



Pratt Community College

2012-2013 College Catalog

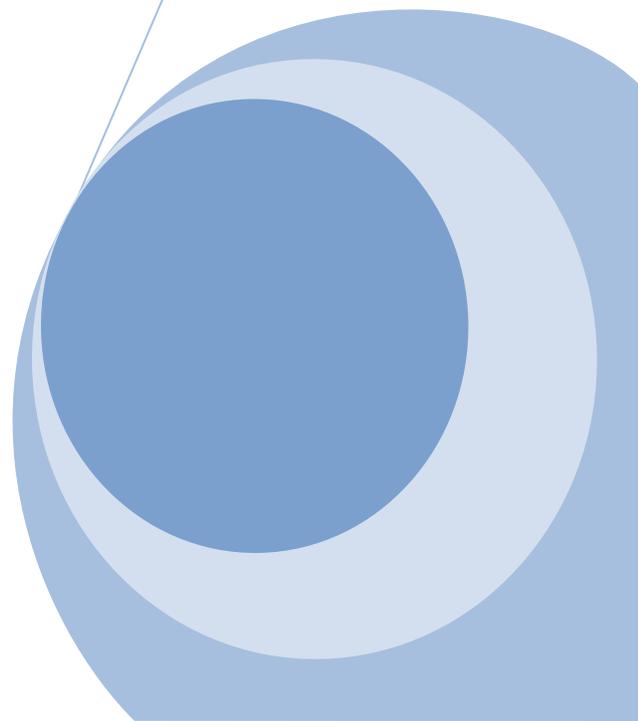
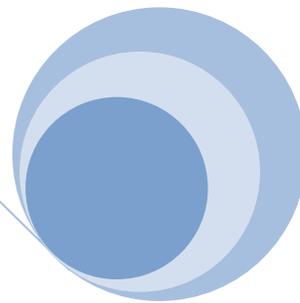
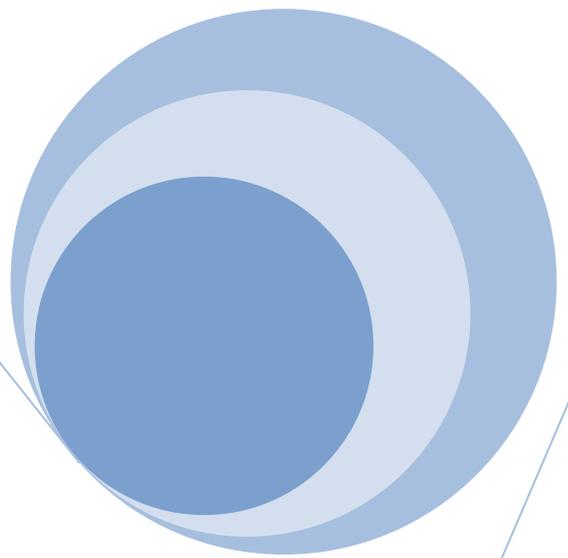


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My personal greetings to all PCC students---

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 have you back and hope you have had an enjoyable summer. The Board of Trustees, Administration, faculty and staff want you to experience all that PCC has to offer. I personally guarantee that you will receive a good education, because we truly care about you. Also, we want you to have some fun in the process. Because we want your stay here to be both enjoyable and successful, let us know when and if you need help. Together, and with your cooperation and support, our professional staff 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 for 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

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FALL 2012

August 13-17	Faculty In-Service and preparation.
August 13	State of the College Address (President and Chairman of the Board of Trustees) 9:00am-10:00am
August 19	Residence Halls open at 9:00a.m.
August 20 & 21	Registration Pratt Campus (9:00 am - 6:00 pm)
August 22	Fall Semester Classes begin (day and evening--all locations).
September 3	Labor Day (no day or evening classes--all locations).
September 19	Certification Date for full-semester classes.
September 26-28	NLNAC Accreditation Visit
October (TBA)	PTK Induction
October 12	Mid-term Grade entry on Self-Service is due by 5:00pm
October 15	Early enrollment begins.
October 24-26	HLC/AQIP Accreditation Visit
November 8	Last day to initiate withdrawal from classes (full-semester).
November 16	Nursing Pinning Ceremony
November 19-23	Thanksgiving Vacation (No classes. Nov. 19 & 20 faculty work days)
December 11-13	Final Exams (all day and evening classes--all locations).
December 14 & 17	Faculty Work day

SPRING 2013

January 3-4 & 7	Faculty In-Service and preparation 8:00am – 12:00n Faculty/Department work on Student Learning Assessment 1:00pm – 5:00pm
January 7	Residence Halls open at 9:00a.m.
January 8	Registration Pratt Campus (9:00 am - 6:00 pm).
January 9	Classes begin (day and evening--all locations).
January 21	Dr. Martin Luther King, Jr. Day (no classes)
February 6	Certification Day for full-semester classes
February 25	Academic Olympics (no day classes Pratt campus)
March (TBA)	PTK Induction
March 8	Mid-term Grade entry on Self-Service is due by 5:00pm
March 16-24	Spring Break
March 25	Early enrollment begins
March 29	Good Friday, No classes
April 1	Faculty Workday – No classes
April 10	Last day to initiate withdrawal from full-semester classes.
April 10	Beaver Building Day
April 24	Beaver Building Day
May 2	Academic Awards Ceremony 7:00pm
May 7, 8, 9	Final Exams (all day and evening classes--all locations).
May 10	Nursing Pinning Ceremony 1:30pm; Commencement 4:00pm
May 10, 13, 14	Faculty Work Days. Final grade entry on Self-Service is due by 5:00 pm.

THE COLLEGE

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

PCC is an educational institution open to all who desire to continue their education. High school graduates will find that PCC offers the general education courses they need to transfer to a four-year institution. Those interested in entering the work force after one or two years of college will find technical programs designed to prepare them to compete for jobs in their chosen fields. There are approximately 1,150 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 service area, concurrent students and students online. 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 Higher Learning Commission of the North Central Association of Colleges and Schools.

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

For accreditation information:

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

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

STATEMENT OF PHILOSOPHY

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

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

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

MISSION STATEMENT

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

STATEMENT OF INSTITUTIONAL PURPOSE

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

1. Provide associate degree programs consisting of a general education core and other courses that satisfy lower division requirements of selected baccalaureate programs.
2. Provide associate degree and certificate programs consisting of a general education core and other courses that qualify students for employment.
3. Provide continuing education courses that respond to more immediate career and personal learning needs.
4. Provide educational programs that advance student achievement.
5. Provide access to college credit coursework and associate degrees to south central Kansas and beyond.

6. Provide academic and support services that respond to personal, social and career planning needs of students.
7. Provide customized training and services that assist businesses/industry and aid economic development.
8. Provide educational, social and cultural programs that address responsible citizenship, diversity, and improve the quality of life.
9. Collaborate with state and private higher education institutions to provide additional associate degree programs and upper division and graduate instruction.
10. Provide an institutional environment that promotes the freedom of inquiry necessary for exceptional learning and teaching.

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

DIVERSITY IN HIGHER EDUCATION

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

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 21st century will require us to make effective use of the talents and abilities of all our citizens, in work settings that bring together individuals from diverse backgrounds and cultures.

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

students, reversing decades of progress in the effort to assure that all groups in American society have an equal opportunity for access to higher education.

Achieving diversity on college campuses does not require quotas, nor does diversity warrant admission of unqualified applicants. However, the diversity we seek, and the future of the nation, 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.

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

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

Customer Service: To provide need based, courteous and timely service to both internal and external constituencies in a supportive working environment.

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

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

Fiscal Viability: To provide adequate profitability to sustain continued growth.

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.

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

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

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

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

Occupational Certificate graduates must further demonstrate their ability to:

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

Admissions

Admission Requirements

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

1. A high school or home school graduate.
2. A holder of a G.E.D. Certificate of high school equivalency.

3. A student in good standing who is transferring from another college.
4. Person 18 years or older with the ability to benefit.

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

1. A high school student, who is of junior or senior status, has demonstrated an ability to benefit from college study and has received written permission from her/his high school principal.
2. A gifted student who's IEP specifies college study. A copy of the IEP must be filed with the college registrar.

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

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

Special Students

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

Application Procedures

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

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 COMPASS test through the Student Success Center.
6. Submit a copy of COMPASS 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 Student Services Office prior to enrollment.

International Students

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

1. Application for Admission
2. Academic Records (Transcripts)
 - a. Official Copies of academic records for all course work completed in secondary schools and/or colleges and universities must be submitted. These must be translated to the English language and must include a graduation date and be properly certified.
3. Financial Letter of Support
 - a. Documentation showing financial support for the school year is required. This should be dated within six months of your anticipated arrival.
4. English Proficiency:
 - a. Students whose first language is not English must document their English proficiency in *one of the following ways*:
 - i. A minimum TOEFL (Test of English as a Foreign Language) score of 500 or above (173 computer-based or 61 Internet-based) The institutional school code is 6581 for PCC.
 - ii. Completion of the ELS 109
 - iii. Completion of ASPECT Level 5
 - iv. An APIEL (Advanced Placement International English Language Examination) grade of 3 or higher.
 - v. Successful completion of the ESL (English as a Second Language) level 9 at the Hays Language Institute.
 - vi. Academic Credit of 12 hours or more from a U.S. Post-Secondary Institution.
 - vii. One year from a U.S. High school with 2.5 grade point average.
 - viii. Transcript which shows that all instruction was taught in English with a 2.0 grade point average on a 4.0 scale.

To be issued an I-20 the following must be submitted:

5. Pre-payment of \$7,142.50 (US Dollars)
6. Telephone Interview conducted by Director of Admissions
7. Housing Information (each of the following must be submitted)
 - a. Immunization Records (Meningitis shot is required)
 - b. Personal Information Sheet
 - c. Housing Contract for 19 meals in North Hall
 - d. Health Card
 - e. Proof of Medical Insurance
 - f. Negative Tuberculosis Test - Skin test or Chest X-ray

When arriving to enroll, the following must be submitted:

1. Proof of Medical Insurance is required before enrollment.
2. Student copy of PCC I-20
3. Copy of I-20 from transferring school (if Applicable)
4. Passport, F-1 Visa, and I-94 card

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

Veterans and Children of Deceased or Disabled Veterans

Pratt Community College has been approved to offer educational benefits under the various G.I. Bills. The college and students must comply with all procedures and requirements

governing the act under which the student is being granted educational funds. A veteran's representative is located in the Office of the Registrar to maintain liaison between the Veteran's Administration and students who are veterans or children of deceased or disabled veterans.

Enrollment Services

Early Enrollment

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

Registration

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

Incomplete Registration

Registration is not complete until:

1. All fees have been paid or arrangements have been made with the Business Office.
2. Official transcripts are on file in the Student Services Office.
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 to the Vice President of Instruction. The student is required to pay tuition and fees for the course. If the student is granted permission to audit the course, the student will receive zero credit, zero grade points per semester hour.

Change of Address

Students are asked to keep the Student Services Office current with any change of address, marital status, or name. This can also be updated via the students' Self-Service Account.

Students with Special Needs/Disabilities

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

Adding a Class

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

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 for Instruction's signatures. The student then brings the form back to the Student Services Office to be processed within 5 days of being picked up in the Student Services Office. Once the add form has been processed the student must go see the Business Office for changes on their account.

Dropping a Class

1. Student picks up an Add/Drop form from the Student Services Office (51) or from their Advisor. Then the student fills out all the requested information and gets the required signatures.
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 withdraws from the class after certification date (the 20th day of class or when it is 25% completed) and no later than one week after the mid-term of the class, the student will receive a "W". No student initiated withdrawals are permitted after 75% of a course is completed. Instructors may issue a "WP" (D grade or better) when a student officially withdraws from a course between one week after midterm and the 75% completion date of the course. If more than 75% of the class has been completed, the student will receive the grade of "F".
3. After proper signatures have been obtained the student returns the form to the Student Services Office (51) no later than the guidelines specify to be processed.
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 Student Services Office. Then the student fills out all the requested information.
2. The student must get all the required signatures:
 - a. Advisor signatures
 - b. All their Instructors' signatures
 - c. Coordinator of Residence Life's Signature (if applicable)
 - d. Financial Aid signature
 - e. Bookstore signature (if they have a Book Scholarship)
3. Return the form to the Registrar's Office to be processed.
4. Student goes to the Business Office to deal with any changes of their account.

Self-Service

Self-Service is an internet based front end to the Pratt Community College Student Information System. It provides the student with “anytime, anywhere” access to information services. The student is 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
- Enrollment

To access Self-Service, go to the Pratt Community College Website www.prattcc.edu and click the link for Self-Service.

Viewing Grades on Self-Service

Students can see a grade history of every semester they have taken classes at PCC.

- Click on View Grades from the left link bar
- Click on the magnifying view button at the left of the semester

You should now be seeing your midterm and final grades along with GPA information for all courses in the chosen semester.

Academic Services

COMPASS/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, mathematics, and other courses requiring college level skills, the following students are required to take the reading, writing, and mathematics sections of the ACT ASSET or COMPASS 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 unless they choose to start with the basic courses.

The requirement to take the ASSET/COMPASS 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/COMPASS 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/COMPASS scores and/or transcripts should be on file in the Student Success 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:

- 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
- 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. ***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.

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 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 for 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 Student Success 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 Student Success Center. The student fills out the necessary information on the form, obtains the necessary signature and returns it to the Student Success Center. 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 Student Success Center. These services are available to all students who wish to discuss academic, personal, or career matters. Office hours are 8 a.m. to 5 p.m. Monday through Friday by appointment.

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

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 Specialist 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 Director, a Student Success Team (SST), 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 Specialist (SSS) will work intensively with each student assigned to the SST program. The SSS 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 SSS 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 SSS 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 SSS.

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 for 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 for Instruction. The Course By Arrangement contract must be approved in writing by the Vice President for Instruction before the course begins.

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

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

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 is available in the Student Success Center and the Office of the Vice President of Instruction. Courses with required lab, clinical or field work are not eligible.

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 twenty credit hours per fall or spring semester, or ten credit hours during the summer session, upon approval of their academic advisor.

Students may petition to exceed twenty 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.

Free 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 Tutoring Center which is located in the Linda Hunt Memorial Library. Both peer and instructor tutoring are available for a variety of subjects.

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. Tutoring services are free of charge.

Linda Hunt Memorial Library

This facility is designed for research, study as well as a place to 'hang out' with friends and work/project groups. Clubs and organizations are encouraged to use the facilities for meetings and activities. Coffee, tea, energy drinks, pop, and candy are available for student purchase.

Located on the north end of the main building, it is a modern library containing more than 7000 square feet that houses 33,000 volumes. Also located in the library are over 2,000 videos and DVDs, 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, 25 computers with internet access, and 6 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.
- 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.

Online through the PCC Web Page: (www.prattcc.edu) → About PCC → Library

Kan-Find Core Databases available through the State of Kansas:

1. Academic Encyclopedia: Britannica
2. Academic OneFile
3. Academic Search Premier
4. Research Library
5. Omni Media
6. ABI/Inform w/Wall St. Jour.
7. Business & Company Resource Center
8. Vocations and Careers
9. Career and Technical Education

10. Vocational and Career Collection
11. Opposing Viewpoints
12. CINAL Plus with full text
13. ProQuest: Nursing and Allied Health Journals
14. Health & Wellness Resource Center
15. LexisNexis Academic: Full Text Newspapers
16. Literature Resource Center
17. World Cat
18. Safari

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

There is a small charge of 5 cents per black and white copy for anything students print in the LRC. There is a charge of 50 cents per page for color copies.

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. It can be found in the policies section of this handbook. A student who files an appeal will be allowed to attend the course in question until a final decision is rendered. A student has the right to select a designated representative to assist in the appeal process, if desired.

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 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. The Work Keys exams measure the level of basic skills that are deemed necessary for success in the work place. Score levels will become part of the students' permanent records.

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. The scores will become a part of the students' permanent records.

College Wide Attendance Policy

This policy applies to regular session classes. Attendance policies for short term, mixed term, hybrid, and online classes will differ. Attendance policy for these classes will be included in all individual class syllabi and filed on the Pratt Community College web site.

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

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

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

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

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

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

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

Grading System

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

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

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

Grade changes can only be made by the instructor with the approval of the Vice President for Instruction or through successful appeal through the Academic Appeal Process.

Pratt Community College awards one of the following grades to each student officially enrolled in each course:

- A** Excellent achievement, course outcomes standards met, credit given, four grade points per semester hour.
- B** Above average achievement, course outcomes standards met, credit given, three grade points per semester hour.

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

D Below average achievement, course outcomes partially met, credit given, one grade point per semester hour. A student who receives a "D" grade should strongly consider repeating the course in an effort to achieve a stronger outcome. Many courses require "C or better" grade in prerequisite course work.

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

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

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

W Withdrawal, zero credit, zero grade points per semester hour. This grade is automatically given when a student officially withdraws from a course not later than one week after the mid-term of the class. No student initiated withdrawals are permitted after 75% of a course is completed.

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

AU Audit, zero credit, zero grade points per semester hour. A student must receive permission of the course instructor and the division dean to audit a course.

Administrative Dismissal

A student may be dismissed at any time for violation of the Code of Conduct, failure to meet financial obligations, failure to meet academic and/or college standards. A student who is administratively dismissed will receive a grade of F, for classes that have certified and will be dropped from classes that have not been certified.

