your room become damaged or appears to be damaged when you move in contact your Coordinator of Residence Life/Resident Supervisor immediately.) are to remain in the same room.

## **Extra Furnishings**

Students are not authorized to bring any electronic items of \$50 or more in value without bringing the make and model of the item to the hall staff on check-in day. Clocks, lamps, stereos, radios, televisions, microwaves, refrigerators, and blow dryers are permitted in the rooms. Halogen lamps are prohibited.

## **Telephones**

Each room is equipped with access to a telephone line. Residents may make and receive local calls, collect calls, and credit card calls. Each resident is responsible for his or her telephone equipment and long distance charges. Damages to telephone outlet will be charged to the resident(s).

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

## **Laundry Facilities**

Laundry Room facilities are available and are to be kept clean at all times. Avoid leaving soiled clothes in your room. Washing facilities exist for the convenience of residence hall students only. Do not abuse the equipment. If washers or dryers do not work properly, contact the Coordinator of Residence Life/Resident Supervisor. All residents are expected to cooperate in helping keep these facilities clean.

## **Mail Service**

Each residence hall student will be assigned a mail box in the upper commons area of the main building. Mail will be distributed once daily when it arrives, usually by 11:00 a.m. There is a postal box outside the mail area where outgoing mail is picked up daily. Your mail should be addressed:

Name

Box # (not room number)

Pratt Community College (PCC)

348 NE S.R. 61

Pratt, KS 67124

## **College Food Service**

PCC contracts for food and dining services from an outside food service corporation. Services are provided for daily dining privileges in the college dining hall for employees, students and visitors. Catering services are also available for special functions hosted by the college or outside organizations. Students living in the residence halls are served meals in the relaxed and

informal atmosphere of the college dining room located in the Riney Student Conference Center. Residence hall residents are required to be on the meal plan. There are three meals offered Monday through Friday. Two meals, brunch and dinner, are offered on Saturday and Sunday. Three meal plans, including 19, 14, and 10 meal options, are available. Unlimited seconds 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 at all possible.

## **Tobacco Use**

Use of tobacco - both smoking and smokeless tobacco - is prohibited in the residence halls or any college building. Students will be dismissed from the residence halls for a second infraction and may face a loss of scholarships.

## **Maintenance**

All requests for new light bulbs, minor repairs, and electrical or plumbing problems should be reported to the Coordinator of Residence Life/Resident Supervisor. In case of an emergency, please contact staff immediately. Although there are custodial personnel for the general cleaning of the residence halls, students are responsible for cleaning and for dumping any trash in the proper dumpster located near each residence hall.

## **Parking**

Residence hall parking lots are provided for each residence hall. Anyone who drives an automobile must adhere to campus regulations governing such vehicles. It is the duty of the student to acquaint himself/herself with all campus regulations for vehicles. Bicycles, motorcycles, or vehicles of any types are not to be used on the sidewalks or grass areas of the campus. At no time are cars to be parked on the grounds around the residence halls. Vehicles without handicapped identification that are parked in designated handicapped areas may be towed at the owner's expense. Parking in a marked Dorm Parent spot will result in a ticket as well. Pratt Community College is within the city limits of Pratt, Kansas and is subject to those rules and regulations as well as those of the campus security. Vehicles must be properly licensed and insured to be located or driven on campus.

## **Health and Hospitalization Protection**

The college does not have a student health insurance program. Students who do not have health and hospitalization protection covered by their parents or spouse's policies are responsible for their own health insurance coverage, and the College assumes no responsibilities for health insurance plans.

## **Residence Hall Staff**

### ***Coordinator of Residence Life***

The Coordinator is delegated the responsibilities and duties necessary for administrative management of the residence halls and serves as supervisor for Scholarship Hall.

### ***Resident Supervisors***

The Resident Supervisors are responsible to the Coordinator of Residence Life. These supervisors are responsible for administration of Novotny Hall, North Hall, Porter Hall and Beck Hall. They are delegated the responsibilities and duties necessary to enforce all residence hall rules and regulations, to organize student governing bodies, and to develop programs for the residents. You are encouraged to consult the Resident Supervisor of your residence hall for advice and information on matters relating to hall policy.

### ***Resident Assistants (R.A.'s)***

Resident Assistants are students who have been selected to assist with the administration of the residence halls, their policies and standards. If you are interested in becoming a Resident Assistant, contact the Coordinator of Residence Life for information and an application. These R.A.'s are available to help you with any problems or emergencies that may arise. If you have any questions, ask your Resident Assistant.

## **Room and Board Contract Information and Responsibilities Contract Agreement**

The Contract is an annual agreement for the academic year. A deposit must remain on account at all times throughout the year.

### **Room Deposit**

A \$200 room deposit is required of every student moving into the residence halls. This deposit must be paid along with returning your Room and Board Contract properly completed and signed along with your health and personal information cards and a room will be reserved for the academic year, provided space is available. A \$10 fee, which is nonrefundable, will be used for hall programming. The remaining deposit balance is refundable if the following conditions are met:

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

Deposits are not to be used prior to checkout time to pay for damages, lost keys, etc. They will be refunded at the year's end within a reasonable period of time. The student will be responsible for the actual cost of repair or replacement in case of damage to the residence hall and/or College property.

### **Termination of Contract**

Conditions of the termination of the contract are explained in the contract. A residence hall resident may terminate the contract by giving written notice to the Coordinator of Residence Life. Right to refund is explained in the contract. The College explicitly reserves the right to cancel a contract either before or while the student occupies the room.

The criteria for termination includes the following:

Married

21 years old - by the day the halls open for the fall or spring academic semester.

Living with parent(s) or legal age and legal court appointed guardian and other immediate family members.

Have a handicap that cannot be accommodated.

Have lived in Pratt County a minimum of two years and established residency.

Students are expected to vacate and remove personal possessions within twenty four (24) hours upon termination. Personal property not removed at this time will be disposed of without liability to the College or its personnel. Those students on scholarship who either voluntarily or due to disciplinary reasons vacate the residence hall, shall forfeit their scholarships provided by Board Policy #600-11. The only exceptions to this policy would be if the student met any of the

criteria as set forth by PCC Board Policy.

## **Vacations**

With those exceptions involving mandatory participation in regularly scheduled school activities or approved circumstances with the Vice President of Students/Enrollment Management, no one will be allowed to reside in the residence halls during the following vacation periods: Thanksgiving, Holiday Break, and Spring Break.