Mid-Semester Report

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

Grade Appeals

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

Repeating a Course

Students may repeat a course. Each grade is recorded on the student's transcript. The repeating course will have brackets around the grade. Previous grades are not used in grade point or credit earned calculations. The latest grade earned is used even if it is a lower grade than earned in previous attempts.

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

Final Examinations

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

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

Requirements for Graduation

1. Graduation requirements for all students enrolled in PCC associate degree and certificate programs are as listed in the current edition of the PCC College Catalog and online. The degree requirements for the academic year that the student first becomes a full-time student or when a part-time student earns more than 15 credit hours from PCC must be successfully completed. A student who fails to earn credit from PCC for two or more consecutive semester must meet the requirement of the catalog for the year of their return. The summer session does not count as a semester for catalog compliance purposes.
2. A post assessment examination such as CAAP or Work Keys is required of every graduating student.
3. Candidates for graduation must have earned at least 15 credit hours from PCC.

Academic Awards

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

- President's Honor Roll 4.0
- Dean's Honor Roll 3.5-3.99

Graduation Honors

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

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

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

A minimum of 24 credit hours of courses deemed eligible for graduation must be taken through Pratt Community College in order to qualify for Summa Cum Laude, Magna Cum Laude and Cum Laude honors.

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. Degree Checks should be requested from the Student Services Office.

Academic/Attendance Alert

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

Attendance Alerts are generated by the institutional student attendance data system or by individual instructors. Academic Alerts are generated by the instructor when concern about the student's academic performance warrants. The Academic/Attendance Alert form can be obtained either from the PCC intranet site (online forms) or from the Student Success 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:
 - a. Each receiving institution has the right to determine admission standards to the various majors in their institutions.
 - b. 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:
 - a. 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.
 - b. 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.
- c. 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).
4. 12 hours of Basic Skills courses, including:
 - a. 6 hours of English Composition
 - b. 3 hours of Speech Communication
 - c. 3 hours of college level Mathematics (statistics will be required of transfer students where university curriculum requires it)
 5. 12 hours of Humanities courses from at least three of the following
 - a. Disciplines: Art, Theater, Philosophy, Music, History, Literature, Performance courses are excluded.
 - b. 12 hours of Social and Behavioral Science courses from at least three of the following disciplines: Sociology, Psychology, Political Science, Economics, Geography, Anthropology
 - c. 9 hours of Natural and Physical Science courses from at least two disciplines (lecture with lab).
 - d. Transcripts of students fulfilling the requirement of this agreement will be appropriately coded by the sending institution.
 6. 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.
 - a. 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.
 - b. 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.
 7. Each institution will define its own graduation requirements.
 8. Foreign language requirements are viewed as graduation requirements and not as general education requirements for purposes of this agreement.
 9. 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.
 10. 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.
 11. 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 council or Nursing Articulation in Kansas Plan (C-NAK) which facilitates educational advancement 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. Cumulative grade point average is calculated only for those credit hours taken through PCC.

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

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

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

Programs of Study

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

The Associate 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 (ADN) 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 NCLEX-RN® may apply for licensure in any state.

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

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

Educational Partnerships

Outreach Education

Pratt Community College offers courses and training programs. 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, contact the Director of Admissions and Enrollment Services to request such services in their local community.

College Start Programs/Concurrent Enrollment

Pratt Community College and the 13 unified school districts in its service area have completed contractual agreements that allow qualified high school juniors and seniors to earn college credit for successful completion of selected classes. The student may also earn high school credit. Courses in the academic and technical areas are available to these high school students. All students who desire to enroll in a College Start class must complete the ASSET or COMPASS test or have qualifying ACT scores to determine eligibility. High school students from within and outside the PCC service area may earn college credit via online classes. Check with your high school counselor for more information.

Business and Industry Training

Pratt Community College can offer business and industry training for nearly any subject matter. College staff will work with businesses to determine their needs and supply programs to fit those needs.

Barton County Community College

BCCC offers Emergency Medical Services courses /programs on the PCC campus and in the PCC Service Area. Students complete their required pre-requisite courses from PCC and the EMS courses - including Paramedic- from BCCC.

Cowley Community College

PCC and CCCC cooperatively deliver the PN/ADN nursing program at Winfield. Students complete their general education courses from CCCC and their nursing courses from PCC.

Coffeyville Community College

PCC and CCC cooperatively deliver the Electrical Power Technician program at Coffeyville. PCC and CCC cooperatively deliver the Electrical Technology program at Pratt.

Dodge City Community College

PCC and DCCC cooperatively deliver the Electrical Power Technician program at Dodge City. PCC and DCCC cooperatively deliver the Criminal Justice program at Pratt.

Barclay College

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

Fort Hays State University

PCC students may complete a Bachelor of Science in Elementary Education on the Pratt campus.

Wichita Area Technical College

Wichita Area Technical College and Pratt Community College partnership, formed spring 2012, expands nursing education opportunities in Wichita. The new South Central Kansas School of Nursing creates an enhanced educational pathway for students to go from CNA to LPN to RN. Articulation agreements with area universities offer B.S.N., M.S.N. and other advanced degrees.

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.

KSU 2+2 Program

Kansas State University and Pratt Community College offer a 2+2 program that allows students to earn an Associate of Science Degree in Accounting at Pratt and to transfer the majority of those credits to K-State towards the completion of a Bachelor of Science in General Business and offered through distance education. Applications for admission to this program are accepted through the Bachelor's Degree Completion Program in the Division of Continuing Education at www/dce.ksu.edu/bachelorsdegree. To contact the Bachelor's Degree Completion Program (BDCP) office, please call 785-532-5575 or 1-800-622-2KSU, or e-mail informationdec@ksu.edu. Degree Program information is available at Pratt Community College through the offices of Admissions or Advising.

You may also write to:
Bachelors' Degree Completion Program

Division of Continuing Education
Kansas State University
226 College Court Building
Manhattan, KS 66506-6002

Cooperative Degree Completion Programs

Additional cooperative degree completion programs are available through Franklin University, Southwestern College, National American University and Baker University.

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. *www.edukan.org*

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. Universities can bring to the Pratt campus, via ITV, upper level undergraduate and graduate level courses as well.

Financial Aid and Costs

Schedule of Tuition and Course Fees

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

Tuition and fees for Kansas residents:

2012-2013: \$54/Cr. Hr. +\$37 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):

2012-2013: \$60/Cr. Hr. + \$37 fee per credit hour

An additional \$100 per semester is charged for out of state.

Tuition and fees for International Students:

2012-2013: \$110/Cr. Hr. + \$37 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 student services office, the financial aid office, the business office or online at prattcc.edu.

Tuition and Fee Payment Policy

All students are required to pay in full all charges for tuition, fees, room and board 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 a FASFA prior to August will be required to pay only the difference between the amount authorized and the amount due by the beginning date of classes. Students that have not completed verification by August 1 must pay in full or sign up for a payment plan. The college accepts all major credit cards including Visa, MasterCard, Discover, and American Express.

Payment Plan

A payment plan is available and requires that you have a credit card or a bank account. If you elect to set-up automatic monthly payments there is a charge of \$35. Payments can be set-up over a period of two to five months depending on when the payment plan is established. A down payment of zero to twenty-five percent is due at the time you sign up again depending on when you sign up.

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 picked up 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 or off-campus director will determine the percentage of refund due. Add/Drop forms are available in the Registrar's office.

1. Full-time Students (Enrollments of 12 hours or more)
 - a. One full week after first class period = 100% refund of tuition and fees on classes
 - b. Second, Third & Fourth week of class = No tuition and fee refund.
2. Classes of Less Than Seventeen Weeks: No refund will be given after attending class session. Drop fee is charged.
3. If personal circumstances warrant exceptions from the published tuition and fee refund policy, a student may seek a written waiver.

Financial Aid Refunds

Any financial aid amounts over and above the students charges at PCC will be refunded on the fiftieth day of classes.

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.

Scholarships are not available for EduKan or other online courses.

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.

Nursing students will need to complete a separate scholarship application. It can be found on our website or you can contact our Financial Aid Department.

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 or from any high school counselor or from the PCC 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 or submit the form to the processor.
3. Complete the PCC scholarship application at prattcc.edu
4. Provide official transcripts from prior colleges.

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 who are planning on using financial aid for payment of PCC charges to have completed financial aid package submitted to the processor by Aug. 1 using FAFSA online at 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.

Any refund due will be made on the 50th day of class when financial aid is distributed. All students must have all Fall Semester financial aid documentation completed by Aug. 1, or pay any balance remaining at that time in full or set-up a payment plan. 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 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:
 - a) 6-11 1.5
 - b) 12-22 inclusive 1.6
 - c) 23-32 inclusive 1.7
 - d) 33-44 inclusive 1.8
 - e) 45-55 inclusive 1.9
 - f) 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 Student Success Center of the determination. The Student Success Center 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/her suspension and has his/her aid reinstated by the financial assistance committee, that student will be required to setup a payment plan 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: annr@prattcc.edu

Scholarships & Grants

1. Above & Beyond Honors Scholarship

- a. Full tuition and books plus \$500 stipend per semester

- b. To qualify for consideration, a new applicant must achieve a minimum of 23 on the ACT composite. If that score has been achieved, the applicant must then meet or exceed two of the three following criteria:
 - 1. Must have an ACT composite score of 25 or higher
 - 2. Must have a minimum high school GPA of 3.6 or higher
 - 3. Must rank in the top 10% of his/her high school class
 A&B Honors Scholars are selected based on academic achievement, demonstrated community service, involvement in activities and recommendations.
- 2. Board of Trustees Scholarship**
 - a. Full tuition (in-state)
 - b. Awarded to employees, their spouses, and their unmarried children living at home
- 3. Departmental Scholarships**
 - a. Award varies
- 4. Pratt County High School Senior Grant**
 - a. 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.
- 5. Foundation Scholarships**
 - a. 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.
- 6. Transfer Scholarships**
 - a. Floyd Carpenter Memorial Scholarship
 - i. 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.
 - b. William Novotny Family Scholarship
 - i. This scholarship was established by Laura E. Porter of Pratt, Kan., to aid young men, graduating from PCC, in continuing their education at a college or university. There are two phases to the scholarship:
 - 1. An outright financial award is made to select male graduates each year. Scholarship, participation in activities and general contributions to the life of the college are taken into consideration in making these awards.
 - 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.
 - c. The Miss America/Waterford Crystal/Tara Holland, Miss America 1997 Scholarship
 - i. 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

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, educational programs 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.

Internet Access

Pratt Community College has free wireless internet across campus. Log on to Pratt Guest while in the classroom buildings, and Pratt Dorm for residence hall students. For access to Pratt Dorm, students should register their computers with the PCC Computer Center.

Beaver Dam Student Recreation Center

The Beaver Dam Student Recreation Center is located on the lower level of the Riney Student Conference Center. Students can play pool, ping pong, foosball, darts, board games, cards, Nintendo and Wii. A television is also available. Students should feel free to take advantage of the Beaver Dam Student Recreation Center between classes and make it a place to relax with friends.

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 Riney Student Conference Center has 10 exhibitions each academic year. The exhibits include a variety of mediums and techniques. Visiting artists often do lectures, gallery talks, demonstrations, or workshops in conjunction with their exhibit.

Athletics

Intercollegiate sports for men include basketball, baseball, rodeo, soccer, track and cross-country, cheerleading and wrestling. Women participate in volleyball, basketball, track, soccer, softball, cross-country, cheerleading and rodeo. Pratt Community College competes in the Jayhawk Conference of the National Junior College Athletic Association 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 Men's and Women's Soccer Team competes on the field on the East side of PCC's main campus.

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.

Performing Arts

There are numerous opportunities for students to get involved through theatre productions, vocal music and instrumental music. Students are able to participate with other students as well as with community members. The Theatre department presents public productions annually. Two to three shows a year are produced including students and community members. The music department features four major performing groups: choir, Vivace, Encore, and pep and jazz bands. The ensemble program is an added attraction with ensembles forming each fall. Public performances are presented each semester.

Block & Bridle

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

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.

Pratt Kansas Association of Nursing Students (P-KANS)

This organization involves a mandatory membership for all nursing students who are admitted to the nursing program. Professional development and community service are major activities. Members have leadership opportunities by running for local, state and/or national office.

The Pratt American Newspaper

The Pratt American 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 Pratt American is published approximately 12 times per year.

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 8 a.m.-5 p.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. Any fee for services from a clinic off-campus will be the financial responsibility of the student, parent, and/or guardian. College Health hours are posted at the office in the Riney Student Conference Center. An Advanced Registered Nurse Practitioner (ARNP) is also available on part-time basis for other services. ARNP services carry a nominal fee of \$10 per service.

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. The cafeteria is also open to non-resident hall students.

Tutoring

The College Skills and Tutoring Center is located in the Linda Hunt Memorial Library in room 10A. Tutors are available free of charge in all major subject areas. If a student feels he or she could benefit from a tutor in another subject, he or she should request a tutor from the instructor.

Fitness Center

The fitness center is located in the basement of the Student Conference Center. A variety of equipment is available. The fitness center is free of charge for students. Please check the schedule as hours vary.

Computer Labs

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

Check Cashing

Check cashing up to \$50 is available at the Cashier's window of the business office.

Student ID Cards

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

Residence Hall Students are issued a photo ID card upon presentation of their housing voucher showing they have been cleared to move into the residence hall. Students are not charged for their initial ID card.

- A fee of \$10.00 will be charged for a replacement photo ID card if:
 - the ID card is broken or damaged in any way
 - or if the ID card is lost or stolen
- There will be no charge for malfunctioning cards due to system problems only. If problems occur see the Office of Student Services (Office 51).

Full time non-residence hall students (12 credit hours or more) receive a plastic photo ID upon request.

Part time non-residence hall students may receive a plastic photo ID card upon request. Full and Part time students unable to visit the Student Services Office may request a non-photo ID card by contacting the Student Services Office at 620-450-2217 (an ID card will be sent to them).

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

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

Student Right to Know

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

1. Graduation/Completion and Transfer-out Rates
2. Graduation/Completion Rates of Athletes
3. Campus Crime Rates/Annual Security Report
4. Athletic Participation and Financial Aid (EADA)
5. Family Educational Right and Privacy Act (FERPA)
6. Financial Assistance Availability and Eligibility
7. Institutional Information 1. Withdraw Process
8. Cost of Attendance
9. Refund Policy
10. Current Academic Programs
11. Institution Accreditation
12. Facilities and services for the disabled
13. Study Abroad Programs - PCC does not offer study abroad programs to its students.
14. Student Enrollment

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

Graduation Rates

The completion or graduation rate of all first-time students who entered Pratt Community College on a full-time basis for a four year average for 2004, 2005, 2006, 2007 is 32%.

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 - 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 of \$500 or more (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 December 31 of the current academic year
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.
6. is guardian or parent of a minor child.

A copy of the policy and procedures is available from the director of residence life, the registrar or the vice president of students.

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

To apply for a waiver to the on campus housing requirement, students must:

1. Complete a form declaring his/her intention to be released from the residence hall
2. Fill out a completed housing contract and packet (unless he/she meets one of the exemption criteria)
3. Pay a \$200 housing deposit

Waivers will be granted on a first come, first served basis to those completing waiver requirements when the residence halls are full.

The Director of Residence Life will begin collecting data on the number of students living off campus each semester. Residence hall contracts for fall are collected from January through the beginning of the semester. Occupancy is based on a first-come, first-serve basis. The date the Director 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 Director 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 that can identify student's 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 356 students. On-campus housing includes cable television hookup, hall lounges, vending machines, microwaves in lobby, telephone service, internet 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 Director 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 Director 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. All furniture (Should an item in your room become damaged or appears to be damaged when you move in contact your Director of Residence Life/Resident Supervisor immediately.) is 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, George Foreman grills, candles and hot plates are prohibited.

Coffee pots and toasters will be allowed in the dorm rooms, but: must be placed on a fireproof tray or inflammable pad, must be unplugged when not in use and they must be kept cleaned along with the area around them.

Telephones

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

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 Director of Residence Life/Resident Supervisor. All residents are expected to cooperate in helping keep these facilities clean. Cost is \$1 to wash, \$1 to dry.

Change

Change for the laundry facilities may be obtained from the cashier's window Monday through Friday from 8 a.m.-4:30 p.m.

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. The College uses this mailbox for official college business as well. **Each student is required to regularly check his/her mail and is responsible for the content.** Mail should be addressed:

Name
Box # (not room number)
Pratt Community College (PCC)
348 NE SR 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.

Maintenance

All requests for new light bulbs, minor repairs, and electrical or plumbing problems should be reported to the Director 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 and Learning Center spot will result in a \$35 ticket as well.
- After two tickets, the car must be parked off campus. 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. Information on additional health insurance for students from outside companies is available in the Student Services Office.

Residence Hall Staff

Director of Residence Life

The Director is delegated the responsibilities and duties necessary for administrative management of the residence halls and serves as supervisor in one of the residence halls.

Resident Supervisors

The Resident Supervisors are responsible to the Director of Residence Life. These supervisors are responsible for administration of East Hall Apartments, Novotny Hall, North Hall, Porter Hall, Scholarship Hall, 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 Director 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

The student may cancel the residence hall contract by giving written notice to the Director of Residence Life. A penalty may be assessed as indicated below. Cancellation letters postmarked by cancellation deadline dates will be accepted even if they are received by the Housing Officer after the deadline. PCC reserves the right to cancel this contract under any of the conditions described herein. Any refunds of payments will be made in accordance with the provisions of this contract.