## **Keys**

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 when you are away. If you should lose your key or key card, report the loss to the Coordinator of Residence Life/Resident Supervisor. A new key or key card will be issued once payment of \$15.00 (not to be taken from deposit) is collected. A new lock, if necessary for security purposes will be installed. There will be an additional \$50.00 charged should this be necessary. Please treat your key and key card as valuable possessions so as to avoid creating a problem for you, your roommate, and the College. Students are expected to carry keys and key cards with them at all times for safety and convenience reasons.

## **Room Assignment and Changes**

Every attempt has been made to honor requests for roommates and rooms from all applicants. Your room assignment will be made by the Coordinator of Residence Life/Resident Supervisor. Any student desiring to make a room or roommate change must get prior approval from the Coordinator of Residence Life/Resident Supervisor. Beds, mattresses and chairs are to remain in the same rooms as placed at the start of the school year. The Coordinator of Residence Life/Resident Supervisor reserves the right to reassign and/or consolidate occupancy of rooms at anytime. Whenever possible, residents are offered the opportunity to purchase their room as a single if a space exists. If several spaces exist and rooms aren't purchased as singles, consolidation of spaces is done by the staff. If you are having roommate problems, please see a staff member. At the back of this section is information on "How to..Get Along With Your Roommate."

## **Payments**

Room and Board payments are due according to the plan selected in the Room and Board Contract. Students who pay room and board costs, either partially or in full using financial aid such as loans and grants, should keep in close contact with the Business Office. If a problem exists concerning the payment, it is strongly suggested that the student visit with the Coordinator of Residence Life and the Business Office prior to the payment date. Any unpaid balance will be listed on monthly statements; however, each semester's balance must be paid in full before returning the following semester.

## **Checking Out of Residence Halls**

Any student moving out of the residence halls must use the following checkout procedures:

Inform the Coordinator of Residence Life/Resident Supervisor that you are moving out of the residence hall.

Make an appointment with the Coordinator of Residence Life/Resident Supervisor to go over the Room Inventory Form.

Clean room. This includes:

- a. Dusting desk, dresser, and shelves.
- b. Taking out any trash in the room.
- c. Removing tape or any foreign substance from walls.
- d. Vacuum or sweeping floor (including under your bed).
- e. Remove all personal items from room and hall.

Go over Room Inventory Form with Coordinator of Residence Life/Resident Supervisor after items listed in #3 are completed.

Turn in key and key card to Coordinator of Residence Life/Resident Supervisor.

Report to the Coordinator of Residence Life with written endorsement that steps 1-5 have been completed. \*

*A fine will be assessed for not properly checking out of the dorms with a member of the residence life staff.*

Your refund deposit will be mailed to you if one is to be received. If your deposit is forfeited, you will be notified of this as well as any other possible fines owed to Pratt Community College.

During finals week for spring semester students need to be checked out of the halls 24 hours after your last final.

The only exception for spring finals week is if you are graduating or assisting with graduation. Also, the above guidelines apply to residents during fall semester finals week who are not returning to the residence halls spring semester.

## **North and Scholarship Halls**

Each double occupancy suite is approximately 270 square feet in size. Private suites are approximately 180 square feet in size (North Hall ONLY). Double occupancy suites are provided with two single beds, a kitchenette with sink and associated cabinetwork with storage above. Microwaves and refrigerators are not provided, however, under counter and counter space allows for both. Double occupancy suites share a restroom area which includes a shower and toilet. Private suites include a similar restroom area. Suites also contain combination study/alcove/closet units to separate individual living areas. Computer and phone jacks and cable TV are provided in each suite.

For housing costs, please see your housing contract.

**Contract Deadline:** The priority deadline for contracts is April 15 for currently enrolled students and May 1 for incoming students. A housing contract, personal information card, health card, immunization records, and a paid deposit must be on file to secure a suite. A housing contract packet may be obtained from the Coordinator of Residence Life or the Office of Admissions in March.

**Occupancy:** Selection of residents for the hall will follow a ratio of 60% returning students and 40% new, incoming students. North and Scholarship Halls provide a more independent style of living for students. Students are expected to be responsible for maintenance of their living areas and honoring rules and regulations. Scholarship and North Halls consists of coed floors. Coed rooms are available for married couples only.

Scholarship occupancy priority is given to students meeting the following criteria:

Incoming students with a 3.0 g.p.a.

Returning students with a 2.75 g.p.a.

*Students living in either hall must have no record of disciplinary violations*

All campus buildings are tobacco, alcohol, and drug free environments.

Occupancy is open to full-time (12 hours or more) students, 18 years or older.

Occupants must follow all college rules & regulations outlined in the Student Handbook.

No children are allowed to live in the Hall.

Additional rules specific to Scholarship and North Halls will be provided at the time of occupancy. Residents of Scholarship and North Halls will be given one warning for breaking rules & regulations. The second violation will result in immediate dismissal from the Hall.

## **Beck Hall, Novotny Hall and Porter Hall**

Each of these facilities are located near the general classroom building. Beck Hall is located on the Northeast end of campus and contains 18 double occupancy rooms. Novotny Hall is located on the Northwest end of campus and contains 48 double occupancy rooms in a two-story design. Porter Hall is located between Beck Hall and North Hall and contains 8 double occupancy rooms. Each of these facilities have central restrooms and shower areas on each wing.

For a list of housing costs, please see your housing contract.

Occupancy: PCC reserves the right to make assignments and reassignments of accommodations. Students may request a room change only after approval from the Coordinator of Residence Life and within a pre-determined period of time. PCC reserves the right to require single occupants to move together. If sufficient space is available students may be given the option to pay for a private room at a charge of \$250 per semester. Housing is available on a first come, first served basis. Space is limited.

Building Rules & Regulations: The regulations and guidelines listed in the Student Handbook are intended as means for the protection of residence rights. It is the responsibility of every resident to be conscious of the rights and privileges of other residents. Violations may result in disciplinary actions, suspensions, or dismissal from the residence hall. Additional rules specific to the North and Scholarship Halls will be provided at the time of occupancy.

## **Rules and Regulations (Policy and Procedures)**

It is the responsibility of every residence hall resident to be conscious of the rights and privileges of other residents. The regulations and guidelines listed in this publication are intended as means for the protection of residence rights.

The Coordinator of Residence Life/Resident Supervisors 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 those guidelines of conduct not addressed with specific penalties and insubordinate attitude toward the Resident Supervisor, Resident Assistants, and/or Coordinator of Residence Life as well as other personnel working with the residence halls (including security, secretaries, maintenance, and food service workers) will result in the residence hall resident being referred to the Vice President of Students/Enrollment Management for disciplinary action which could result in the suspension from the residence halls and/or college.

Violations, against persons or property, and the state laws of Kansas or municipal ordinances of the City of Pratt, will result in dismissal from the residence halls.

All students are required to be enrolled as full-time (12 credit hours or more) students and to

remain in good standing in classes for the entire semester in order to continue residence in the residence halls.

If you are in a room where a policy is being violated you will be cited for the policy violation because you are present.

The Coordinator and/or Supervisor has the authority to administer sanctions to students when a violation of rules or regulations occurs. Sanctions may include: loss of visitation, fines, work sanctions, probation, or dismissal from the residence hall.

## **Room Entry Provisions**

PCC reserves the right for authorized PCC personnel or law enforcement officers accompanied by authorized PCC personnel to enter and conduct a search of a student's room for any purpose connected with maintenance, housekeeping, an occupant of the room is ill, physically harmed or endangered, college policy is suspected of being violated, or college property is suspected of being damaged.

Authorized PCC personnel include the President, Vice Presidents, Director of Building & Grounds, Coordinator of Guidance Services, Athletic Director, Director of Residence Life, PCC Security, Student Health Nurse, Resident Supervisor, or any person accompanying them.

## **Theft**

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

## **Lost Articles**

Please search before you report a loss. It is illegal for anyone other than the Coordinator of Residence Life, Resident Supervisor, a PCC Administrator, or their designated representative with a second party to search another's room for lost articles. Report lost articles immediately to the Director of Residence Life/Resident Supervisor. Give date, time, items lost, and description.

## **Fines**

Fines assessed for violations of rules, whether posted now or later, are imposed by the Coordinator of Residence Life and/or the Resident Supervisor. Fines must be paid within 5 school days of the assessment and cannot be taken from the residence hall deposit. All fines and payments for damages in the residence halls must be paid to the Business Office within 5 school days after issuance of the charge and cannot be taken from residence hall deposit. A receipt will be issued by the Business Office upon payment and a copy of the receipt given to the Director of Residence Life. For every day the payment is late, \$1.00 will be added to the charge. If the balance and late charges are not paid in full by the end of the semester in which the charge was issued, grades will be held and it may result in termination of residence in the residence hall.

*If the due date falls past the end of a semester, the last day of that semester will take precedence and balance shall be paid on or before the last day of that semester.*

# **Alcohol and Drugs & Paraphernalia / Tobacco use in College Buildings**

PCC 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. The PCC Board of Trustees recognizes that the abuse of alcohol and the use of controlled substances constitutes a hazard to a positive learning environment. PCC is firmly committed to a zero-tolerance approach to addressing violation of substance abuse policies. The Board 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. The College's policy on alcohol, drugs and drug paraphernalia is as follows:

"No alcoholic beverage is to be consumed or stored in any college building, on college property, or at any college sponsored function or activity. A college sponsored function is defined as an activity involving students that is sponsored by any internal college group, organization or individual." (Administration Policy #200-05) Any alcoholic beverages, including 3.2 beer found in the residence hall resident's room or in the resident's possession, will result in the disciplinary action outlined below and the student will be turned over to the police or sheriff's authorities for possible prosecution.

All students found on college property, which includes the residence halls, parking lot and grounds, where alcohol is being used or where alcohol is being consumed will result in the disciplinary action outlined below and the student will be turned over to the police or sheriff's authorities for possible prosecution.

***If a resident is convicted of a felony they are automatically dismissed from the residence halls.***

Display of empty alcoholic beverage containers anywhere in the residence hall rooms is prohibited.

## **Alcohol Sanctions**

Residence hall student: 1st offense: \$100 fine

2nd offense: Dismissal from residence hall. Payment of breaking fee by student. Student will be permitted on campus to attend class, related academic activity, athletic practice and athletic activity only. Scholarship will be revoked.

Non-residence hall student: 1st offense: \$100 fine

2nd offense: Student will be permitted on campus to attend class, related academic activity, athletic practice and athletic activity only.

## **Drugs & Paraphernalia Sanctions**

Class A Misdemeanor

1st offense: \$100 fine; 2nd offense: Dismissal from residence hall. Payment of breaking fee by student. Student will be permitted on campus to attend class and related academic activity only. Scholarship will be revoked.

Class C Felony

1st offense: Immediate dismissal from residence hall. Payment of breaking fee by student. Student will be permitted on campus to attend class and related academic activity only. Scholarship will be revoked.

Any drugs or drug paraphernalia found in the residence hall resident's room will result in automatic dismissal from the residence halls and/or from the college and the student will be turned over to the police or sheriff's authorities for possible prosecution.

All students found on college property, which includes the residence halls, parking lot and grounds, where drugs or drug is being used or consumed will automatically be dismissed from the residence halls and/or from the college and the student will be turned over to the police or sheriff's authorities for possible prosecution.

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.

## **Tobacco Use**

Use of tobacco - both smoking and smokeless tobacco - is prohibited in the residence halls or any college building. 1st Offense = written warning, 2nd Offense = \$50 fine, 3rd Offense = dismissal from residence halls and possible loss of scholarship.

## **Malicious Damage**

Malicious and deliberate damage of or to residence hall property will result in automatic dismissal from the residence halls.

## **Incense/Candles**

Burning incense or candles, lanterns or similar "open flame" receptacles in student rooms is not permitted. Also, use of incense spray is not permitted. Violators of incense use shall allow the Coordinator of Residence Life/Resident Supervisor to enter the room to investigate possible drug use.

## **Fire and Severe Storm Warnings**

Fire and severe weather drills will be held occasionally. Fire/severe weather instructions will be posted in each residence hall and on bulletin boards; all residence hall residents will be expected to observe them.

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 discharge a fire extinguisher is identified, the lost will be assessed for recharging the extinguisher. Costs may also be assessed for cleanup charge. Violators will be subject to disciplinary action.

If a false fire alarm, either fire or another type of emergency alarm is given maliciously, the person responsible, if known, will be prosecuted to the full extent of the law and dismissed from the residence halls. (This a Class A misdemeanor which is punishable by a \$2500.00 fine and/or 1 year in jail.)

## **Firearms, Fireworks and Bows & Arrows**

For safety reasons, the use or possession of firearms or ammunition is prohibited in the residence halls. The possession of, or use of firecrackers, gun powder or any other material

which endangers student health or safety is sufficient cause for dismissal from the residence halls and/or other disciplinary action. For safety reasons, the use of bows and arrows are prohibited on PCC campus grounds.