A. Cancellation Prior to Check-In

- i. Students who notify the Director of Residence Life in writing, postmarked on or before July 15, (December 1 for Spring contracts only, new residents) of their intention to cancel this contract will receive a 100% housing refund on the room deposit.
- ii. Students who cancel their contract after July 15, (December 1 for Spring contracts only, new residents) prior to check-in will receive a 50% refund.

B. Cancellation After Check-In

- i. The contract breaking fee is forfeit of deposit - \$200
- ii. **The contract is for the full academic year which includes fall and spring semester.**
- iii. Students that are dismissed from the hall for disciplinary reasons will forfeit deposit - \$200.
- iv. PCC may terminate this contract, if in the opinion of the Director of Residence Life, the room or the residence hall should become untenable because of damage or destruction by fire or other casualty. In such case the resident will be charged room and board fees for weeks in residence.
- v. 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.
- vi. Failure to meet these requirements will result in dismissal.

C. Waiver of Breaking Fee

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

Vacations and Hall Closures

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 Holiday Break/Christmas Break. The halls will be open during Thanksgiving and Spring Breaks.

Summer Housing

Students wishing to live in the residence halls during the summer term are required to be enrolled in 6 credit hours of face to face instruction during the timeframe they are living in the residence halls.

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 Director of Residence Life/Resident Supervisor. A new key card will be issued once payment of \$10.00 (not to be taken from deposit) is collected. A new key will be issued for a charge of \$50. 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 Director of Residence Life/Resident Supervisor. Any student desiring to make a room or roommate change must get prior approval from the Director of Residence Life/Resident Supervisor. All furniture is to remain in the same rooms as placed at the start of the school year. The Director of Residence Life/Resident Supervisor reserves the right to reassign and/or consolidate occupancy of rooms at any time. Whenever possible, residents are offered the opportunity to purchase their room as a single if a space exists. 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 residence life staff member.

A roommate change form must be filled out and approved by the Director of Residence Life before any roommate changes are made. No roommate changes are allowed within the first two weeks of each semester. Anyone changing rooms without prior approval will be required to return to his or her original room and a change will not be granted.

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.

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

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 Director 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:

1. Inform the Director of Residence Life/Resident Supervisor that you are moving out of the residence hall.
2. Make an appointment with the Director of Residence Life/Resident Supervisor to go over the Room Inventory Form.
3. 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.
5. Go over Room Inventory Form with Director of Residence Life/Resident Supervisor after items listed in #3 are completed.
6. Turn in key and key card to Director of Residence Life/Resident Supervisor.
7. Report to the Director 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 by 5 p.m. on the day of the student's last final. If the last final is in the evening, the student will need to be out of the halls by 11 a.m. the next day.

The only exception for spring finals week is for student who are graduating or assisting with graduation.

East Hall Apartments

The 900+ square foot apartments in East Hall are designed for four residents. Apartments include two bedrooms, a living room, large bathroom and kitchen with refrigerator and convection oven/microwave. Computer and phone jacks, cable TV and internet access are provided in each suite. Basic furniture is provided in each apartment.

For Priority:

1. Students assigned to the hall must meet the following eligibility criteria:
 1. Sophomore status (returning or transfer)
 2. Cumulative GPA of 2.5
 3. No prior disciplinary infractions
 4. Must be enrolled and maintain a minimum of 16 credit hours (per policy)
 5. Complete application and deposit submitted – first come, first serve basis.

2. Freshman students will be assigned to the hall if they meet the following criteria:
 1. Above and Beyond Scholar (freshman)
 2. Exceptional Athletic Scholarship (freshman)
 3. Must be enrolled and maintain a minimum of 16 credit hours (per policy)
 4. Complete application and deposit submitted – first come, first serve basis.

North and Dudrey 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 sink and associated cabinetwork with storage. 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, cable TV and internet access are provided in each suite.

For housing costs, please see your housing contract or the website.

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 online or from the Director of Residence Life or the Student Services Office.

Occupancy: Occupancy is based on a first come, first served basis. East, 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. East, 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.

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 residence halls.

Beck Hall, Novotny Hall, Porter Hall

Each of these facilities is 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 has 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 Director 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 \$500 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

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 Director 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 Director of Residence Life as well as other personnel working with the residence halls (including security, secretaries, maintenance, resident assistants 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 residency 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 unless you report it.

The Director 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 to enter a student's room as per college policy 600-12. College policies are available online at www.prattcc.edu.

Theft

The College is not responsible in any way for money, jewelry, electronics, luggage or other articles of value left in room or other parts of 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 Director 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. Give date, time, items lost, and description.

Fines

Fines assessed for violations of rules, whether posted now or later, are imposed by the Director 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.

Felony Convictions

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

Alcohol and Drugs and 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.

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

Alcohol and Drugs & Paraphernalia

Alcohol Sanctions

Residence Hall Students

Effective January 1, 2012, the following alcohol sanctions will be administered:

1. 1st offense: \$200 fine and loss of visitation for two (2) weeks.
2. 2nd offense: \$250 fine
3. 3rd offense: Dismissal from residence hall. Payment of breaking fee by students. Student will be permitted on campus to attend class, related academic activity, athletic practice and athletic activity only. Student will not be permitted in the residence halls. Scholarship will be revoked.

Non-Residence Hall Students

Effective January 1, 2012, the following alcohol sanctions will be administered:

1. 1st offense: \$200 fine and loss of visitation for two (2) weeks
2. 2nd offense: \$250 fine

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

Note: A student will no longer have the option to participate in an alcohol awareness class in place of the fine.

Students who violate the terms of the college alcohol policy will be reported to the appropriate law enforcement officials and will be subject to the following sanctions.

Drugs & Paraphernalia Sanctions

Residence Hall Student:

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

Non-residence hall student:

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

Parental Notification

As stated in section 99.31 of the Family Educational Rights and Privacy Act (FERPA), effective August 7, 2000, institutions may disclose to parents, without a student's consent, when students under 21 violate drug or alcohol laws or policies. Institutions may disclose this information to parents "without regard to whether the student is a dependent." As stated in the regulation, colleges are not required to alert students when parents have been notified, but are required to maintain a record of the disclosure to the parent and provide it to the student at their request. The College's policy is to exercise this option. In addition, PCC's policy will be to notify parents in writing on a student's second offense of other kinds. Parents will be notified on the first offense if additional health and safety concerns surround the incident.

Tobacco Use

In accordance with KSA 21-3105 and in the interest of the public health, the use of all tobacco products, including smokeless tobacco, is prohibited on the Pratt Community College campus—both inside/outside of buildings and all campus properties.

Tobacco Sanctions

Residence Halls: Students who violate the terms of this policy in the Residence Halls will be subject to the following sanctions:

2. **1st Offense:** \$200 fine and loss of visitation for two (2) weeks
3. **2nd and each subsequent offense:** \$250 fine

4. **3rd Offense:** In addition to a fine, residents may be dismissed from the hall and non-residents will have visitation privileges revoked.

All Campus Locations: Students who violate the terms of this policy at any campus location will be subject to the following sanctions:

- a. **1st Offense:** \$200 fine and loss of visitation for two (2) weeks
- b. **2nd and each subsequent offense:** \$250 fine

Malicious Damage

Malicious and deliberate damage of or to residence hall property will result in automatic dismissal from the residence halls. Students that do not report accidental damage will fine \$25. *If a resident of East Hall Apartments gets a major violation infraction, the resident may be transferred to a different residence hall if space is available.*

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 Director 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 discharges a fire extinguisher is identified, the cost 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 \$2,500.00 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 on campus. 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 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. Pratt Community College reserves the right to confiscate, without return, any weapons found on campus. This includes all of the above mentioned including air guns or pellet guns.

Quiet Hours

Sunday through Thursday, 10:00 p.m. to 8:00 a.m.

Friday and Saturday, 12:00 a.m. to 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 Director 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

Students are not allowed to have pets on campus – indoors or outdoors. *Resident Directors living in on campus housing are allowed to have a pet in their apartment.*

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 Director of Residence Life/Resident Supervisor. If the responsible party cannot be identified, damages to communal areas will be paid by all residents of that hall or pod.

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 to clean room with 24 hours of room check and warning may result in maintenance clean up and billing of student
- two (2) consecutive rooms checks with unsatisfactory results will result in dismissal from the residence halls and/or prescribed maintenance duties as determined by the Director 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.

Students must remove personal trash from the residence halls. Failing to do so will result in the following sanctions.

- **1st offense:** \$20 fine
- **2nd offense:** \$20 fine plus campus trash pickup

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

No nails or screws are to be placed in walls or door (without specific approval of the Director 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. Maintenance staff will bunk and un-bunk beds in North, Novotny, Beck 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. 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

1. Overnight guests of the same sex may be authorized but only with the prior permission of the Director of Residence Life/Resident Supervisor.
2. A residence hall resident must also receive their roommate's permission to have a guest.
3. Residence hall residents are responsible for the conduct of their guests. (You are responsible for informing them of the Residence Hall Rules and Regulations).
4. 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).
5. 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, 5) bouncing a basketball. If violations do occur, the sanctions are the following:

- **1st offense:** official warning
- **2nd offense:** 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 outside hall doors must not be propped open at any time. If violations do occur, the sanctions are the following:

- **1st Offense:** No visitation and probation for a semester and a \$15 fine.
- **2nd Offense:** No visitation for a semester, probation for the year and a \$25 fine.

Tattooing and Hair Cutting

Tattooing and hair cutting are not allowed in the residence halls. Fines will be assessed and disciplinary action taken for violations of this rule. Fines are as follows:

1. **1st offense:** \$15 fine
2. **2nd offense:** \$25 fine and educational sanction
3. **3rd offense:** dismissal from Residence Hall

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 Director 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: 10 a.m. – 2 a.m.
Tuesday: 10 a.m. – 2 a.m.
Wednesday: 10 a.m. – 2 a.m.
Thursday: 10 a.m. – 2 a.m.
Friday: 10 a.m. – Sunday 2 a.m.

Visitation Rules

The following rules shall govern residence hall visitation:

1. 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 Director of Residence Life/Resident Supervisor before immediate family members may be taken in a student's living quarters.
2. 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 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. No visiting students are allowed in rooms unless the resident of that room is there.
3. 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 Director 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.

4. Collectively and individually, all residence hall residents shall assume responsibility for helping the Director of Residence Life/Resident Supervisor monitor visitation activities and each resident shall immediately report rule violations to the Director of Residence Life/Resident Supervisor or Resident Assistant. Failure to assume this responsibility may result in the visitation policy being rescinded.
5. 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. 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.
6. Visitation rules shall be posted in prominent places in the residence hall.
7. Sexual violence will not be tolerated. Perpetrators -- whether charges are filed or not -- will be dismissed from the residence hall.
8. 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.
9. One guest per resident is allowed.
10. When a student visits a hall where they are not a resident, he or she is required to leave his or her student ID at the front lobby on weekdays. On weekends, guests should be prepared to present ID to staff if requested.
11. Using another student's key card/ID for visitation is not allowed.
 - 1st offense: Loss of visitation for two weeks.
 - 2nd offense: Dismissal from Residence Halls
12. No in room visitation is allowed after visitation hours regardless of hall residency. Only the residents of the room should be in the room after visitation hours.

Lobby Visitation

Lobby visitation after visitation hours in the facilities will only be allowed for study groups. This privilege can be revoked if quiet hours are not respected.

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.

Visitation 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:

- **1st offense:** loss of visitation for two weeks
- **2nd offense:** loss of visitation for 16 weeks (the number of weeks in a semester) and probationary status for the rest of the year
- **3rd 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:

- **1st offense:** loss of visitation for four weeks
- **2nd offense:** loss of visitation for 16 weeks (the number of weeks in a semester)
- **3rd offense:** loss of all visitation privileges to the residence halls for the remainder of the school year.

Policies and 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, parents' names, 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, to officials specifically permitted within the law such as PCC officials, and under certain conditions and for specific purposes to parents, local, state and federal officials. Eligible students may file a complaint with the Department of Education if they believe their rights under this law have been violated and efforts to resolve the situation through PCC appeal channels have not proved satisfactory.

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

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

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.

Campus Crime Summary

A campus crime summary report is available online at 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

- in designated handicap spaces
- in designated fire lanes
- next to large trash dumpsters
- in the loading zone or staff parking near the Learning Center
- over the line or taking up more than one space
- on the grass
- between the vocational buildings
- in college vehicle parking
- in residence hall staff parking
- in visitor spaces.

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

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 one or more of the following.

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

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

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

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

Anyone who believes that he or she has been the object of 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 and Operations, be permitted to obtain the results of that disciplinary proceeding.

Additional Handbooks

Several Pratt Community College departments including nursing, college start and athletics refer to additional handbooks for rules and regulations. These handbooks are supplemental to this handbook and are official documents.

Tobacco Use

In accordance with KSA 21-3105 and in the interest of the public health, the use of all tobacco products, including smokeless tobacco, is prohibited on the Pratt Community College campus—both inside/outside of buildings and all campus properties.

Tobacco Sanctions

Residence Halls: Students who violate the terms of this policy in the Residence Halls will be subject to the following sanctions:

- **1st Offense:** \$200 fine or tobacco cessation class
- **2nd and each subsequent offense:** \$250 fine
- **3rd Offense:** In addition to a fine, residents may be dismissed from the hall and non-residents will have visitation privileges revoked.

All Campus Locations: Students who violate the terms of this policy at any campus location will be subject to the following sanctions:

- **1st Offense:** \$200 or tobacco cessation class

- **2nd and each subsequent offense:** \$250 fine

All campus locations include anywhere students and employees are present where classes or college sponsored events are hosted.

Food and Drink in Classrooms

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

College Weapon Policy

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 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.

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

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

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

The unlawful possession, use, manufacture, distribution and/or being under the influence of illicit drugs and alcohol by students or employees on the property of Pratt Community College or during activities formally sponsored by the College is strictly prohibited. Note: This policy is not applicable to PCC Foundation sponsored activities off campus. The PCC Foundation is considered a privately funded legal entity. 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:

1. A copy of the College's Compliance Document Statement which includes a copy of this policy as well as;
2. 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;
3. A document which describes health risks associated with the use of illicit drugs and the abuse of alcohol;
4. A document which lists the drug or alcohol counseling, treatment, rehabilitation or re-entry programs that are available to employees or students.

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

STUDENTS

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

Alcohol and Drugs & Paraphernalia Alcohol Sanctions

Residence hall student: 1st offense: \$200 fine and loss of visitation, 2nd offense: \$250 fine, 3rd offense: Dismissal from residence hall. Payment of breaking fee by student. Student will be permitted on campus to attend class, related academic activity, athletic practice and athletic activity only. Student will not be permitted in the residence halls. Scholarship will be revoked.

Non-residence hall student: 1st offense: \$200 fine and loss of visitation, 2nd offense: \$250 fine, 3rd offense: Student will be permitted on campus to attend class, related academic activity, athletic practice and athletic activity only. Student will not be permitted in the residence halls. Scholarship will be revoked.

Drugs & Paraphernalia Sanctions

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

Non-residence hall student: 1st offense: Student will be permitted on campus to attend class, related academic activity, athletic practice and athletic activity only. Scholarship will be revoked. Student will not be permitted in the residence halls.

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

Students subject to these penalties will be afforded all due process rights to which they are entitled by law or under current policies affecting student discipline. A student may be required to complete a 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, using and/or being under the influence of 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 one or more of 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;
5. 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.

STUDENT RESPONSIBILITY & CODE OF CONDUCT

Student Responsibility

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

Students at PCC have the following responsibilities:

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. 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 comply with the instructor's attendance policy in the course syllabus. To attend all meetings of each class in which they are enrolled from the first class meeting.
6. To be an active participant in the class and prepare for each class meeting as instructed.
7. To fulfill all graduation requirements if educational objective is applicable.
8. To respond promptly to all written notices from faculty, advisers, deans, and other college officials.

9. To file an application for degree or certificate completion with the Registrar's Office.
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 prerequisites may result in administrative withdrawal.
11. To be aware of and comply with withdrawal policy and procedures from the college, including current withdrawal dates. To process an official withdrawal form for schedule changes.
12. To use the appropriate channels in appealing any academic actions which the students believe are unfair.
13. Observance of all college relations as specified in the College Catalog, the Student Handbook, the Residence Hall Handbook, and other informational publications. These publications are official sources of information and academic matters.

Students shall be responsible for the knowledge of the college rules and regulations as set forth in the 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.

General Student Conduct

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

Code of Conduct

PCC 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 Regents 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.

The President of the College, The Vice President of Students/Enrollment Management, and/or their designated representatives may counsel, admonish, suspend, expel or otherwise appropriately discipline any student for violating regulations and standards of the College. While students have the rights and obligations of citizens, admission to the College is a privileged status and involves special additional obligations to the college community. The College, within the authority invested by the law in the Kansas Board of Regents, has the obligation to determine the standards of conduct appropriate for those who become its members. Neither individual students nor organized student groups may act on behalf of, speak for, or in the name of PCC. It is presumed that PCC students, as members of the academic community, shall exercise due regard for law and for the rights of others.

Circumstances which may lead to disciplinary actions, suspension, or dismissal from the College are:

Willful violation of any published regulation for conduct as approved by the PCC Administration or Board of Trustees.