## **Weapons**

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

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

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

Examples of weapons include, but are not limited to:: firearms - loaded or unloaded - including BB guns and pellet guns; knives having a blade of three and one-half inches or more; any knife which can be opened by means of a switch, button or spring mechanism, or which is displayed in any manner which tends to threaten, intimidate, frighten or harass another person; brass knuckles or other objects placed on the fist; numchucks or any other material arts weapon; slingshots; bludgeons, including any instrument intended or threatened use.

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

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

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

## **Quiet Hours**

Sunday through Thursday, 10:00 p.m. 8:00 a.m.  
Friday and Saturday, 12:00 a.m. 8:00 a.m.

The hours between 10 p.m. and 8 a.m. Sunday through Thursday and 12 a.m. and 8 a.m. Friday and Saturday shall be considered "Quiet Hours". Quiet hours are defined as an atmosphere conducive to sound living conditions which includes, but is not limited to, not infringing upon the rights of others. "Courtesy Hours" are in effect twenty-four hours a day.

## **Stereo Equipment**

If there are complaints about a student's stereo equipment, etc. being played too loudly (anytime), he/she will receive a warning for the first two complaints. On the third complaint, the student will be required to either ship or take the stereo, etc. home and pay a \$10 fine. The Coordinator of Residence Life/Resident Supervisor will determine if the complaints are valid.

No stereo equipment, etc. should be played in the cafeteria, Riney Student Conference Center or any other residence hall lounge.

## **Pets**

Pets are not allowed in the residence halls including student's rooms, except fish in an aquarium. No pets are allowed in the Riney Student Conference Center.

## **Lounge Regulations**

Students must take care of all residence hall lounge furnishings. Damages caused by misuse will be paid by the student(s) involved. No lounge furniture can be taken to resident rooms without prior permission of the Coordinator of Residence Life/Resident Supervisor.

## **Fighting**

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

## **Room Damage, Cleanliness, and Safety / Security Inspection**

Room checks will be made regularly. Room checks may be conducted at ANY time. Cleaning supplies are available for use. Contact maintenance personnel assigned to your area. Failure of two (2) consecutive rooms checks will result in dismissal from the residence halls and/or prescribed maintenance duties as determined by the Coordinator of Residence Life/Resident Supervisor. Cleaning of all trash is expected of each residence hall resident. All trash should be dumped in the proper dumpsters located near the residence halls.

No nails or screws are to be placed in walls or door (without specific approval of the Coordinator of Residence Life/Resident Supervisor). Scotch tape is permissible although poster tape is preferred. Failure to follow this rule may result in the loss of part or all of the residence hall deposit, plus additional assessments. All room furniture is to remain in its designated place. This includes leaving closet doors on closets in Novotny Hall. Because of possible damage to the beds when they are propped up in Novotny Hall and Beck Hall, the Coordinator of Residence Life/Resident Supervisor must inspect propped beds for approval. Maintenance staff will bunk and unbunk beds in North and Scholarship upon request, students should not do so themselves. Nothing is to block room windows to ensure safe exit in case of an emergency. The beds in Beck and Novotny must be propped on a board the full size of the bed or as a bunk bed. No beds can be up on lofts with the lofts built together as one unit.

All windows are to be closed when leaving the building; sudden wind or rain may cause damage. We also ask that all lights be turned out when leaving rooms and screens left on the windows at all times. It is prohibited to go in and out of the room windows except in case of an emergency.

All or part of the room deposit shall be forfeited should there be any damage to the residence hall resident's room. The student shall also be responsible for the actual cost of repair or replacement in case of damage to the residence hall and/or College property in excess of the room deposit and/or the cost to clean rooms if rooms are left messy or damaged due to improper cleaning. It is also the College's policy to collect for damages to a room when no one will admit to causing the damage; both roommates will share costs. Damages in the common areas, hallways or rest rooms of residence halls will be shared by all students residing in that hall, wing or area.

## **Overnight Guests**

Overnight guests of the same sex may be authorized but only with the prior permission of the Coordinator of Residence Life/Resident Supervisor.

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

Residence hall residents are responsible for the conduct of their guests. (You are responsible for informing them of the Residence Hall Rules and Regulations).

All guests are subject to the same rules and regulations as residence hall residents. (They will be asked to leave if they violate the Residence Rules and Regulations).

Overnight guests may not spend more than three (3) consecutive nights in the hall.

## **Lock-Out Policy**

A student is allowed one (1) free lockout. After the first lockout, a \$5 fine is assessed. After midnight on weekdays and 2 a.m. on weekends the fine is \$10.

## **Holiday Decorating**

No real Christmas trees are allowed anywhere in the residence halls. Holiday decorations need to be taken down before you leave for the Holiday Break.

## **Sports in the Residence Halls**

There are no sports in the residence halls. The following are examples but not inclusive of all sports activities that should not occur in the residence halls: 1) playing catch with any type of object including nerf balls; 2) using golf clubs; 3) hacky sack; and 4) using a real or plastic bat to hit a ball. If violations do occur, the sanctions are the following: first violation - official warning; second violation - probation for a semester and educational sanction (a two-hour shift with a Resident Assistant working visitation); and third violation - probation for a year.

## **Propping Hall Doors**

The hall doors must not be propped open at any time. If violations do occur, the sanctions are the following: first violation - probation for a semester and educational sanction; and second violation - probation for the year and educational sanction.

## **Group Billing**

A student is liable for all damages to the residence hall resulting from negligence, vandalism, or misuse. Residence hall residents will be billed for all charges assessed to the student room and may be billed for damages in the hall/wing and common areas and/or necessary custodial or maintenance services if parties are found guilty of negligence, vandalism or misuse. Accumulation of Disciplinary Sanctions

A student may be automatically dismissed from the residence halls for an accumulation of disciplinary sanctions from repeated policy violations.

## **Visitation Policy**

Pratt Community College residence halls use a visitation policy. This policy is on a continual trial basis. If resident students do not assume the responsibilities required to make the plan work, visitation privileges will be rescinded by the College President, after consultation with the Vice President of Students/Enrollment Management, the Coordinator of Residence Life, the Resident Supervisor, and the President of the Hall Council.

### ***The Residence Halls Visitation Plan is as follows:***

Residence Hall residents may have their invited guests in their living quarters during the

following days and hours:

Monday 10a.m. - midnight

Tuesday 10a.m. - midnight

Wednesday 10a.m. - midnight.