1. Conduct which substantially disrupts, impeded, or interferes with the operation of PCC.
2. Conduct which substantially infringes on or invades the rights of others.
3. 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.
4. 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.
5. Endangering or threatening the life or physical safety of others or self.
6. Failure to meet just financial obligations to the College.
7. 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:
 8. Fighting
 9. Intimidation
 10. Using obscenities and profanities
 11. Open defiance or threats
 12. 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
 13. Possession, use, or sale of narcotics or drugs
 14. Theft
 15. Excessive or repeated tardiness or unauthorized absences
 16. Vandalism
 17. Possession, use of a weapon, or object considered a weapon
 18. Alcohol and Drugs & Paraphernalia
 19. Fraudulent Actions

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

STUDENT DISCIPLINARY & DUE PROCESS

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.

Educational Sanctions

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

Student Due Process Procedures

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

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

PCC students have four opportunities for due process relating to:

- 1) Athletics,
- 2) Academics,
- 3) Residence hall infractions, and
- 4) General student conduct, unrelated to areas identified above.

The four different procedures are outlined in the following pages of this handbook. Students should become familiar with these procedures.

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

student is suspended, the 24 hour rule for appeal is extended to the next school day when the notice of suspension occurs on a Friday or the day before a holiday.

Athletic Department Due Process Procedures

All athletic department procedures will be outlined by the Athletic Department Handbook, distributed to all athletes prior to the start of practice and competition play.

Academic Due Process Procedures

Students who believe they have been treated unfairly with regard to academic regulations, such as academic honesty, grading practices, academic probation, and dismissal may appeal.

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

1. The student 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 student request shall be in writing and shall be delivered to the affected instructor within three days from the date of the event. The informal meeting shall be scheduled by the instructor and the student within three days from the date of the request.
2. The student may appeal a decision of an instructor by filing a written notice of appeal within five days of the date of the informal meeting with the Vice President for Instruction, setting forth therein the specific decision being appealed from and stating therein all reasons to be relied upon by the student as justifying a reversal of the instructor's decision. The student 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 shall render a written decision within three days of the date of hearing.
3. The student may appeal the decision of the Vice President to the president of the college by filing a written request for review setting upon by the student as justifying a reversal within five days of the date of the decision being appealed. 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 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 student 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 student shall have the right to have a designated representative if a hearing is held.
5. The Nursing Program has established a program-specific appeals process (see the Nursing Student Handbook).

Residence Hall Due Process Procedures

It is the responsibility of every residence hall resident to be conscious of the rights and privileges of other residents and understand and accept fully the rules and regulations

governing the residence halls and the college. The Director of Residence Life/Resident Supervisors/Student Resident Assistants has the responsibility and authority to require proper conduct of all students and guests of the residence halls at all times. Repeated failure to comply with college guidelines and/or insubordinate attitude toward all personnel working with the residence halls will result in disciplinary action.

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

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

1. Notification of infraction and sanction to student in writing by the Director of Residence Life.
2. Stop here if student does not wish to appeal.
3. Student appeals in writing to the Vice President of Students/Enrollment Management, stating specific reason for appeal and providing evidence to support appeal, within 24 hours of receiving notification from Director.
4. Vice President makes decision and informs student in writing.
5. Student appeals the Vice President's decision to the President in writing within 24 hours.
6. President makes decision and informs student in writing.
7. Due process action stops with the President.

General Student Due Process Procedures

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

1. Notification of infraction and sanction to student in writing by the Vice President of Students/Enrollment Management.
2. Stop here if student does not wish to appeal.
3. Student appeals the Vice President's decision to the President in writing within 24 hours.
4. President makes decision and informs student in writing.
5. Due process action stops with the President.

Hearing Panel Procedures

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

1. Hearing Procedures: At the hearing, the student shall be provided the opportunity to be present while each witness testifies or affidavits are considered by the hearing panel as to the alleged violations committed by the said student. The disciplinary hearing panel shall be authorized to receive either oral testimony or written affidavits or witnesses in support of the alleged violations committed by the said

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

2. **Trier of Fact:** The hearing shall be heard before the PCC campus disciplinary hearing panel, which panel shall consist of not less than three (3) individuals to be appointed by the President of PCC, or in his absence, the next ranking administrator. The panel may include members of PCC faculty, administrators, residents of the community, full-time students of PCC, or any combination thereof.
3. **Time of Hearing:** The hearing before the PCC disciplinary hearing panel shall take place within 10 days from the date of the filing of the request for renew. Said disciplinary hearing shall not be open to the public.
4. **Review Procedure:** A student may request review of the findings of the disciplinary hearing panel by submitting a written statement to the PCC President, stating the desire to have the decision rendered by the disciplinary hearing panel reviewed, indicating:
 - a. the name of the affected student and
 - b. the nature of the alleged misconduct
5. In addition, the application for review should have attached a copy of the decision rendered by the disciplinary hearing panel which the student desires to be reviewed by the President. A request for review must be made within 24 hours (one school day) following the disciplinary hearing panel's decision. The application for review must be dated and signed by the person making the application. The college President shall approve, disapprove, or modify the disciplinary hearing panel's recommendations or decisions within ten (10) calendar days of the receipt of the application for review and shall inform in writing all interested parties of his decision. The President shall designate the college official that shall take the necessary and appropriate action on behalf of the College to enforce the decision.

Student Complaints and Grievances

A formal student complaint and student grievance has been defined by Pratt Community College as:

- **Complaint** – An issue or problem relating to college services, facilities, or other operational aspects of the college presented in writing.
- **Grievance** - Action which does not follow college policies or procedures or demonstrates an act of serious unfairness or inequity presented in writing.

The offices of the Vice President of Instruction, Dean of Nursing, Students/Enrollment Management, Finance and Operations, and Athletics will respond to student complaints and/or grievances for their respective areas. The following steps will occur for each formal complaint and grievance presented in writing:

1. A written complaint or grievance is received from the student, including the student's equitable resolution.
2. An investigation will occur by the designated school official or their representative:
 - a. VP of Instruction - Academic related, excluding nursing which will be handled by the Dean of Nursing.
 - b. VP of Finance & Operations – Issues and actions related to finance and operations departments and personnel.
 - c. VP of Students/Enrollment Management – All student conduct issues or actions. Issues and actions related to students and enrollment management operations and personnel.
 - d. Director of Athletics – Issues and actions related to athletics.
3. A written response to the student, by the school official, will occur within five business days. The response states if student's equitable resolution is supported or does not have merit and the reason(s) why not.

Pratt Community College must share information concerning formal student complaints and grievances with its' accrediting agency. Individual identities will be shielded.

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

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

Grade Appeals

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

Financial Assistance Appeal Process

Students who do not comply with the "Satisfactory Academic Progress" have the opportunity to submit a written appeal to the Financial Aid Director if unusual circumstances have affected the student's academic progress. The Financial Assistance Committee will review the written appeal. The decision of the committee will be final. If a student who has been suspended from financial assistance appeals his suspension and has

his aid reinstated by the financial assistance committee, that student will be required to make a cash payment of 25 percent of tuition and fees at registration. If the student is making satisfactory academic progress and attending classes at mid-term, financial aid will be disbursed.

Fee Distribution	
<u>Fee Distribution</u>	<u>Budget Estimate</u>
Debt Service	\$199,232
Student Activities	16,000
Academic Fees	22,400
Vocational Fees	26,654
Testing	13,000
Student Clubs	14,000
Student Rec Center	10,000
National Competition	10,000
Fine Arts Program	4,000
Graduation	5,000
Resident Assistant	2,500
PTK Leadership Activity (USA Today)	2,000
Student Intramurals	12,916
Club Travel	1,200
Student Leadership Programs	1,000
Academic Awards	500
Scholarships	513,534
	Any additional \$ after other amounts are met
Total	\$855,936

SANCTIONS AND FINES

Alcohol and Drugs & Paraphernalia

Alcohol Sanctions

Residence Hall Student:

1. **1st offense:** \$200 fine and loss of visitation for two (2) weeks
2. **2nd offense:** \$250 fine
3. **3rd offense:** Dismissal from residence hall. Payment of breaking fee by student. Student will be permitted on campus to attend class, related academic activity, athletic practice and athletic activity only. Student will not be permitted in the residence halls. Scholarship will be revoked.

Non-residence hall student:

1. **1st offense:** \$200 fine and loss of visitation for two (2) weeks
2. **2nd offense:** \$250 fine

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

Drugs & Paraphernalia Sanctions

Residence Hall Student:

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

Non-residence hall student:

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

Tobacco Sanctions

Residence Halls: Students who violate the terms of this policy in the Residence Halls will be subject to the following sanctions:

1. **1st Offense:** \$200 fine and loss of visitation for two (2) weeks.
2. **2nd and each subsequent offense:** \$250 fine
3. **3rd Offense:** In addition to a fine, residents may be dismissed from the hall and non-residents will have visitation privileges revoked.

All Campus Locations: Students who violate the terms of this policy at any campus location will be subject to the following sanctions:

1. **1st Offense:** \$200 and loss of visitation for two (2) weeks.
2. **2nd and each subsequent offense:** \$250 fine

The use of smokeless tobacco on the PCC campus is prohibited.

Parking Violations

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

- in designated handicap spaces
- in designated fire lanes
- next to large trash dumpsters
- in the loading zone or staff parking near the Learning Center
- over the line or taking up more than one space
- on the grass
- between the vocational buildings
- in college vehicle parking
- in residence hall staff parking
- in visitor spaces.

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

Room Cleanliness, Trash and Damage

- Failure to clean room with 24 hours of room check and warning may result in maintenance clean up and billing of student.
- two (2) consecutive rooms checks with unsatisfactory results will result in dismissal from the residence halls and/or prescribed maintenance duties as determined by the Director of Residence Life/Resident Supervisor.
- Damage to room or furnishings will be assessed to the student(s) to repair or replace. If maintenance clean up is required, the student is responsible for payment.

Students must remove personal trash from the residence halls. Failing to do so will result in the following sanctions.

- **1st offense:** \$20 fine
- **2nd offense:** \$20 fine plus campus trash pickup

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

Sports in the Residence Halls

- **1st offense:** official warning
- **2nd offense:** 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 outside hall doors must not be propped open at any time. If violations do occur, the sanctions are the following:

- **1st Offense:** Loss of visitation and probation for a semester and \$15 fine
- **2nd Offense:** Loss of visitation for a semester, probation for the year and \$25 fine

Tattooing and Hair Cutting

Tattooing and hair cutting are not allowed in the residence halls. Fines will be assessed and disciplinary action taken for violations of this rule. Fines are as follows:

- **1st offense:** \$15 fine
- **2nd offense:** \$25 fine and educational sanction
- **3rd offense:** dismissal from Residence Hall

Visitation Violations

Violation of the stated visitation policy by a resident student shall result in the residence hall resident violator receiving one of the following sanctions:

- **1st offense:** loss of visitation for two weeks
- **2nd offense:** loss of visitation for 16 weeks (the number of weeks in a semester) and probationary status for the rest of the year
- **3rd 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:

- **1st offense:** loss of visitation for four weeks
- **2nd offense:** loss of visitation for 16 weeks (the number of weeks in a semester)
- **3rd offense:** loss of all visitation privileges to the residence halls for the remainder of the school year.

Misuse of Key Card

Using another student's key card/ID for visitation is not allowed.

- 1st offense: Loss of visitation for two weeks
- 2nd offense: Dismissal from residence hall

Malicious Damage

Malicious and deliberate damage of or to residence hall property:

- Automatic dismissal from residence hall.
- Students not reporting accidental damage will be fined \$25.

Noise & Disturbing Residents

Complaints received concerning a student disturbing other residents due to excessive noise (music, voice, television, etc):

- 1st & 2nd offenses: Verbal warning (documented by supervisor or RA)
- 3rd offense: Removal of stereo, television and fine of \$10.

Removal/Damage of Furniture

Lobby or lounge furniture cannot be taken to resident rooms. Damages caused by misuse.

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

Degrees

Associate in Science

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. Courses in the major field are also emphasized.

Communications 9 hours

- ENG176 English Composition I*
- ENG177 English Composition II
- COM131 Speech Communications or COM276 Public Speaking

Mathematics 3 hours

- MTH177 College Algebra* or higher

Natural & Physical Sciences 9-10 hours

- One (1) biological science lab course
- One (1) physical science lab course

Social & Behavioral Sciences 9 hours**

a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Sociology, Political Science, Psychology, Social Sciences, Economics

Humanities 9 hours**

a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Art, History, Music, Humanities, Drama, Philosophy, Literature.

Performance and studio courses are excluded.

Lifetime Fitness & Health* 3 hours**

a. HPR101 Concepts of Physical Health 2 cr. hrs.

b. Physical Activity course from approved list 1 cr. hr.

Computer Skills 3 hours

BUS 235 Microcomputer Office Apps I (3cr.) **or** other specified departmental computer course

Total Required Credit Hours = 64 hours

*ACT, ASSET, or COMPASS prerequisites apply. Students may need developmental course work prior to enrollment in this class.

** One course in program of study must be from the approved list of Study of United States or Global Studies courses.

***Students who have completed basic training for the armed services may be excused from **a & b** above. (Military transcript must be on file in the Office of the Registrar.)

Please refer to “Requirements for Graduation” detailed elsewhere in the college catalog. A student must meet all requirements listed in that section in addition to those listed above to be eligible for graduation.

Effective: Fall 2012

Associate in Arts

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.

Communications 9 hours

a. ENG176 English Composition I*

b. ENG177 English Composition II

c. COM131 Speech Communications or COM276 Public Speaking

Mathematics 3 hours

a. MTH176 College Mathematics* or

b.MTH177 College Algebra* or higher

Students transferring to a Baccalaureate Degree program which requires College Algebra are strongly recommended that College Algebra be completed at PCC.

Natural & Physical Sciences 9-10 hours

- a. One (1) biological science lab course
- b. One (1) physical science lab course

Social & Behavioral Sciences 9 hours**

- a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Sociology, Political Science, Psychology, Social Sciences, Economics

Humanities 9 hours**

- a. Three (3) courses of three (3) credit hours each must be taken from at least two (2) of the following disciplines: Art, History, Music, Humanities, Drama, Philosophy, Literature. Performance and studio courses are excluded.

Multicultural Experience 3-5 hours

- a. SSC176 World Regional Geography, SOC132 Multicultural Study, SSC177 Cultural Anthropology, LIT176 World Literature, LIT177 Modern World Literature, HST131 Survey of Civilization I, HST132 Survey of Civilization II, or a five (5) credit hour foreign language course.

Lifetime Fitness & Health 3 hours***

- a. HPR101 Concepts of Physical Health 2 cr. hrs.
- b. Physical Activity course from approved list 1 cr. hr.

Computer Skills 3 hours

BUS 235 Microcomputer Office Apps I (3cr.) or other specified departmental computer class

Total Required Credit Hours = 64 hours

*ACT, ASSET, or COMPASS prerequisites apply. Students may need developmental course work prior to enrollment in this class.

** One course in program of study must be from the approved list of Study of United States or Global Studies courses.

***Students who have completed basic training for the armed services may be excused from **a & b** above. (Military transcript must be on file in the Office of the Registrar.)

Please refer to “Requirements for Graduation” detailed elsewhere in the college catalog. A student must meet all requirements listed in that section in addition to those listed above to be eligible for graduation.

Effective: Fall 2012

Associate in General Studies

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

Communications 6 hours

- a. ENG135 Writing for the Workplace* or higher (3)
- b. COM131 Speech Communications (3), COM276 Public Speaking (3) or BUS236 Business Communications (3)

Students planning to pursue a bachelor's degree should take ENG176 or higher.

Mathematics 3 hours

- a. MTH126 Technical Math (3) or higher

Students planning to pursue a bachelor's degree should take MTH178 College Algebra or higher.

Social & Behavioral Sciences 3 hours

- a. One (1) course of three (3) credit hours must be taken from the following disciplines: Sociology, Political Science, Psychology, Social Sciences, Economics

Humanities 3 hours

- a. One (1) course of three (3) credit hours must be taken from the following disciplines: Art, History, Music, Humanities, Drama, Philosophy, Literature. Performance and studio courses are excluded.

Lifetime Fitness & Health 3 hours

- a. HPR101 Concepts of Physical Health (2)
- b. Physical activity course from approved list. (1)
- c. BIO137 Nutrition (3) or HPR161 Nutrition & Lifestyles (3)

Students who have completed basic training for the armed services may be excused from this requirement. (Military transcript must be on file in the Office of the Registrar.)

Computer Skills 3 hours

BUS 235 Microcomputer Office Apps I (3cr.) or other specified departmental computer class

Total Required General Education Courses = 21 credit hours

Courses from Area of Concentration (excluding General Education requirements) = 18 credit hours

Electives = 25 credit hours

Total Required Credit Hours = 64 hours

*ACT, ASSET, or COMPASS prerequisites may apply. Students may need developmental course work prior to enrollment in this class. Students transferring to a university should check transfer requirements.

Please refer to “Requirements for Graduation” detailed elsewhere in the college catalog. A student must meet all requirements listed in that section in addition to those listed above to be eligible for graduation

Effective Fall 2012

Areas of Concentration

Associate in General Studies Degree

(Minimum of 18 Credit Hours)

AGRICULTURE/AGRI-BUSINESS CONCENTRATION

ACC177 Accounting I	BUS177 Human Relations
APT125 Outdoor Power Equipment	BUS178 Introduction to Business
AGR233 Marketing Ag Products	ACC or BUS classes
ACC 111 Introduction to Accounting	AGR classes
AGR231 Ag Economics	Any science class
AGR185 Computers in Agriculture	Applied Electricity/Electronics
BUS176 Personal Finance	Approved Business & Industry classes
AGR236 Farm Management	CSC classes
AGR142 Ag in Our Society	Welding

BUSINESS AND/OR ACCOUNTING CONCENTRATION

ACC177 Accounting I	BUS234 Marketing
ACC178 Accounting II	BUS236 Business Communication
BUS176 Personal Finance	BUS221 Human Resource Management
BUS177 Human Relations	BUS276 Macroeconomics
BUS178 Introduction to Business	ACC classes
BUS201 Web Page Design	BUS classes
	CSC classes

COMMUNICATIONS CONCENTRATION

BUS179 Web 2.0 Concepts & Applications	COM classes
BUS236 Business Communication	ENG classes
COM276 Public Speaking	MLN classes
BUS201 Web Page Design	LIT classes

HEALTH OCCUPATIONS TECHNOLOGY (H.O.T.)

HOC100 Cardiopulmonary Resuscitation	HOC103 Home Aide Aide
HOC101 Nurse Aide I	HOC106 Terminology for Health Care Workers
HOC102 Medication Aide	HPR231 First Aid & Safety
HOC105 Intro to Health Occupations Technology	EDU100 Career Planning & Development

*Note – the following courses are the recommended electives:

BIO165 Microbiology 5 cr.	BIO278 Anatomy & Physiology 5 cr.
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BIO132 Developmental Psychology 3 cr.

BIO125 General Biology 5 cr.

HOC109 CNA in Hospital Setting 3 cr.**

*Prerequisite to BIO279 is BIO278 Anatomy & Physiology

**Prerequisite to HOC109 is HOC101 Nurse Aide I

SOC176 Intro to Sociology 3 cr.

BIO279 Enhanced Anatomy & Physiology 1 cr*

HEALTH & PHYSICAL EDUCATION CONCENTRATION

HPR133 Introduction to Physical Education
HOC100 Cardiopulmonary Resuscitation
EDU139 Children's Play & Games

HPR177 Personal & Community Health
HPR292 Care & Prevention of Sports Injuries
PSY176 Developmental Psychology

Any science class
HOC classes
HPR classes (except Athletic Conditioning & Varsity Athletics)
SOC classes

HUMANITIES CONCENTRATION

ART classes
DRM classes
HST classes
HUM classes

LIT classes
MLN classes
MUS classes
PHL classes

LAW ENFORCEMENT/CORRECTIONS

PHL276 Introduction to Ethics (EduKan)
SOC177 Juvenile Delinquency (EduKan)
SOC182 Sociology of Families
SOC233 Social Problems*
SSC161 Intro to Law Enforcement (EduKan)
SSC212 Intro to Corrections (EduKan)

SSC271 Problems in Law Enforcement:
SSC298 KLETC Certification
POS classes
PSY classes
MLN classes
SOC classes

MATHEMATICS AND SCIENCE CONCENTRATION

AGR131 Plant Science
AGR132 Animal Science
AGR136 Soils
BIO classes

CHM classes
MTH classes
PSC classes
PHS classes

SOCIAL SCIENCES CONCENTRATION

BUS276 Macroeconomics
HST176 American History to 1865
HST177 American History to Present
PSY176 General Psychology
SSC176 World Regional Geography
SOC176 Introduction to Sociology
SSC235 Introduction to Social Work

HST classes
MLN classes
PHL classes
POS classes
PSY classes
SOC classes
SSC classes

SPORTS ADMINISTRATION

ACC111 Introduction to Accounting *or* ACC177 Accounting I

BUS177 Human Relations
BUS178 Introduction to Business
BUS244 Human Resource Management
HPR122 Recreational Leadership
HPR125 Psychology of Sport
HPR130 Introduction to Sports Administration
HPR133 Elementary School Physical Education

TECHNICAL STUDIES CONCENTRATION

APT125 Outdoor Power Equipment

APT141 Fundamentals of Engines

APT246 Ag Machinery Operations

AMC108 Engine Performance I

AMC109 Engine Performance II

AMC129 Electrical I

AMC132 Steering and Suspension

BUS176 Personal Finance

BUS177 Human Relations

Customized Concentration designed for particular student needs will be considered upon application.

Addition/Deletion or adjustments to Concentrations will be approved by Instructional Council.

BUS178 Introduction to Business

INT106 Information Technology Fundamentals

INT206

PC REPAIR & SUPPORT (A+)

INT218 Introduction to Computer Programming

WLD101 Welding I

AGR classes

Any science class

Effective Fall 2012

Associate in Applied Science Degree

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, which means that most students in the program are learning a specific trade or practical skill which they hope to make their career. Students seeking an Associate in Applied Science Degree must major in an occupational program of study. Most candidates for the Associate in Applied Science degree do not transfer directly into a bachelor's degree program; however, Pittsburg State University, Fort Hays State University, Wichita State University, Kansas State University, and Emporia State University have some specific programs which closely parallel the requirements at Pratt Community College. In particular, Pittsburg State University encourages students in certain technology majors to transfer to its bachelor's degree program in technology. 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.

Communications 6 hours

- a. ENG135 Writing for the Workplace* or higher
- b. COM130 Communication for the Workplace or COM131 Speech Communications or COM276 Public Speaking

Mathematics 3 hours

- a. MTH 126 Technical Math * or higher

Students majoring in a technical field with departmental math requirements must complete the prescribed course.

Social & Behavioral Sciences 3 hours**

- a. BUS177/SOC178 Human Relations or one course of at least three credit hours from one of the following disciplines: Sociology, Political Science, Psychology, Social Sciences, or Economics

Lifetime Fitness & Health 2 hours***

- a. HPR101 Concepts of Physical Health 2 cr. hrs.

Computer Skills 3 hours

BUS162 Intro to Word Processing or higher. Students will also learn computer skills integrated in their respective technical curriculum.

Total Required General Education Credit Hours 17 hours

Courses from Major Department and electives (excluding General Education requirements)
47 hours

Total Required Credit Hours = 64 hours

*ACT, ASSET, or COMPASS prerequisites may apply. Students may need developmental

course work prior to enrollment in this class. Students transferring to a university should check transfer requirements.

** One course in program of study must be from the approved list of Study of United States or Global Studies courses.

***Students who have completed basic training for the armed services may be excused from this requirement. (Military transcript must be on file in the Office of the Registrar.)

Please refer to “Requirements for Graduation” detailed elsewhere in the college catalog. A student must meet all requirements listed in that section in addition to those listed above to be eligible for graduation.

Effective Fall 2012

Associate in Applied Science Degree in Nursing

-Effective Fall 2012 pending final approval from Kansas State Board of Nursing (Sept. 2012)

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

Students must be formally admitted to the nursing program in order to be eligible for the Associate in Applied Science Degree in Nursing. No student will be admitted to the nursing program who has not met the special admission requirements of the department. These admission requirements are different from the requirements for admission to all other programs at the college. Information about admission requirements for nursing can be obtained by contacting the Nursing Department at Pratt Community College.

Associate in Applied Science Degree in Nursing

Communications 6 hours

- a. ENG176 English Composition I*
- b. COM131 Speech Communications or COM276 Public Speaking

Sciences 10 hours **

- a. BIO278 Anatomy and Physiology
- b. BIO165 Microbiology

Social & Behavioral Sciences 6 hours

- a. PSY176 General Psychology
- b. PSY132 Developmental Psychology

Total Required General Education Credit Hours = 22

Courses from Nursing Major = 54 credit hours

Total Required Credit Hours = 76 credit hours

*ACT, ASSET, or COMPASS prerequisites apply. Students may need developmental course work prior to enrollment in this class.

**Required science courses must have been completed within five years of admission to the nursing program.

Please note the following are program application prerequisites:

(1) Worked as or has received a Certified Nurse Aide certificate from Kansas Department of Health and Environment within the past two years. (2) General Education courses are prerequisites and must be taken prior to courses in nursing major.

Please refer to “Requirements for Graduation” detailed elsewhere in the college catalog. A student must meet all requirements listed in that section in addition to those listed above to be eligible for graduation

Effective Fall 2012

Associate in Applied Science in Technical Studies Degree

Communications 6 hours

- a. ENG135 Writing for the Workplace* or higher
- b. COM130 Communication for the Workplace or COM131 Speech Communications or COM276 Public Speaking

Mathematics 3 hours

- a. MTH 126 Technical Math * or higher

Students majoring in a technical field with departmental math requirements must complete the prescribed course.

Social & Behavioral Sciences** 3 hours

- a. BUS177/SOC178 Human Relations or one course of at least three credit hours from one of the following disciplines: Sociology, Political Science, Psychology, Social Sciences, or Economics

Lifetime Fitness & Health *** 2 hours

- a. HPR101 Concepts of Physical Health 2 cr. hrs.

Computer Skills 3 hours

BUS162 Intro to Word Processing or higher. Students will also learn computer skills integrated in their respective technical curriculum.

Technical Courses

A minimum of 15 credit hours must be taken from two (2) different technical programs totaling a minimum of 30 credit hours of specialized preparation.

Total Required General Education Credit Hours = 17 credit hours

Courses from two technical programs (excluding General Education requirements) = 30 credit hours

Electives = 17 credit hours

Total Required Credit Hours = 64 credit hours*ACT, ASSET, or COMPASS prerequisites may apply. Students may need developmental course work prior to enrollment in this class. Students transferring to a university should check transfer requirements.

** One course in program of study must be from the approved list of Study of United States or Global Studies courses.

***Students who have completed basic training for the armed services may be excused from this requirement. (Military transcript must be on file in the Office of the Registrar.)

Please refer to “Requirements for Graduation” detailed elsewhere in the college catalog. A student must meet all requirements listed in that section in addition to those listed above to be eligible for graduation.

Effective Fall 2012

Occupational Certificates

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. The courses are based in theory and are of such complexity, rigor, and theory to be acceptable as college credit. Most certificate programs are designed to allow a duly enrolled full-time student to complete a program within one academic year.

Occupational Certificate Requirements

Communications 3 hours

a. ENG135 Writing for the Workplace* or higher

Computer Skills 1 hour

a. Word processing application course

b. Additional computer application credits recommended (BUS235 Microcomputer Office Apps I)

Lifetime Fitness & Health** 1 hour

Physical Activity course from approved list 1 cr. hr. or HPR101 Concepts of Physical Health 2 cr. hrs.

Mathematics 3 hours

a. MTH126 Technical Math* or higher

Total Required General Education Credit Hours 8 hours

Courses from Major Department (excluding courses used to meet General Education requirements) 24 hours

Total Required Credit Hours 32 hours

*ACT, ASSET, or COMPASS prerequisites may apply. Students may need developmental course work prior to enrollment in this class. Students transferring to a university should check transfer requirements.

****Students who have completed basic training for the armed services may be excused from the Lifetime Fitness & Health requirement. (Military transcript must be on file in the Office of the Registrar.)**

Skill Certificates

Certificates of completion are awarded to students who complete short-term training programs designed to develop specific skills.

Effective Fall 2012

Approved Courses

Social Science Electives

Any course from the following disciplines may be taken as a social science elective: Sociology, Social Science, Psychology, Political Science, Geography, Economics, and Anthropology.

Example: Any SOC prefixed course Any SSC prefixed course
Any POS prefixed course Any PSY prefixed course
Principles of Macroeconomics or Principles of Microeconomics
Ag Economics for Ag majors only

Humanities Electives

Any course from the following disciplines, excluding performance or studio courses in fine arts, may be taken as a humanities elective: Art, Music, Drama, Literature, Philosophy, Humanities, and History.

Example: Any LIT prefixed course Any HUM prefixed course
Any HST prefixed course ART139 Art Appreciation
DRM131 Theatre Appreciation MUS176 Introduction to Music
Any PHL prefixed course

Approved Courses: Natural Sciences

Any course from the following disciplines may be taken as a natural science elective:
Any BIO prefixed course with lab

Approved Courses: Physical Sciences

Any course from the following disciplines may be taken as a physical science elective:

Any CHM prefixed courses with lab
Any PHS prefixed courses with lab
Any PSC prefixed courses with lab

Approved Courses: Study of the United States or Global Studies Requirement

At least one course in each Associate of Arts Degree, Associate of Science Degree, and Associate of General Studies Degree must include the study of the United States Government, History, Literature, Economics or Global Studies. The following courses fulfill this requirement:

POS176 American Government	LIT233 American Literature - to 1860
HST176 American History to 1865	LIT234 American Literature - after 1860
HST177 American History 1865 to	POS132 State and Local Government

Present
BUS276 Principles Macroeconomics
LIT176 World Literature
LIT177 Modern World Literature

and Politics
SOC132 American Multicultural Study
SSC176 World Regional Geography

Approved Courses: Computer Skills Requirement

The following courses have been approved to fulfill the general education computer skills requirement:

BUS235 Microcomputer Office Applications I (3 credit hours) or
other specified departmental computer course

Approved Courses: Lifetime Fitness & Health Requirement

HPR177 Personal & Community Health may be taken in place of HPR101 Concepts of Physical Activity. The following courses have been approved to fulfill the general education physical activity requirement:

AGR151-158 Applied Ag Tech I-VIII	HPR126 Casting & Angling	HPR165-168 Varsity Athletics I-IV
HPR106 Beg. Def Tactics, R & F	HPR127 Disc Golf, R & F	HPR237 Adv. Weightlifting, R& F
HPR107 Country Western Dance	HPR128 Beginning Archery	HPR241 Adv. Body Conditioning
HPR108 Ballroom Dance I	HPR137 Beg. Weightlifting, R & F	HPR259-260 Athl. Conditioning V-VI
HPR109 Ballroom Dance II	HPR141 Beg. Body Conditioning	HPR279-280 Varsity Athletics V-VI
HPR114 Volleyball, R & F	HPR143 Beg. Tennis, R & F	HPR110 Geocaching
HPR117 Golf, R & F	HPR144 Basketball, R & F	HPR111 Lifetime Sports
HPR119 Baseball, R & F	HPR155-158 Athl. Conditioning I-IV	HPR112 Shooting Sports & Firearm Safety
HPR118 Billiards	HPR113 Music Theatre Dance I	MUS213 Music Theatre Dance II

Credit for Co-Curricular Work

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

Vocal Ensembles
Instrumental Ensembles
Show Choirs
Jazz Bands
Bands
Choirs
Weightlifting
Body Conditioning
Applied Ag Techniques I-VIII

Athletic Conditioning I-VI
 Varsity Athletics I-VI
 Newspaper Production I-VI

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.

Programs of Study

2012-2013 Program Charts

Accounting - Associate in Science

	Credit Hours
General Education Requirements	
COMMUNICATIONS	9
ENG176 English Composition I	
ENG177 English Composition II	
COM131 Speech Communication --or-- COM276 Public Speaking	
NATURAL AND PHYSICAL SCIENCE (1 of each)	9-10
MATHEMATICS	3
MTH177 or MTH178 College Algebra --or-- MTH191 Calculus I (5)	
SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)	9

<u>Recommended:</u> PSY176 General Psychology	
BUS276 Principles of Macroeconomics	
BUS277 Principles of Microeconomics	
HUMANITIES (from 2 disciplines)	9
LIFETIME FITNESS AND HEALTH	3
HPR101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I	
MAJOR DEPARTMENT/RECOMMENDED ELECTIVES	19
ACC177 Accounting I	
ACC178 Accounting II	
ACC231 Computerized Accounting	
ACC232 Managerial Accounting	
BUS236 Business Communications	
BUS255 Microcomputer Office Apps II	
MTH181 Elementary Statistics	
MTH191 Analytical Geometry & Calculus (5)	
Total Required Credit Hours	64

Agribusiness/Agriculture Business Operations – Associate in Science

General Education Requirements	Credit Hours
COMMUNICATIONS	9
ENG176 English Composition I	
ENG177 English Composition II	
COM131 Speech Communication --or-- COM276 Public Speaking	
NATURAL SCIENCE ELECTIVES	5
PHYSICAL SCIENCE ELECTIVES	4-5
MATHEMATICS	3
MTH177 College Algebra or higher	
SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)	9
HUMANITIES (from 2 disciplines)	9
LIFETIME FITNESS AND HEALTH	3
HPR101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I or AGR185 Computers in Agriculture	
MAJOR DEPARTMENT REQUIREMENTS	5
AGR131 Plant Science (4) --or-- AGR136 Soils (4)	
AGR142 Agriculture in our Society	
MAJOR DEPARTMENT ELECTIVES	13
AGR electives (any course with an AGR prefix) (10)	
BUS electives (any course with an ACC or BUS prefix)(3)	
Total Required Credit Hours	64

Agribusiness/Agriculture Business Operations – Associate in Applied Science

General Education Requirements	Credit Hours
COMMUNICATIONS	6
ENG135 Writing for the Workplace or higher*	
COM130 Communications for the Workplace* or higher	
MATHEMATICS	3
MTH126 Technical Mathematics* or higher	
SOCIAL AND BEHAVIORAL SCIENCE	3
LIFETIME FITNESS AND HEALTH	3
HPR101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I --or-- AGR185 Computers in Agriculture	
MAJOR DEPARTMENT REQUIREMENTS	13
AGR131 Plant Science (4) --or-- AGR134 Soils (4)	
AGR132 Animal Science	
AGR142 Agriculture in Our Society	
AGR232 Marketing Ag Products	
Occupational Work Experience I-IV (2)	
MAJOR DEPARTMENT ELECTIVES	
Ag Electives (any course with an AGR prefix)	24
Business Electives (any course with an ACC or BUS prefix)	9
Total Required Credit Hours	64

*Students transferring to a university should check transfer requirements.