Thursday 10a.m. - midnight

Friday 10a.m.- Sunday midnight

## **Visitation Rules**

The following rules shall govern residence hall visitation:

All residence hall residents shall observe designated visitation hours. No visitation, except by members of the residence hall resident's immediate family (parents, siblings, and grandparents) shall be allowed at times other than those designated. Immediate family members may visit residence hall residents at the times other than those designated, but prior permission for such visitation must be obtained from the Coordinator of Residence Life/Resident Supervisor before immediate family members may be taken in a student's living quarters.

No visiting guest may bring alcoholic beverages or malted beverages, drugs or drug paraphernalia into any area in the residence halls, nor may he/she consume alcoholic beverages, 3.2 beer, or use drugs or drug paraphernalia while in the residence hall area (including the parking lot) or on the College campus. Residents are directly responsible for the actions of their guests.

Roommates of a residence hall resident who have a visiting guest shall have the privilege of asking the visiting guest to leave the living quarters if the visiting guest's presence is not acceptable to him/her. If a roommate asks that a visitor leave the quarters, and the residence hall resident who has the visiting guest does not comply with his/her request, the roommate shall immediately notify the Coordinator of Residence Life/Resident Supervisor who shall see that the visiting guest is removed from the living quarters and the residence hall. The residence hall resident who did not comply with his/her roommate's request shall be subject to possible disciplinary action.

Collectively and individually, all residence hall residents shall assume responsibility for helping the Coordinator of Residence Life/Resident Supervisor monitor visitation activities and each resident shall immediately report rule violations to the Coordinator of Residence Life/Resident Supervisor or Resident Assistant. Failure to assume this responsibility may result in the visitation policy being rescinded.

Residents are directly responsible for the behavior and actions of their visiting guests and any damage done by a visiting guest not paid by such guest shall be paid for by the resident who invited the guest to his/her living quarters. Residents are subject to disciplinary action for their guests' behavior that is not in accordance with the rules and regulations of the Residence Hall Handbook.

Each residence hall resident shall be responsible for informing his/her visiting guest of the rules governing residence hall visitation before taking a visiting guest to his/her living quarters.

Visitation rules shall be posted in prominent places in the residence hall.

Sexual violence will not be tolerated. Perpetrators, whether charges are filed or not, will be dismissed from the residence hall.

No juvenile (under 18 or student of high school status) will be allowed in the residence hall

without permission or unless accompanied by parents, legal guardians, or other family members.

One guest per resident.

## **Guests at Windows**

As a safety precaution, students should not enter or leave a room through a window or use residence hall windows as an avenue for communicating with residents or students. Violations will be addressed by PCC security and residence life officials.

## **Curfew**

Students living in PCC residence halls do not have a curfew period to be in their residence hall room or facility. However, students are expected to be knowledgeable and demonstrate proper conduct regarding quiet hours and visitation hours when entering and leaving the facility.

## **Sanctions**

Visitation hours are implemented to help structure your college life; please be considerate by not abusing this privilege. When sanctions are given, each incident will be addressed individually according to the seriousness of the violation. The most common sanction for violating visitation procedures is probation and loss of visitation rights followed by suspension or dismissal.

Violation of the stated visitation policy by a resident student shall result in the residence hall resident violator receiving one of the following sanctions: first offense - loss of visitation for two weeks; second offense - loss of visitation for 16 weeks (the number of weeks in a semester) and probationary status for the rest of the year; and third offense - dismissal from the residence halls. Violation of the residence hall visitation policy by a non-resident hall student shall result in the student violator receiving one of the following sanctions: first offense - loss of visitation for four weeks; second offense - loss of visitation for 16 weeks (the number of weeks in a semester); third offense - loss of all visitation privileges to the residence halls for the remainder of the school year.

## **College Disciplinary Process**

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

## **Due Process Procedure**

1. Notification of infraction and sanction to student verbally and in writing by the Coordinator of Residence Life.
2. Stop here if student does not wish to appeal.
3. Student appeals to the Judicial Review Board in writing to the Coordinator of Residence Life within 24 hours.
4. Judicial Review Board reviews case and makes recommendation to Vice President of Student/Enrollment Management.

5. Vice President makes decision and informs student verbally and in writing.
  6. Stop here if student does not wish to appeal decision by Vice President.
  7. Student appeals the Vice President's decision to the President in writing through the Vice President within 24 hours.
  8. President makes decision and informs student verbally and in writing.
  9. Vice President of Students/ Enrollment Management carries out President's decision.
- Disciplinary Appeals Procedure

*The Residence Hall Judicial Review Board is composed of one student representative from each residence hall and Resident Supervisors from Novotny and Beck Hall. The Coordinator of Residence Life serves as the advisor and a student member serves as the chair. Residence hall members shall be elected at the beginning of each semester. A chairperson will be elected by the board members. The Board will represent all three of the residence halls. Up to three alternatives may also be selected by the Coordinator of Residence Life to be used when there is a conflict of interest or to provide a quorum.*

Infractions of the Residence Hall Rules and Regulations by any resident shall first be reviewed by the Coordinator of Residence Life. The student in question may appeal the Coordinator's decision to the Residence Hall Judicial Review Board. This must be in writing and presented to the Coordinator of Residence Life within 24 hours of his/her initial ruling by the Coordinator of Residence Life.

The Board will then review the infraction(s) with student(s) involved and submit a recommendation to the Vice President of Students/Enrollment Management. The Vice President may uphold the recommendation of the Board, lessen or increase the severity of the recommendation, or uphold the original recommended action. A student may appeal the Vice President's decision according to procedures as outlined in the Student Handbook.

## **Educational Sanctions**

Besides the sanctions of written warning and probation, the following educational sanctions or equivalent sanctions at the discretion of the hall professional staff member will be issued with the listed behavior: Going in and out of windows - work two-hour shift with R.A. for visitation; Quiet hours -work two-hour shift with R.A. for visitation and/or write paper about what you can do for yourself to be quiet; Tearing signs down - remake signs; Trashing hall/hallways, wings - hall cleaning assignment; Burning incense/candles - work two-hour shift with R.A. for visitation and/or do bulletin board on fire safety; and Visitation violation - work two-hour shift with R.A. for visitation.

## **How to get along with your roommate**

Having a roommate, and being one, can be one of the best experiences of college life. It can also be the worst. What you expect from this experience and how you approach it will determine whether or not your roommate will become a lifelong friend. The outcome, of course, depends on both of you. Your willingness to share, communicate, and work through conflicts will play a big part. With care and energy, you can work out a good living situation with a degree of friendship. To help roommates get along better, the Roommate Bill of Rights is printed below.

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.

The right to sleep without undue disturbance from noise, guests of roommate, etc.  
The right to expect that a roommate will respect one's personal belongings.  
The right to a clean environment in which to live.  
The right to free access to one's room and facilities without pressure from a roommate.  
The right to personal privacy.  
The right to host guests with the exception that guests are to respect the rights of the host's roommate and other hall residents.  
The right to talk through conflicts and concerns. Residence hall staff are available for assistance in settling conflicts.  
The right to be free from fear of intimidation, physical, and/or emotional harm.  
The right to expect reasonable cooperation in the use of the room telephone.

# **Policies & Procedures**

**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 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. PCC may provide the following information: name, address, email address, telephone number, date and place of birth, major, participation in officially recognized events, sports weight and height of an athletic team member, date of attendance, degrees, awards received, most recent previous educational institution attended, and full or part-time status. **PCC also reserves the right to use photographs of students in publications including the web site for promotional and college relations purposes.** 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 or to officials specifically permitted within the law such as PCC officials, and under certain conditions and for specific purposes, 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.

## ADA Compliant

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.

## Drug Free Schools & Communities Act Amendments of 1989

The unlawful possession, use, or distribution of illicit drugs and alcohol by students or employees on the property of Pratt Community College or during activities involving the college is strictly prohibited. To ensure that students and employees of the college are aware of the standards of conduct established by the institution, health risks associated with drug/alcohol

use and abuse, legal sanctions for unlawful possession and distribution of illicit drugs and alcohol, and available intervention/treatment services, PCC has prepared a Compliance Document for distribution. Copies of the Compliance Document are available to students and employees and are located in the Student Services Division and Personnel Office.

## **Campus Crime Summary**

A campus crime summary report is available online at [www.prattcc.edu](http://www.prattcc.edu)

## **Parking Policies and Procedures**

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

No parking is allowed in the fire lanes.

Parking policies are enforced with parking tickets that carry a fine of at least \$35. Any vehicle receiving more than five parking violations will be impounded. Citations are given for parking 1) in designated handicap spaces 2) in designated fire lanes 3) next to large trash dumpsters 4) in the loading zone or staff parking near the Learning Center 5) over the line or taking up more than one space 6) on the grass 7) between the vocational buildings 8) in college vehicle parking 9) in the employee of the semester space 10) in residence hall staff parking 11) in visitor spaces.

For more information and a copy of the campus parking map, students should contact the college cashier.

## **Sexual Harassment Policy**

Pratt Community College is committed to providing for any member of the College community, a learning and working environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion to a person's race, color, gender, age, sexual orientation, religion, disability, national origin, political affiliation, veteran status, or other characteristic recognized by that person as important to his/her culture or lifestyle. It is harassment if the conduct also includes on or more of the following.

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

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

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

A college is a community of learners where strong emphasis is placed on self-awareness and consideration for the lives and feelings of others. While an atmosphere for freedom of

expression exists, it must always be in conjunction with a responsibility to observe the rights of one another. In such a setting, there is no place for conduct that diminishes, uses, or abuses another person. For these reasons, harassment of any kind is unacceptable at Pratt Community College.

Anyone who believes that he or she has been the object of 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:

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

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

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

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

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

## **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:

1. By maintaining a caring and helpful attitude among all security personnel as they address the needs of the students, visitors, and faculty.
2. By continuous patrol coverage to spot any suspicious activity or suspicious persons on campus.
3. By enforcing all college rules and regulations.
4. By enforcing the College's parking regulations and keeping all campus thoroughfares and parking lots unobstructed.
5. By providing or limiting daily access to the campus facilities (*i.e. locking and unlocking doors.*)

Security personnel are responsible for reporting any safety or security discrepancies found on the College property. Depending on the nature of the incident, local authorities are notified. All students and employees are encouraged to report either to the PCC security department or local authorities 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 ever arise for local police intervention. In the event of a major crime notify the local police by calling 911, call the campus switchboard operator at 672-5641 or campus security at numbers posted around campus.. The local police will take their required statements and the campus security office will fill out a PCC incident report. 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 & Operations, be permitted to obtain the results of that disciplinary proceeding.

## **Alcohol and Drugs & Paraphernalia / Tobacco use in College Buildings**

PCC 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. The PCC Board of Trustees recognizes that the abuse of alcohol and the use of controlled substances constitutes a hazard to a positive learning environment. PCC is firmly committed to a zero-tolerance approach to addressing violation of substance abuse policies. The Board 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. The College's policy on alcohol, drugs and drug paraphernalia is as follows:

"No alcoholic beverage is to be consumed or stored in any college building, on college property, or at any college sponsored function or activity. A college sponsored function is defined as an activity involving students that is sponsored by any internal college group, organization or individual." (Administration Policy #200-05)

- a. Any alcoholic beverages, including 3.2 beer found in the residence hall resident's room or in the resident's possession, will result in the disciplinary action outlined below and the student will be turned over to the police or sheriff's authorities for possible prosecution.
- b. All students found on college property, which includes the residence halls, parking lot and grounds, where alcohol is being used or where alcohol is being consumed will result in the disciplinary action outlined below and the student will be turned over to the police or sheriff's authorities for possible prosecution.
- c. If a resident is convicted of a felony they are automatically dismissed from the residence halls.
- d. Display of empty alcoholic beverage containers anywhere in the residence hall rooms is prohibited.

### **Alcohol Sanctions:**

#### **A. Residence hall student:**

1st offense: \$50 fine

2nd offense: Dismissal from residence hall. Payment of breaking fee by student. Student will be permitted on campus to attend class, related academic activity, athletic practice and athletic activity only. Scholarship will be revoked.

#### **B. Non-residence hall student:**

1st offense: \$50 fine

2nd offense: \$100 fine or work sanction. Student will be permitted on campus to attend class, related academic activity, athletic practice and athletic activity only.

### **Drugs & Paraphernalia Sanctions:**

Class A Misdemeanor

1st offense: \$50 fine

2nd offense: Dismissal from residence hall. Payment of breaking fee by student. Student will be permitted on campus to attend class and related academic activity only. Scholarship will be revoked.

Class C Felony

1st offense: Immediate dismissal from residence hall. Payment of breaking fee by student. Student will be permitted on campus to attend class and related academic activity only. Scholarship will be revoked.

- A. Any drugs or drug paraphernalia found in the residence hall resident's room will result in automatic dismissal from the residence halls and/or from the college and the student will be turned over to the police or sheriff's authorities for possible prosecution.
- B. All students found on college property, which includes the residence halls, parking lot and grounds, where drugs or drug is being used or consumed will automatically be dismissed from the residence halls and/or from the college and the student will be turned over to the police or sheriff's authorities for possible prosecution.