Agribusiness/Agriculture Business Operations – Certificate

General Education Requirements	Credit Hours
COMMUNICATIONS	3
ENG135 Writing for the Workplace or higher	
MATHEMATICS	3
MTH126 Technical Mathematics or higher	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I --or-- AGR185 Computers in Agriculture	
LIFETIME FITNESS & HEALTH	1
HPR101 Concepts of Physical Health –or-- Physical Activity Course from Approved List	
MAJOR DEPARTMENT REQUIREMENTS	4
AGR142 Agriculture in Our Society	
AGR 232 Marketing Ag Products	
MAJOR AG DEPARTMENT ELECTIVES	12
Any course with an AGR prefix	
MAJOR BUSINESS DEPARTMENT ELECTIVES	6
Any course with a BUS prefix	
Total Required Credit Hours	32

Agricultural Education – Associate in Science

General Education Requirements	Credit Hours
COMMUNICATIONS	9
ENG176 English Composition I	
ENG177 English Composition II	
COM131 Speech Communication --or--COM276 Public Speaking	
NATURAL SCIENCE ELECTIVES	5
PHYSICAL SCIENCE	4-5
MATHEMATICS	3
MTH177 College Algebra or higher	
SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)	9
HUMANITIES (from 2 disciplines)	9
LIFETIME FITNESS AND HEALTH	3
HPR101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I --or-- AGR185 Computers in Agriculture	
MAJOR DEPARTMENT REQUIREMENTS	8
AGR132 Animal Science	
AGR142 Agriculture in Our Society	
AGR136 Soils (4) --or-- AGR131 Plant Science (4)	
MAJOR DEPARTMENT ELECTIVES	10
Ag Electives (any course with an AGR prefix)	
EDU177 Foundations of Modern Education	
EDU235 Observation and Participation	

EDU290 Current Issues in Education	
MTH181 Elementary Statistics	
Total Required Credit Hours	64

Agricultural Journalism – Associate in Science

General Education Requirements	Credit Hours
COMMUNICATIONS	9
ENG176 English Composition I	
ENG177 English Composition II	
COM131 Speech Communication --or--COM276 Public Speaking	
NATURAL AND PHYSICAL SCIENCE (1 of each)	9-10
BIO125 General Biology (5)	
CHM176 Fundamentals of Chemistry (5)	
MATHEMATICS	3
MTH177 College Algebra or higher	
SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)	9
HUMANITIES (from 2 disciplines)	9
LIFETIME FITNESS AND HEALTH	3
HPR101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Apps. I --or-- AGR185 Computers in Agriculture	
MAJOR DEPARTMENT REQUIREMENTS	8
AGR142 Agriculture in Our Society	
AGR131 Plant Science (4) --or--AGR136 Soils (4)	
AGR132 Animal Science	
MAJOR DEPARTMENT ELECTIVES	10
Ag Electives (any course with an AGR prefix)	
COM143-COM146 Newspaper Production I -IV	
COM121 Introduction to Mass Media	

Total Required Credit Hours

64

Agriculture Power Technology - Associate in Applied Science

General Education Requirements	Credit Hours
COMMUNICATIONS	6
ENG135 Writing for the Workplace* or higher	
COM130 Communications for the Workplace* or higher	
MATHEMATICS	3
MTH126 Technical Mathematics* or higher	
SOCIAL AND BEHAVIORAL SCIENCE	3
LIFETIME FITNESS AND HEALTH	2
HPR101 Concepts of Physical Health	
COMPUTER SKILLS	
BUS162 Intro to Word Processing -or- BUS235 Microcomputer Office Applications I	1
MAJOR DEPARTMENT REQUIREMENTS	49
APT101 Welding I	
APT123 Occupational Work Experience I	
APT124 Occupational Work Experience II	
APT125 Outdoor Power Equip	
APT127 Tractor/Auto Air Conditioning	
APT129 Applied Electricity/Electron	
APT137 Agricultural Seminar	
APT138 Hydraulics/Pneumatics	
APT141 Fundamentals of Engines	
APT146 Diesel Electrical Systems	

APT223 Occupational Work Experience III	
APT224 Occupational Work Experience IV	
APT226 Tractor Maint and Repair	
APT236 Agricultural Seminar	
APT244 Power Trains	
APT245 Shop Practice I	
APT246 Ag Machinery Operations	
APT247 Elec Acc Diag and Repair	
APT248 Diesel Fuel Systems	
Total Required Credit Hours	64

Computer skills: BUS162 Intro to Word Processing or BUS235 Microcomputer Office Applications I plus integrated departmental computer requirements.

*Students transferring to a university should check transfer requirements.

Agronomy - Associate in Science

General Education Requirements	Credit Hours
COMMUNICATIONS	9
ENG176 English Composition I	
ENG177 English Composition II	
COM131 Speech Communication --or--COM276 Public Speaking	
NATURAL SCIENCE ELECTIVES	5
PHYSICAL SCIENCE ELECTIVES	10
MATHEMATICS	3
MTH177 College Algebra or higher	
SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)	9
HUMANITIES (from 2 disciplines)	9
LIFETIME FITNESS AND HEALTH	3
HPR101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	
BUS235 Microcomputer Office Applications I --or--AGR185 Computers in Agriculture	3
MAJOR DEPARTMENT REQUIREMENTS	9
AGR142 Agriculture in Our Society	
AGR136 Soils (4)	
AGR131 Plant Science (4)	
MAJOR DEPARTMENT ELECTIVES	4
AGR electives (any course with an AGR prefix)	
Total Required Credit Hours	64

Agronomy

(Farm and Ranch Management Certificate)

General Education Requirements	Credit Hours
COMMUNICATIONS	3
ENG135 Writing for the Workplace or higher*	
MATHEMATICS	3
MTH126 Technical Mathematics or higher	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I --or-- AGR185 Computers in Agriculture	
LIFETIME FITNESS & HEALTH	1
HPR101 Concepts of Physical Health—or— Physical Activity Course from Approved List	
MAJOR DEPARTMENT REQUIREMENTS	13
AGR131 Plant Science (4)	
AGR142 Agriculture in Our Society	
AGR136 Soils (4)	
AGR117 Horticulture	
AGR241 Range Management --or--AGR133 Crop Production	
MAJOR DEPARTMENT ELECTIVES	9
Any course with an AGR prefix	
Total Required Credit Hours	32

Animal Science - Associate in Science

General Education Requirements	Credit Hours
COMMUNICATIONS	9
ENG176 English Composition I	
ENG177 English Composition II	
COM131 Speech Communication --or--COM276 Public Speaking	
NATURAL SCIENCE ELECTIVES	5
PHYSICAL SCIENCE ELECTIVES	5
MATHEMATICS	3
MTH177 College Algebra or higher	
SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)	9
HUMANITIES (from 2 disciplines)	9
LIFETIME FITNESS AND HEALTH	3
HPR101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I --or-- AGR185 Computers in Agriculture	
MAJOR DEPARTMENT REQUIREMENTS	8
AGR132 Animal Science	
AGR142 Agriculture in Our Society	
AGR131 Plant Science (4) --or--AGR136 Soils (4)	
MAJOR DEPARTMENT ELECTIVES	10
Any course with an AGR prefix	
Total Required Credit Hours	64

Art Education - Associate in Arts

General Education Requirements	Credit Hours
COMMUNICATIONS	9
ENG176 English Composition I	
ENG177 English Composition II	
COM131 Speech Communication --or--COM276 Public Speaking	
NATURAL AND PHYSICAL SCIENCE (1 of each)	9-10
MATHEMATICS	3
MTH176 College Math (or higher)	
SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)	9
HUMANITIES (from 2 disciplines)	9
MULTICULTURAL EXPERIENCE	3
LIFETIME FITNESS AND HEALTH	3
HPR 101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	3
CSC177 Microcomputer Apps	
MAJOR DEPARTMENT/RECOMMENDED ELECTIVES	16
ART131 Drawing	
ART133 Elementary School Art	
ART134 2D Design	
ART141 Ceramics I	
EDU177 Foundations of Modern Education	
ART153 3-D Design	
ART135 Graphic Design I	
ART235 Graphic Design II	
ART128 Digital Photography	
ART265 Visual Arts Professional Dev	

Total Required Credit Hours

64

Art Education - Associate in Science

General Education Requirements	Credit Hours
Communications	9
ENG176 English Composition I	
ENG177 English Composition II	
COM131 Speech Communication --or-- COM276 Public Speaking	
NATURAL AND PHYSICAL SCIENCE (1 of each)	9-10
MATHEMATICS	3
MTH177 College Algebra or higher	
SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)	9
HUMANITIES (from 2 disciplines)	9
LIFETIME FITNESS AND HEALTH	3
HPR 101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	3
CSC177 Microcomputer Apps	
MAJOR DEPARTMENT/RECOMMENDED ELECTIVES	19
ART131 Drawing	
ART134 2D Design	
ART141 Ceramics I	
EDU177 Foundations of Modern Education	
ART133 Elementary School Art	
ART135 Graphic Design	
ART153 3D Design	
ART128 Digital Photography	
ART235 Graphic Design II	
ART265 Visual Arts Professional Dev	
EDU235 Observation and Participation	

Total Required Credit Hours

64

Athletic Training - Associate in Science

General Education Requirements	Credit Hours
COMMUNICATIONS	9
ENG176 English Composition I	
ENG177 English Composition II	
COM131 Speech Communication--or--COM276 Public Speaking	
NATURAL AND PHYSICAL SCIENCE (1 of each)	9
MATHEMATICS	3
MTH177 College Algebra or higher	
SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)	9
HUMANITIES (from 2 disciplines)	9
LIFETIME FITNESS AND HEALTH	3
HPR101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I	
MAJOR DEPARTMENT/RECOMMENDED ELECTIVES	19
HPR125 Psychology of Sport	
HPR170 Practicum I: Evaluation of Sports Injuries	
HPR171 Practicum II: Management & Treatment	
HPR231 First Aid and Safety	
HPR270 Practicum III: Rehabilitation Techniques	
HPR271 Practicum IV: Organization & Administration	
BIO278 Anatomy & Physiology (5)	
BIO137 Nutrition	
Total Required Credit Hours	64

Automotive Technology – Associate in Applied Science

General Education Requirements	Credit Hours
COMMUNICATIONS	6
ENG135 Writing for the Workplace* or higher	
COM130 Communications for the Workplace* or higher	
MATHEMATICS	3
MTH126 Technical Mathematics* or higher	
SOCIAL AND BEHAVIORAL SCIENCE	3
LIFETIME FITNESS AND HEALTH	2
HPR101 Concepts of Physical Health	
COMPUTER SKILLS	
BUS162 Intro to Word Processing --or--BUS235 Microcomp. Office Apps I	1
MAJOR DEPARTMENT REQUIREMENTS	52
AMC108 Engine Performance I	
AMC111 Engine Repair I	
AMC129 Electrical I	
AMC109 Engine Performance II	
AMC112 Engine Repair II	
AMC134 Electrical II	
AMC132 Steering and Suspension	
AMC208 Engine Performance III	
AMC235 Electrical III	
AMC236 Manual Transmission	
AMC260 Automotive Heating & Air Conditioning	
AMC209 Engine Performance IV	
AMC225 Automatic Transmission	
AMC254 Brakes I	
AMC255 Brakes II	

Total Required Credit Hours	67
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Computer skills: BUS162 Intro to Word Processing or BUS235 Microcomputer Office Applications I plus integrated departmental computer requirements.

*Students transferring to a university should check transfer requirements.

Automotive Technology – Certificate

General Education Requirements	Credit Hours
COMMUNICATIONS	3
ENG135 Writing for the Workplace* or higher	
MATHEMATICS	3
MTH126 Technical Mathematics* or higher	
LIFETIME FITNESS AND HEALTH	1
Physical Activity course from approved list or HPR101 Concepts of Physical Health	
COMPUTER SKILLS	
BUS162 Intro to Word Processing --or--BUS235 Microcomp. Office Apps I	1
MAJOR DEPARTMENT REQUIREMENTS	33
AMC108 Engine Performance I	
AMC109 Engine Performance II	
AMC111 Engine Repair I	
AMC112 Engine Repair II	
AMC129 Electrical I	
AMC132 Steering and Suspension	
AMC134 Electrical II	
AMC254 Brakes I	
AMC255 Brakes II	
AMC260 Automotive Heating & Air Conditioning	
Total Required Credit Hours	41

Beef Production (Farm and Ranch Management Certificate)

General Education Requirements	Credit Hours
COMMUNICATIONS	3
ENG176 English Composition I --or-- ENG135 Writing for the Workplace	
MATHEMATICS	3
MTH126 Technical Mathematics or higher	
COMPUTER SKILLS	13
BUS235 Microcomputer Office Applications I -or- AGR185 Computers in Agriculture	
LIFETIME FITNESS & HEALTH	1
HPR101 Concepts of Physical Health –or--Physical Activity Course from Approved List	
MAJOR DEPARTMENT REQUIREMENTS	7
AGR132 Animal Science	
AGR142 Agriculture in Our Society	
AGR242 Beef Cattle Production	
MAJOR DEPARTMENT ELECTIVES	15
Any course with an AGR prefix (9)	
Any course with an ACC or BUS prefix (6)	
Total Required Credit Hours	32

Biology - Associate in Science

General Education Requirements	Credit Hours
COMMUNICATIONS	9
ENG176 English Composition I	
ENG177 English Composition II	
COM131 Speech Communication --or--COM276 Public Speaking	
NATURAL AND PHYSICAL SCIENCE (1 of each)	9-10
BIO125 General Biology (5)	
CHM186 General Chemistry and Lab I (5)	
MATHEMATICS	3
MTH177 College Algebra or higher	
SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)	9
HUMANITIES (from 2 disciplines)	9
LIFETIME FITNESS AND HEALTH	3
HPR101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I	
MAJOR DEPARTMENT/RECOMMENDED ELECTIVES	19
BIO145 General Zoology	
BIO155 General Botany	
CHM187 General Chemistry II	
PHS251 General Physics I	
PHS252 General Physics II	
Total Required Credit Hours	64

Business Administration - Associate in Applied Science

GENERAL EDUCATION REQUIREMENTS	Credit Hours
COMMUNICATIONS	6
COM130 Communications in the Workplace* or higher	
ENG135 Writing for the Workplace or higher	
MATHEMATICS	3
MTH126 Technical Mathematics* or higher	
SOCIAL AND BEHAVIORAL SCIENCE	3
BUS177/SOC178 Human Relations --or--PSY176 General Psychology	
LIFETIME FITNESS AND HEALTH	2
HPR101 Concepts of Physical Health	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I	
MAJOR DEPARTMENT REQUIREMENTS	33
ACC111 Introduction to Accounting -or-ACC177 Accounting I -or- ACC178 Accounting II -or -ACC231 Computerized Accounting (6)	
BUS158 Office Procedures	
BUS160 Document Processing	
BUS176 Personal Finance	
BUS178 Introduction to Business	
BUS201 Web Page Design	
BUS218 Business Ethics	
BUS236 Business Communications	
BUS255 Microcomputer Office Applications II	
BUS264 Administrative Procedures	
BUS276 Principles of Macroeconomics --or--BUS277 Principles of Microeconomics	
MAJOR DEPARTMENT ELECTIVES	14
ACC111 Introduction to Accounting	

ACC178 Accounting II	
ACC236 Computerized Accounting	
BUS150 Advertising	
BUS152 Salesmanship	
BUS177 Human Relations	
BUS202 Advanced Web Design	
BUS233 Business Law	
BUS234 Marketing	
BUS242 Entrepreneurship	
BUS276 Principles of Macroeconomics	
BUS277 Principles of Microeconomics	
Total Required Credit Hours	64

*Students transferring to a university should check transfer requirements.

Business Administration- Associate in General Studies

General Education Requirements	Credit Hours
COMMUNICATIONS	6
ENG176 English Composition I	
COM131 Speech Communication --or--COM276 Public Speaking –or BUS236 Business Communications	
MATHEMATICS	3
MTH126 Technical Math or higher	
SOCIAL AND BEHAVIORAL SCIENCE	3
HUMANITIES	3
LIFETIME FITNESS AND HEALTH	3
HPR101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I	
MAJOR DEPARTMENT/RECOMMENDED ELECTIVES	36
ACC177 Accounting I	
BUS178 Intro to Business	
BUS236 Business Communications	
BUS276 Principles of Macroeconomics	
ACC111 Intro to Accounting	
ACC178 Accounting II	
ACC231 Computerized Accounting	
ACC232 Managerial Accounting	
BUS176 Personal Finance	
BUS201 Web Page Design	
BUS255 Microcomputer Office Applications II	
BUS277 Principles of Microeconomics	

BUS243, 244, 245 or 246 Occupational Work Experience I, II, III, or IV	
Total Required Credit Hours	64

Business Administration - Associate in Science

GENERAL EDUCATION REQUIREMENTS	Credit Hours
COMMUNICATIONS	9
COM131 Speech Communication --or--COM276 Public Speaking	
ENG176 English Composition I	
ENG177 English Composition II	
LIFETIME FITNESS AND HEALTH	3
Physical Activity Course from Approved List	
HPR101 Concepts of Physical Health	
SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)*	9
HUMANITIES (from 2 disciplines)*	9
MATHEMATICS	3
MTH177 College Algebra or higher	
NATURAL & PHYSICAL SCIENCES (1 OF EACH)	9-10
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I	
MAJOR DEPARTMENT/RECOMMENDED ELECTIVES (19 cr. hrs.)	
ACC178 Accounting II	
ACC177 Accounting I	
ACC232 Managerial Accounting	
BUS178 Intro to Business	
BUS236 Business Communications	
BUS255 Microcomputer Office Applications II	
MTH181 Elementary Statistics	
MTH191 Anal. Geometry & Calculus I (5)	
Total Required Credit Hours	64

*Refer to Degree Requirements for the electives that fulfill this requirement.