**Tobacco Use:**

Use of tobacco - both smoking and smokeless tobacco - is prohibited in the residence halls or any college building. 1st Offense=warning, 2nd Offense=\$25 Fine, 3rd Offense=\$50 fine, 4th Offense=Dismissal from residence halls. For incidences including off campus students, the 1st, 2nd and 3rd offense consequences remain the same.

Drug and alcohol violations will be reported to the proper law enforcement agencies. 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.

**College Weapon Policy**

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

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

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

Examples of weapons include, but are not limited to:  
firearms - loaded or unloaded - including BB guns and pellet guns; knives having a blade of three and one-half inches or more; any knife which can be opened by means of a switch, button or spring mechanism, or which is displayed in any manner which tends to threaten, intimidate, frighten or harass another person; brass knuckles or other objects placed on the fist; numchucks or any other martial arts weapon; slingshots; budgeons, including any instrument intended or threatened use.

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

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

Examples of facsimile or replica weapons include, but are not limited to:  
water pistols; cap guns; any "look-alike" weapon.

Nothing herein should be construed to prohibit use or possession when used as props for educational instruction or in PCC authorized activities.

## **PCC Drug Prevention Program**

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, or distribution of illicit drugs and alcohol by students or employees on the property of Pratt Community College & Area Vocational School or during activities involving the college is strictly prohibited.

## **Drug-Free Awareness Program Procedure**

In order to ensure that students and employees of the College are aware of the standard of conduct established by this policy, the sanctions for violation of that standard, the health risks associated with drug and alcohol use and abuse, the legal sanctions for unlawful possession and distribution of illicit drugs and alcohol, and the drug or alcohol counseling, treatment, rehabilitation or re-entry programs that are available in the area for employees and students, the following documents will be distributed to all employees, including part-time and adjunct faculty, and all students, including part-time students and those enrolled in off-campus programs of the College:

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

### **Students**

Students who violate the terms of this policy will be reported to the appropriate law enforcement officials and will be subject to the following sanctions:

1. Placement on probationary status;
2. Short-term suspension (10 days or less);
3. Long-term suspension (exceeding 10 days);
4. Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program;
5. Expulsion.

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. In lieu of suspension or expulsion, a student may be required to complete a drug or alcohol abuse education or treatment program as a condition of continued enrollment. The cost of completing such a program will be the responsibility of the student.

### **Employees**

Any employee of the college unlawfully manufacturing, distributing, dispensing, possessing, or using a controlled substance or alcoholic beverage upon property or within premises or vehicles owned, rented, or leased by the college, or during activities involving the college, shall be removed from college property and shall be subject to subsequent disciplinary action, and to applicable legal action.

Employees of the college who violate the terms of this policy will be reported to the appropriate

law enforcement officials and will be subject to the following sanctions:

1. Short-term suspension with pay;
2. Short-term suspension without pay;
3. Long-term suspension without pay;
4. Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program;
15. Termination or dismissal from employment.

Prior to applying sanctions under this policy, employees will be afforded all due process rights to which they are entitled under their contracts or the provision of Kansas law. Nothing in this policy is intended to diminish the right of the college to take any other disciplinary action which is provided for in college policies or the negotiated agreement. If it is agreed that an employee should enter into and complete a drug education or rehabilitation program, the cost of such program will be the responsibility of the employee.

# Typical Effects of Acute Drug Intoxication

| <u>Drug</u>                    | <u>Psychological Effects</u>  | <u>Physical Effects</u>  |
|--------------------------------|---|--|
| <b>Alcohol</b><br>control;     | Feeling of relaxation; warmth;<br><br>feeling of euphoria;  | Impairment of physical<br><br>lack of motor skills; possible<br>impairment of failure; can<br>cause damage to heart, brain,<br>and liver.    |
| <b>Amphetamines</b>            | Confused; disoriented; agitated;<br>irritable; aggressive; may<br>hallucinate and be paranoid at<br>high doses. | Sweating; irregular pulse;<br>hyperactivity; and arrhythmia.   |
| <b>Barbiturates</b>            | May be disoriented  | Respiratory problems<br>depression and<br>euphoria. at high dose.  |
| <b>Cocaine</b>                 | Intense euphoric hallucinations   | Motor activity increases;<br>breathing rate increases;<br>increases heart rate;<br>Increases blood pressure; and<br>may cause heart failure. |
| <b>LSD Type</b>                | Disoriented; anxious,<br>hyper suggestible; and<br>delusions.   | Gooseflesh; dilation of pupils;<br>and stress reaction symptoms.   |
| <b>Marijuana</b>               | Oriented; space, time,<br>distortion; and mild anxiety.   | Reddening of whites of eyes;<br>damage to lungs; and<br>impaired pulmonary function.   |
| <b>Narcotics</b>               | Oriented; and normally quietly<br>euphoric.   | Constriction of pupils; drowsy;<br>And nodding.  |
| <b>Phencyclidine<br/>(PCP)</b> | Disoriented; excited; confused;<br>apathy; and may become acutely<br>psychotic.                                 | Blank stare; catatonic;<br>impaired motor coordinator;<br>and stress reactions.  |
| <b>Volatile<br/>Substances</b> | Disoriented; confused; and may<br>be delirious.   | Impaired motor coordination;<br>and cardiac arrhythmia.  |

# Kansas Drinking Laws

## Legal Age

No person under 21 years old shall purchase, possess, or consume, cereal malt beverage or alcoholic liquor (**3.2% 6% beer, wine, hard liquor**).

## Penalties for Violation

Violation of the laws concerning the possession or consumption of liquor on the premises of a licensed club is a misdemeanor punishable by a fine of not less than \$100.00 and not more than \$250.00 or by 40 hours of public service or both. Violation of the law concerning the possession or consumption of liquor on any premises other than a licensed club is punishable by a fine of not less than \$25.00 and not more than \$250.00 or by 10 hours of public service or both.

## DUI Laws in Kansas

Driving or attempting to drive a motor vehicle (including a moped), or operating a boat while having a blood alcohol content (B.A.C.) or .08 above is a crime **per se**, in the state of Kansas. Law enforcement personnel can order, prior to arrest, a preliminary breath blood alcohol test for a person operating or attempting to operate a motor vehicle or boat. Refusal to submit to an alcohol test is admissible as evidence against a person charged with DUI. Refusal to complete required testing to determine the presence of alcohol or drugs, will result in automatic suspension of the individual's drivers' license for 6 months. Plea bargaining, or attempting to have the DUI charge reduced to a lesser charge (such as reckless driving) generally is not permitted. A person convicted of DUI is not eligible for release on probation or suspension of sentence until the minimum sentence is served. Any individual who is involved in a motor vehicle accident resulting in personal injury or death, or has a prior conviction in an alcohol related offense, will not be eligible for a diversion agreement (**i.e., community work, schooling, etc. vs. time in jail**). The law now allows for collection of crime victims reparations in DUI offense. **The DUI laws now extend to military bases. The per se law also includes boats on waterways.**

## DUI Penalties, Convictions

### 1st Offense:

- ✍ \$200.00 to \$500.00 in fines, or community service,
- ✍ Not less than 48 hours and not more than 6 months imprisonment,
- ✍ Suspension of driver's license for 30 days and restriction for remainder of the year minimum, completion of alcohol/drug treatment program and/or,
- ✍ Completion of an alcohol and drug safety action program or both, probation for 6 months, reporting to an assigned probation officer on a regular basis, the offender cannot leave the county or the state without notifying his/her probation officer.

### 2nd Offense:

- ✍ 90 days to one year imprisonment (**sentence may not be reduced to not less than 5 consecutive days imprisonment before the offender is required to enter into and complete a treatment program for alcohol and drug abuse**),
- ✍ \$500.00 to \$1,000.00 in fines,
- ✍ Mandatory one year suspension of driver's license or a 120 day suspension with a restricted license the remainder of the year.

### 3rd or Subsequent Offense:

- ✍ 90 days to one year imprisonment (**sentence may not be reduced to less than 90 days**),
- ✍ \$1,000.00 to \$2,500.00 in fines,
- ✍ Offender may be required to enter and complete an alcohol and drug abuse treatment program as a condition of parole,
- ✍ Revocation of driver's license for not less than one year,
- ✍ A 3rd DUI classifies as a felony.

Other possible consequences of a DUI conviction include payment of court costs, lawyer's fees, purchase of video used by police agency, payment of treatment program costs, payment of transportation costs to and from treatment facility and to and from an Alcohol Safety Environment Education Course, insurance premiums may be increased or insurance coverage may be canceled.

### **Providing Beer or Liquor to Minors**

Furnishing (buying for, selling, or giving) beer or liquor to any person under the legal age for consumption of such beverages (a class B misdemeanor) can result in a fine up to \$1,000 and/or a jail sentence up to 6 months.

## **Kansas Drug Laws**

### **K.S.A. 65-4127a**

Possession, control, possession with intent to sell, offer for sale, sale, prescribe, administer, deliver, distribute, dispense or compounding any opiates, opium or narcotic drugs, such as cocaine.

#### **Class C Felony**

Upon conviction of any person pursuant to subsection (a), in which the substances involved were equal to or greater than specified in K.S.A. 65-4127e, or if the above substances were possessed with intent to sell, sold, or offered for sale to a child under 18 years of age, there shall be at sentencing a presumption that the defendant be sentenced to imprisonment and not granted probation, assignment to a community correctional services program or suspension of sentence.

### **K.S.A. 65-4127b**

#### **(a)**

Possession or control of depressants, stimulants, or hallucinogenics described in the drug schedules, which include the more commonly known substances of marijuana and methamphetamine.

#### **Class A Misdemeanor**

Upon second or subsequent conviction for possession or control of above drugs, becomes a Class D felony.

#### **(b)**

Sell, offer for sale, or have in such person's possession with the intent to sell, cultivate, prescribe, administer, deliver, distribute, dispense or compound any of the substances that are considered depressants, stimulants, or hallucinogenics described in the drug schedule, which include the more commonly known substances of marijuana and methamphetamine.

### **Federal Trafficking Penalties Examples of Drugs in Each Schedule**

#### **Schedule I**

|              |                |            |
|--------------|----------------|------------|
| Heroin       | LSD            | Psilocybin |
| Marijuana    | Mescaline      | Hashish    |
| Methaqualone | MDMA (Ecstasy) | (Quaalude) |

#### **Schedule II**

|                             |              |                |
|-----------------------------|--------------|----------------|
| Morphine                    | Cocaine      | Barbiturate    |
| Dilaudid<br>(hydromorphone) | Amphetamines | Sleeping Pills |

#### **Schedule III**

|                           |               |                  |
|---------------------------|---------------|------------------|
| Doriden<br>(Glutethimide) | Codeine Pills | Sodium Pentothal |
|---------------------------|---------------|------------------|

#### **Schedule IV**

|                  |         |               |
|------------------|---------|---------------|
| alium (Diazepam) | Talwin* | (Pentazocine) |
|------------------|---------|---------------|

#### **Schedule V**

Exempt narcotic cough syrups (containing codeine) and Antidiarrheals, such as Paregoric.

\*Under federal law, Talwin is a Schedule IV substance, but certain states, such as Illinois, have placed it under Schedule II due to local problems with abuse.

# **Prevention, Treatment, and Support Services**

## **KINGMAN**

### **Horizons Mental Health Center**

437 North Cedar  
Kingman, KS 67068  
Diagnosis & Referral  
Outpatient counseling  
(620) 532-3895

## **PRATT**

### **Horizons Mental Health Center**

101 East 8th Street  
Pratt, KS 67124  
Diagnosis & Referral  
Outpatient counseling  
(620) 672-2332

### **South Central KS Foundation On Chemical Dependency**

501 S. Ninnescah  
Pratt, KS 67124  
Prevention  
Diagnosis & Referral  
Outpatient counseling  
Assessment & Evaluation  
(620) 672-7546

## **WICHITA**

### **Via Christi/St. Joseph Behavior Health Assessment Center**

3600 E. Harry  
West Bldg Complex A  
Ground Floor  
Wichita, KS 67218  
Acute Care Detoxification; Adolescent & Adult Inpatient Treatment;  
Outpatient Treatment  
(316) 685-1111

### **Recovery Services Council, Inc.**

122 North Millwood  
Wichita, KS 67203  
30 Day Inpatient Treatment;  
Intermediate Treatment; Intervention; Education;  
Family Services;  
Detoxification  
(316) 265-8547  
(316) 265-6011  
24 Hours

*This program will be reviewed biennially by a committee appointed by the President. The purpose of the review will be to determine the effectiveness of the program, recommend the implementation of changes in the program, and ensure that the sanctions are consistently enforced. The review committee will make its findings and recommendations in a written report to the President.*