Business Administration - Certificate

GENERAL EDUCATION REQUIREMENTS	Credit Hours
COMMUNICATIONS	3
ENG135 Writing for the Workplace or higher	
LIFETIME FITNESS AND HEALTH	1
Physical Activity Course from Approved List --or-- HPR101 Concepts of Physical Health	
MATHEMATICS	3
MTH126 Technical Mathematics or higher	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I	
MAJOR DEPARTMENT REQUIREMENTS	21
ACC111 Introduction to Accounting --or-- ACC177 Accounting I - or ACC178 Accounting II--or ACC231 Computerized Accounting	
BUS158 Office Procedures	
BUS160 Document Processing	
BUS164 Advanced Document Processing	
BUS176 Personal Finance	
BUS178 Introduction to Business	
BUS264 Administrative Procedures	
MAJOR DEPARTMENT ELECTIVES	3
ACC111 Introduction to Accounting --or-- ACC177 Accounting I - or ACC178 Accounting II--or ACC231 Computerized Accounting	
BUS201 Web Page Design	
BUS236 Business Communications	
BUS243, 244 or 245 Occupational Work Experience I, II or III	
Total Required Credit Hours	34

Chemistry - Associate in Science

General Education Requirements	Credit Hours
Communications	9
ENG176 English Composition I	
ENG177 English Composition II	
COM131 Speech Communication --or-- COM276 Public Speaking	
NATURAL AND PHYSICAL SCIENCE (1 of each)	9-10
Biological Science and Lab (4-5)	
CHM186 General Chemistry and Lab (5)	
MATHEMATICS	3
MTH177 College Algebra or higher	
SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)	9
HUMANITIES (from 2 disciplines)	9
LIFETIME FITNESS AND HEALTH	3
HPR101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I	
MAJOR DEPARTMENT/RECOMMENDED ELECTIVES	19
CHM187 General Chemistry II	
PHS251 General Physics I	
PHS252 General Physics II	
MTH183 Trigonometry	
MTH191 Analytical Geo and Calculus I	
MTH193 Analytic Geo and Calculus II	
Total Required Credit Hours	64

Communication - Associate in Arts

General Education Requirements	Credit Hours
COMMUNICATIONS	9
ENG176 English Composition I	
ENG177 English Composition II	
COM131 Speech Communication --or--COM276 Public Speaking	
NATURAL AND PHYSICAL SCIENCE (1 from each)	9-10
MATHEMATICS	3
MTH176 College Math or higher	
SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)	9
HUMANITIES (from 2 disciplines)	9
LIFETIME FITNESS AND HEALTH	3
HPR101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	3
BUS235 Microcomp. Office Apps I --or--CSC177 Microcomp. Apps	
MULTICULTURAL EXPERIENCE	3
MAJOR DEPARTMENT/RECOMMENDED ELECTIVES	16
COM121 Introduction to Mass Media	
COM132 Voice and Diction	
COM133 Oral Interpretation	
COM276 Public Speaking	
DRM123 Acting	
DRM131 Theatre Appreciation	
EDU177 Foundations of Modern Education	
EDU235 Observation and Participation	
Total Required Credit Hours	64

Communication - Associate in Science

General Education Requirements	Credit Hours
COMMUNICATIONS	9
ENG176 English Composition I	
ENG177 English Composition II	
COM131 Speech Communication--or--COM276 Public Speaking	
NATURAL AND PHYSICAL SCIENCE (1 of each)	9-10
MATHEMATICS	3
MTH177 College Algebra or higher	
SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)	9
HUMANITIES (from 2 disciplines)	9
LIFETIME FITNESS AND HEALTH	3
HPR101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	3
BUS235 Microcomp Office Apps --or--CSC177 Microcomp Apps	
MAJOR DEPARTMENT/RECOMMENDED ELECTIVES	19
COM121 Introduction to Mass Media	
COM132 Voice and Diction	
COM133 Oral Interpretation	
COM276 Public Speaking	
DRM123 Acting	
DRM131 Theatre Appreciation	
EDU177 Foundations of Modern Education	
EDU235 Observation and Participation	
Total Required Credit Hours	64

Design - Associate in Arts

General Education Requirements	Credit Hours
COMMUNICATIONS	9
ENG176 English Composition I	
ENG177 English Composition II	
COM131 Speech Communication --or-- COM276 Public Speaking	
NATURAL AND PHYSICAL SCIENCE (1 of each)	9-10
MATHEMATICS	3
MTH176 College Math or higher	
SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)	9
HUMANITIES (from 2 disciplines)	9
MULTICULTURAL EXPERIENCE	3
LIFETIME FITNESS AND HEALTH	3
HPR101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	3
CSC177 Microcomputer Apps	
MAJOR DEPARTMENT/RECOMMENDED ELECTIVES	16
ART127 Intro to Photography	
ART128 Digital Photography	
ART131 Drawing	
ART134 2D Design	
ART135 Graphic Design I	
ART153 3D Design	
ART155 Typography	
ART163 Digital Media I	
ART235 Graphic Design II	

ART241 Illustration Techniques	
ART265 Visual Arts Professional Dev	
ART266 Visual Communication Foundation	
ART267 Visual Communication Career Seminar	
Total Required Credit Hours	64

Electrical Powerline Technology – Associate in Applied Science

General Education Requirements	Credit Hours
COMMUNICATIONS	6
ENG135 Writing for the Workplace or higher*	
COM130 Communications for the Workplace* or higher	
MATHEMATICS	3
MTH126 Technical Mathematics * or higher	
SOCIAL AND BEHAVIORAL SCIENCE	3
LIFETIME FITNESS AND HEALTH	2
HPR 101 Concepts of Physical Health	
COMPUTER SKILLS	1
BUS162 Intro to Word Processing--or--BUS235 Microcomp. Office Apps I	
MAJOR DEPARTMENT REQUIREMENTS	50
EPD124 Electrical Theory	
EPD126 Underground Systems	
EPD131 Sys Des, Constr, Maint	
EPD141 Lab & Field Training I	
EPD142 Lab & Field Training II	
EPD143 Lab & Field Training III	
EPD144 Lab & Field Training IV	
EPD150 Electrical Essentials	
EPD221 Occ Work Exp (4)	
EPD236 Industrial Safety and Rel	
EPD251 Transformers & Metering	
Total Required Credit Hours	65

* Students transferring to a university should check transfer requirements.

Electrical Powerline Technology – Certificate

General Education Requirements are prerequisites	Credit Hours
COMMUNICATIONS	3
ENG135 Writing for the Workplace or higher	
MATHEMATICS	3
MTH126 Technical Mathematics or higher	
COMPUTER SKILLS	1
BUS162 Intro to Word Processing --or--BUS235 Microcomp. Office Apps I	
LIFETIME FITNESS & HEALTH	1
Physical Activity course from approved list --or-- HPR101 Concepts of Physical Health	
MAJOR DEPARTMENT REQUIREMENTS	38
EPD124 Electrical Theory	
EPD126 Underground Systems	
EPD131 Sys Des, Constr, Maint	
EPD141 Lab & Field Training I	
EPD142 Lab & Field Training II	
EPD150 Electrical Essentials	
EPD221 Occ Work Exp (4)	
EPD236 Industrial Safety and Rel	
EPD251 Transformers & Metering	
Total Required Credit Hours	46

Elementary Education – Associate in Arts

General Education Requirements	Credit Hours
COMMUNICATIONS	9
ENG176 English Composition I	
ENG177 English Composition II	
COM131 Speech Communication --or-- COM276 Public Speaking	
NATURAL AND PHYSICAL SCIENCE (1 of each)	9-10
MATHEMATICS	3
MTH176 College Math or higher	
SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)	9
HUMANITIES (from 2 disciplines)	9
LIFETIME FITNESS AND HEALTH	3
HPR101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I	
MULTICULTURAL EXPERIENCE	3-5
MAJOR DEPARTMENT/RECOMMENDED ELECTIVES	16
EDU177 Foundations of Modern Education	
EDU133 Elementary School Art	
EDU277 Children's Literature	
EDU235 Observation and Participation	
PSY132 Developmental Psychology	
EDU139 Child Play and Games	
MTH181 Elementary Statistics	
HPR231 First Aid and Safety	
EDU120 Sign Language I	
Total Required Credit Hours	64

Elementary Education - Associate in Science

General Education Requirements	Credit Hours
COMMUNICATIONS	9
ENG176 English Composition I	
ENG177 English Composition II	
COM131 Speech Communication --or-- COM276 Public Speaking	
Natural and Physical Science (1 of each)	9-10
MATHEMATICS	3
MTH177 College Algebra or higher	
SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)	9
HUMANITIES (from 2 disciplines)	9
LIFETIME FITNESS AND HEALTH	3
HPR101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I	
MAJOR DEPARTMENT/RECOMMENDED ELECTIVES	19
EDU177 Foundations of Modern Education	
EDU277 Children's Literature	
EDU235 Observation and Participation	
EDU139 Child Play and Games	
PSY132 Developmental Psychology	
EDU133 Elementary School Art	
ART141 Ceramics I	
HPR231 First Aid and Safety	
EDU120 Sign Language I	
MTH181 Elementary Statistics	
Total Required Credit Hours	64

English - Associate in Arts

General Education Requirements	Credit Hours
COMMUNICATIONS	9
ENG176 English Composition I	
ENG177 English Composition II	
COM131 Speech Communication --or--COM276 Public Speaking	
NATURAL AND PHYSICAL SCIENCE (1 of each)	9-10
MATHEMATICS	3
MTH176 College Math or higher	
SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)	9
HUMANITIES (from 2 disciplines)	9
LIFETIME FITNESS AND HEALTH	3
HPR101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I	
MULTICULTURAL EXPERIENCE	3-5
MAJOR DEPARTMENT/RECOMMENDED ELECTIVES	16
LIT177 Modern World Literature	
LIT237 Intro To Literature	
LIT234 American Lit after 1860	
Other Electives (7)	
Total Required Credit Hours	64

English Education - Associate in Science

General Education Requirements	Credit Hours
COMMUNICATIONS	9
ENG176 English Composition I	
ENG177 English Composition II	
COM131 Speech Communication --or-- COM276 Public Speaking	
NATURAL AND PHYSICAL SCIENCE (1 of each)	9-10
MATHEMATICS	3
MTH177 College Algebra or higher	
SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)	9
HUMANITIES (from 2 disciplines)	9
LIFETIME FITNESS AND HEALTH	3
HPR101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I	
MAJOR DEPARTMENT/RECOMMENDED ELECTIVES	19
LIT237 Intro to Literature	
LIT234 American Lit after 1860	
LIT177 Modern World Literature	
EDU177 Foundations of Modern Education	
EDU235 Observation and Participation	
Other Electives (4)	
Total Required Credit Hours	64

Farm and Ranch Management - Associate in Applied Science

General Education Requirements	Credit Hours
COMMUNICATIONS	6
ENG176 English Composition I --or- ENG135 Writing for the Workplace*	
COM130 Communications for the Workplace* or higher	
MATHEMATICS	3
MTH126 Technical Mathematics* or higher	
SOCIAL AND BEHAVIORAL SCIENCE	3
LIFETIME FITNESS AND HEALTH	3
HPR 101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I or AGR185 Computers in Agriculture	
MAJOR DEPARTMENT REQUIREMENTS	11
AGR132 Animal Science	
AGR131 Plant Science (4) --or-- AGR136 Soils (4)	
AGR142 Agriculture in Our Society	
AGR232 Marketing Ag Products	
MAJOR DEPARTMENT ELECTIVES	
AG Electives (any course with an AGR prefix)	32
Business Electives (any course with an ACC or BUS prefix)	3
Total Required Credit Hours	64

*Students transferring to a university should check transfer requirements.

Farm and Ranch Management – (Farm and Ranch Management Certificate)

General Education Requirements	Credit Hours
COMMUNICATIONS	3
ENG176 English Composition I -or- ENG135 Writing for the Workplace	
MATHEMATICS	3
MTH126 Technical Mathematics or higher	
LIFETIME FITNESS AND HEALTH	1
HPR 101 Concepts of Physical Health –or– Physical Activity Course from Approved List	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I –or- or AGR185 Computers in Agriculture	
MAJOR DEPARTMENT REQUIREMENTS	4
AGR132 Animal Science	
AGR142 Agriculture in Our Society	
MAJOR DEPARTMENT ELECTIVES	
Any course with AGR prefix	15
Any course with ACC or BUS prefix	3
Total Required Credit Hours	32

Farrier Science (Farm & Ranch Management Certificate)

General Education Requirements	Credit Hours
COMMUNICATIONS	3
ENG135 Writing for the Workplace or higher	
MATHEMATICS	3
MTH126 Technical Mathematics or higher	
COMPUTER SKILLS	3
AGR185 Computers in Agriculture --or-- BUS235 Microcomputer Office Applications I	
LIFETIME FITNESS & HEALTH	2
HPR101 Concepts of Physical Health --or-- Physical Activity Course from Approved (AGR115 Horsemanship 2 cr. recommended)	
MAJOR DEPARTMENT REQUIREMENTS	
AGR176 Horse Production (3)	
AGR112 Equine Anatomy & Physiology (1)	
AGR118 Farrier Science I (3)	
AGR119 Farrier Science II (3)	
AGR218 Farrier Science III (3)	
AGR219 Farrier Science IV (3)	
AGR217 Equine Behavior & Psychology (2)	
AGR191 Problems in Agriculture (1)	
BUS237 Business Management (2)	
Total Required Credit Hours	32

Feedlot Management & Operations- Associate in Science

General Education Requirements	Credit Hours
COMMUNICATIONS	9
ENG176 English Composition I	
ENG177 English Composition II	
COM131 Speech Communication --or--COM276 Public Speaking	
MATHEMATICS	3
MTH177 College Algebra or higher	
NATURAL SCIENCE ELECTIVES	5
PHYSICAL SCIENCE ELECTIVE	5
SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)	9
HUMANITIES (from 2 disciplines)	9
LIFETIME FITNESS AND HEALTH	3
HPR101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I or AGR185 Computers in Agriculture	
MAJOR DEPARTMENT REQUIREMENTS	1
AGR142 Agriculture in Our Society	
MAJOR DEPARTMENT ELECTIVES	17
Any course with AGR prefix (8)	
Any course with ACC or BUS prefix(9)	
Total Required Credit Hours	64

Farm and Ranch Mgt. (Feedlot Mgt. & Operations) - Associate of Applied Science

General Education Requirements	Credit Hours
COMMUNICATIONS	6
ENG135 Writing for the Workplace* or higher	
COM130 Communications for the Workplace* or higher	
MATHEMATICS	3
MTH126 Technical Mathematics* or higher	
SOCIAL AND BEHAVIORAL SCIENCE	3
Lifetime Fitness and Health	3
HPR101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	3
BUS235 Microcomp. Office Apps I or AGR185 Computers in Agriculture	
MAJOR DEPARTMENT REQUIREMENTS	28
AGR132 Animal Science	
AGR134 Livestock Production –or-- AGR176 Horse Production –or—AGR242 Beef Cattle Production (6)	
AGR232 Marketing Ag Products	
AGR142 Agriculture in Our Society	
AGR221-224 Occupational Work Exp (2)	
AGR239 Fundamentals of Animal Nutrition	
AGR252 Feedlot Management	
AGR253 Feedlot Operations	
AGR131 Plant Science –or--AGR136 Soils	
MAJOR DEPARTMENT ELECTIVES	
Any course with AGR prefix (12)	
Any course with ACC (9) or BUS prefix (6)	
Total Required Credit Hours	64

*Students transferring to a university should check transfer requirements.

Health Occupations Technology – Certificate

	Credit Hours
HOC101 Nurse Aide I	5
HOC102 Medication Aide	5
HOC105 Introduction to Health Occupations Technology	2
HOC103 Home Health Aide	2
HOC106 Terminology for Health Care Workers	2
TOTAL REQUIRED HOURS	16

History - Associate in Arts

General Education Requirements	Credit Hours
COMMUNICATIONS	9
ENG176 English Composition I	
ENG177 English Composition II	
COM131 Speech Communication --or--COM276 Public Speaking	
NATURAL AND PHYSICAL SCIENCE (1 of each)	9-10hrs
MATHEMATICS	3
MTH176 College Math or higher	
SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)	9
SSC176 World Regional Geography	
SOC176 Sociology	
PSY176 General Psychology	
POS176 American Government	
HUMANITIES (from 2 disciplines)	9
HST176 American History to 1865	
HST131 Survey of Civilization I	
HUM131 Intro to Humanities	
LIFETIME FITNESS AND HEALTH	3
HPR101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I	
MULTICULTURAL EXPERIENCE	3-5
MAJOR DEPARTMENT/RECOMMENDED ELECTIVES	16
HST177 American History 1865 to Present	
HST132 Survey of Civilization II	
HST138 History of the Great Plains	

HST134 Current History	
Other Electives (4)	
Total Required Credit Hours	64

Horse Production (Farm and Ranch Management Certificate)

General Education Requirements	Credit Hours
COMMUNICATIONS	3
ENG135 Writing for the Workplace or higher	
MATHEMATICS	3
MTH126 Technical Mathematics or higher	
COMPUTER SKILLS	3
AGR185 Computers in Agriculture --or--BUS235 Micro. Office Apps. I	
LIFETIME FITNESS AND HEALTH	1
HPR101 Concepts of Physical Health --or--Physical Activity Course from Approved List	
MAJOR DEPARTMENT REQUIREMENTS	13
AGR102 Horse Care and Training	
AGR115 Horsemanship	
AGR116 Beginning Horseshoeing	
AGR132 Animal Science	
AGR142 Agriculture in Our Society	
AGR176 Horse Production	
AGR216 Advanced Horseshoeing	
MAJOR DEPARTMENT ELECTIVES	9
Any course with AGR, ACC, or BUS prefix	
Total Required Credit Hours	32

Liberal Arts - Associate in Arts

General Education Requirements	Credit Hours
COMMUNICATIONS	9
ENG176 English Composition I	
ENG177 English Composition II	
COM131 Speech Communication --or--COM276 Public Speaking	
NATURAL AND PHYSICAL SCIENCE (1 of each)	9-10
MATHEMATICS	3
MTH176 College Math or higher	
SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)	9
HUMANITIES (from 2 disciplines)	9
LIFETIME FITNESS AND HEALTH	3
HPR101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I	
MULTICULTURAL EXPERIENCE	3-5
MAJOR DEPARTMENT/RECOMMENDED ELECTIVES	16
12 hours from major department, 4 hours open electives.	
Total Required Credit Hours	64

Liberal Arts - Associate in Science

General Education Requirements	Credit Hours
COMMUNICATIONS	9
ENG176 English Composition I	
ENG177 English Composition II	
COM131 Speech Communication --or--COM276 Public Speaking	
NATURAL AND PHYSICAL SCIENCE (1 from both)	9-10
MATHEMATICS	3
MTH177 College Algebra or higher	
SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)	9
HUMANITIES (from 2 disciplines)	9
LIFETIME FITNESS AND HEALTH	3
HPR101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I	
MAJOR DEPARTMENT/RECOMMENDED ELECTIVES	19
15 hours from major department, 4 open electives.	
Total Required Credit Hours	64

ADN Nursing Program – Associate in Applied Science in Nursing

-Effective Fall 2011. See proposed Fall 2012 curriculum on the next page.

General Education Requirements (must be taken prior to MAJOR DEPARTMENT REQUIREMENTS)	Credit Hours
COMMUNICATIONS	
ENG176 English Composition I	3
COM131 Speech Communication --or--COM276 Public Speaking	3
SCIENCES	
BIO278 Anatomy and Physiology	5
BIO279 Enhanced Anatomy and Physiology*	1
BIO165 Microbiology	5
SOCIAL AND BEHAVIORAL SCIENCE	
PSY176 General Psychology	3
PSY132 Developmental Psychology	3
MAJOR DEPARTMENT REQUIREMENTS <u>All require nursing program admission</u>	
NUR110 Foundations of Nursing	4
NUR111 Foundations of Nursing: Clinical	2
NUR112 Medical-Surgical Nursing I	2
NUR113 Medical-Surgical Nursing I: Clinical	2
NUR114 Gerontology Nursing	2
NUR115 Medical-Surgical Nursing 2a	2
NUR116 Medical-Surgical Nursing 2a: Clinical	1
NUR117 Medical-Surgical Nursing 2b: Theory	3
NUR118 Medical-Surgical Nursing 2b: Clinical	3
NUR119 Foundations of Maternal Child Nursing	2
NUR120 Foundations of Maternal Child Nursing: Clinical	1
HOC182 Pharmacology for Health Careers	3
NUR121 Foundations of Mental Health Nursing	2
NUR201 Nursing Transition: CNA to LPN (2) OR NUR201 Nursing Transition: LPN to RN (3)	2/3
NUR204 Nursing III: Didactic	6
NUR207 Nursing III: Clinical	4
HOC125 Leadership & Management	2
NUR218 Nursing IV: Didactic	6
NUR221 Nursing IV: Clinical	4
IDS298 Directed Studies: Nursing (NCLEX-RN® Review Course)	2
Total Required Credit Hours	78/79

Program application prerequisites: must have active Nurse Aide certification from Kansas Department of Health and Environment.

*Pathophysiology (minimum of 3 cr.) may be accepted in lieu of BIO279 Enhanced A&P.

ADN Nursing Program – Associate in Applied Science in Nursing

-Proposed Fall 2012 curriculum pending KSBN approval Sept. 2012.

General Education Requirements (must be taken prior to MAJOR DEPARTMENT REQUIREMENTS)	Credit Hours
COMMUNICATIONS	
ENG176 English Composition I	3
COM131 Speech Communication --or--COM276 Public Speaking	3
SCIENCES	
BIO278 Anatomy and Physiology	5
BIO165 Microbiology	5
SOCIAL AND BEHAVIORAL SCIENCE	
PSY176 General Psychology	3
PSY132 Developmental Psychology	3
MAJOR DEPARTMENT REQUIREMENTS <u>All require nursing program admission</u>	
KSPN110 Foundations of Nursing	4
KSPN111 Foundations of Nursing: Clinical	2
KSPN112 Medical Surgical Nursing I	4
KSPN113 Medical Surgical Nursing I: Clinical	3
KSPN114 Gerontology Nursing	2
KSPN116 Medical Surgical Nursing II	4
KSPN117 Medical Surgical Nursing II Clinical	3
KSPN118 Maternal Child Nursing	2
KSPN119 Maternal Child Nursing Clinical	1
KSPN120 Foundations of Mental Health Nursing	2
KSPN182 Pharmacology for Health Careers	3
NUR201 Nursing Transition	1
NUR204 Nursing III: Didactic	6
NUR207 Nursing III: Clinical	4
NUR218 Nursing IV: Didactic	6
NUR221 Nursing IV: Clinical	4
HOC125 Leadership & Management	2
IDS297 Directed Studies: Nursing (NCLEX-RN [®] Review Course)	1
Total Required Credit Hours	76

Program application prerequisites: must have an active Nurse Aide Certificate.

PN Nursing Program – Practical Nurse Certificate

Effective January, 2012. See proposed Fall 2012 curriculum on the next page.

General Education Requirements (must be taken prior to MAJOR DEPARTMENT REQUIREMENTS)	Credit Hours
COMMUNICATIONS	
ENG176 English Composition I	3
COM131 Speech Communication --or--COM276 Public Speaking	3
SCIENCES	
BIO278 Anatomy and Physiology	5
BIO279 Enhanced Anatomy and Physiology*	1
BIO165 Microbiology	5
SOCIAL AND BEHAVIORAL SCIENCE	
PSY176 General Psychology	3
PSY132 Developmental Psychology	3
MAJOR DEPARTMENT/ REQUIREMENTS <u>All require nursing program admission</u>	
KSPN110 Foundations of Nursing	4
KSPN111 Foundations of Nursing: Clinical	2
KSPN112 Medical-Surgical Nursing I	4
KSPN113 Medical-Surgical Nursing I Clinical	3
KSPN114 Gerontology Nursing	2
KSPN116 Medical-Surgical Nursing II	4
KSPN117 Medical-Surgical Nursing II Clinical	3
KSPN118 Maternal Child Nursing	2
KSPN119 Maternal Child Nursing Clinical	1
KSPN120 Foundations of Mental Health Nursing	2
KSPN182 Pharmacology	3
KSPN201 Nursing Transition: CNA to LPN	2
Total Required Credit Hours	55

Program application prerequisites: worked as or has received a Certified Nurse Aide certificate from Kansas Department of Health and Environment with the past two years.

*Pathophysiology (3 cr.) may be accepted in lieu of BIO279 Enhanced A&P

PN Nursing Program – Practical Nurse Certificate

- Proposed Curriculum Fall, 2012 pending KSBN approval September 2012.

General Education Requirements (must be taken <u>prior</u> to MAJOR DEPARTMENT REQUIREMENTS)	Credit Hours
COMMUNICATIONS	
ENG176 English Composition I	3
COM131 Speech Communication --or--COM276 Public Speaking	3
SCIENCES	
BIO278 Anatomy and Physiology	5
SOCIAL AND BEHAVIORAL SCIENCE	
PSY176 General Psychology	3
PSY132 Developmental Psychology	3
MAJOR DEPARTMENT/ REQUIREMENTS All require nursing program admission	
KSPN110 Foundations of Nursing	4
KSPN111 Foundations of Nursing Clinical	2
KSPN112 Medical-Surgical Nursing I	4
KSPN113 Medical-Surgical Nursing I Clinical	3
KSPN114 Gerontology Nursing	2
KSPN116 Medical-Surgical Nursing II	4
KSPN117 Medical Surgical Nursing II Clinical	3
KSPN118 Maternal Child Nursing	2
KSPN119 Maternal Child Nursing Clinical	1
KSPN120 Foundations of Mental Health Nursing	2
KSPN182 Pharmacology	3
NUR201 Nursing Transition: CNA to LPN	1
Total Required Credit Hours	48

Program application prerequisites: must have an active Nurse Aide Certificate.

Mathematics - Associate in Science

General Education Requirements	Credit Hours
COMMUNICATIONS	9
ENG176 English Composition I	
ENG177 English Composition II	
COM131 Speech Communication --or--COM276 Public Speaking	
NATURAL AND PHYSICAL SCIENCE (1 of each)	9-10
BIO125 General Biology (5)	
CHM186 General Chemistry I (5)	
MATHEMATICS	3
MTH191 Analytical Geo and Calculus I (5)	
SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)	9
HUMANITIES (from 2 disciplines)	9
LIFETIME FITNESS AND HEALTH	3
HPR101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	
BUS235 Microcomputer Office Applications I	3
MAJOR DEPARTMENT/RECOMMENDED ELECTIVES	19
MTH193 Analytic Geo and Calculus II	
CHM187 General Chemistry II	
PHS251 General Physics I	
PHS252 General Physics II	
MTH183 Trigonometry	
Total Required Credit Hours	64

Mathematics Education - Associate in Science

General Education Requirements	Credit Hours
COMMUNICATIONS	9
ENG176 English Composition I	
ENG177 English Composition II	
COM131 Speech Communication --or--COM276 Public Speaking	
NATURAL AND PHYSICAL SCIENCE (1 of each)	9-10
Biological Science and Lab (4-5)	
CHM186 General Chemistry I (5)	
MATHEMATICS	3
MTH191 Analytical Geo and Calculus I (5)	
SOCIAL AND BEHAVIOR SCIENCE (from 2 disciplines)	9
HUMANITIES (from 2 disciplines)	9
LIFETIME FITNESS AND HEALTH	3
HPR101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I	
MAJOR DEPARTMENT/RECOMMENDED ELECTIVES	19
MTH193 Analytic Geo and Calculus II	
MTH183 Trigonometry	
CHM187 General Chemistry II	
EDU177 Foundations of Modern Education	
PHS251 General Physics I	
PHS252 General Physics II	
Total Required Credit Hours	64

Medical Office Assistant (Office Administrative Assistant – Certificate)

General Education Requirements	Credit Hours
COMMUNICATIONS	3
ENG135 Writing for the Workplace or higher	
MATHEMATICS	3
MTH126 Technical Mathematics or higher	
LIFETIME FITNESS AND HEALTH	1
HPR101 Concepts of Physical Health -or- Physical Activity Course from Approved List	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I	
MAJOR DEPARTMENT REQUIREMENTS – choose from the following list:	23
ACC111 Introduction to Accounting –or–ACC177 Accounting I	
BUS158 Office Procedures	
BUS160 Document Processing	
BUS164 Advanced Document Processing	
BUS249 Medical Terminology	
BUS250 Medical Transcription	
BUS254 Medical Office Procedures	
BUS264 Administrative Procedures	
ACC 177 Accounting I – or ACC231 Computerized Accounting –or- BUS236 Business Communications	
Total Required Hours	33

Medical Office Assistant (Office Administrative Assistant - Associate in Applied Science)

General Education Requirements	Credit Hours
COMMUNICATIONS	6
ENG135 Writing for the Workplace or higher*	
COM130 Communications for the Workplace or higher*	
MATHEMATICS	3
MTH126 Technical Mathematics* or higher	
SOCIAL AND BEHAVIORAL SCIENCE	3
BUS177/SOC178 Human Relations -or- PSY176 General Psychology	
LIFETIME FITNESS AND HEALTH	2
HPR101 Concepts of Physical Health	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I	
MAJOR DEPARTMENT REQUIREMENTS	42
ACC111 Introduction to Accounting --or-- ACC177 Accounting I --or-- ACC178 Accounting II --or --ACC231 Computerized Accounting	
BUS158 Office Procedures	
BUS160 Document Processing	
BUS164 Advanced Document Processing	
BUS165 Integrated Computer Applications	
BUS178 Introduction to Business	
BUS201 Web Page Design	
BUS218 Business Ethics	
BUS236 Business Communications	
BUS249 Medical Terminology	
BUS250 Medical Transcription	
BUS254 Medical Office Procedures	
BUS255 Microcomputer Office Applications II	
BUS264 Administrative Procedures	
BUS276 Microeconomics -or- BUS277 Macroeconomics	
MAJOR DEPARTMENT ELECTIVES	5
ACC111 Introduction to Accounting	
ACC176 Accounting I	
ACC231 Computerized Accounting	
ACC178 Accounting II	
BUS176 Personal Finance	
BUS201 Web Page Design	
BUS202 Advanced Web Page Design	
BUS233 Business Law	

BUS243, 244, 245, 246 Occupational Work Experience I, II, III, or IV	
Total Required Hours	64

*Students transferring to a university should check transfer requirements.

Office Administrative Assistant - Associate in Applied Science

*Students transferring to a university should check transfer requirements.

General Education Requirements	Credit Hours
COMMUNICATIONS	6
ENG135 Writing for the Workplace or higher*	
COM130 Communications for the Workplace or higher*	
MATHEMATICS	3
MTH126 Technical Mathematics* or higher	
SOCIAL AND BEHAVIORAL SCIENCE	3
BUS177/SOC178 Human Relations -or- PSY176 General Psychology	
LIFETIME FITNESS AND HEALTH	2
HPR101 Concepts of Physical Health	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I	
MAJOR DEPARTMENT REQUIREMENTS	39
ACC Requirements (9): ACC111 Introduction to Accounting –or– ACC177 Accounting I --or-- ACC178 Accounting II --or --ACC231 Computerized Accounting	
BUS158 Office Procedures	
BUS160 Document Processing	
BUS164 Advanced Document Processing	
BUS165 Integrated Computer Applications	
BUS178 Introduction to Business	
BUS201 Web Page Design	
BUS218 Business Ethics	
BUS236 Business Communications	
BUS255 Microcomputer Office Applications II	
BUS264 Administrative Procedures	
BUS276 Microeconomics -or- BUS277 Macroeconomics	
MAJOR DEPARTMENT ELECTIVES	8
BUS176 Personal Finance	
BUS202 Advanced Web Page Design	
ACC178 Accounting II	
BUS243, 244, 245, 246 Occupational Work Experience I, II, III, or IV	
BUS233 Business Law	
Total Required Hours	64

Office Administrative Assistant – Certificate

General Education Requirements	Credit Hours
COMMUNICATIONS	3
ENG135 Writing for the Workplace or higher	
MATHEMATICS	3
MTH126 Technical Mathematics or higher	
LIFETIME FITNESS AND HEALTH	1
HPR101 Concepts of Physical Health -or- Physical Activity Course from Approved List	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I	
MAJOR DEPARTMENT REQUIREMENTS	17
ACC111 Introduction to Accounting –or– ACC177 Accounting I - or ACC178 Accounting II—or ACC231 Computerized Accounting (6)	
BUS158 Office Procedures	
BUS160 Document Processing	
BUS164 Advanced Document Processing	
BUS264 Administrative Procedures	
MAJOR DEPARTMENT ELECTIVES	6
ACC111 Introduction to Accounting	
ACC178 Accounting II	
ACC231 Computerized Accounting	
BUS201 Web Page Design	
BUS236 Business Communications	
BUS243, 244 or 245 Occupational Work Experience I, II or III	
Total Required Hours	33

Physical Education/Coaching - Associate in Science

General Education Requirements	Credit Hours
COMMUNICATIONS	9
ENG176 English Composition I	
ENG177 English Composition II	
COM131 Speech Communication --or--COM276 Public Speaking	
NATURAL AND PHYSICAL SCIENCE (1 from both)	9-10
MATHEMATICS	3
MTH177 College Algebra or higher	
SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)	9
HUMANITIES (from 2 disciplines)	9
LIFETIME FITNESS AND HEALTH	3
HPR101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I	
MAJOR DEPARTMENT/RECOMMENDED ELECTIVES	19
EDU177 Foundations of Modern Education	
HPR105 Fundamentals of Coaching	
HPR120 Rules and Officiating	
HPR122 Recreational Leadership	
HPR125 Psychology of Sport	
HPR133 Elementary Physical Education	
HPR134 Introduction to Exercise Science	
HPR135 Introduction to Health, PE, Recreation	
HPR138 Perspectives of Human Sexuality	
HPR139 Child Play and Games	
HPR231 First Aid & Safety	

HPR292 Care and Prevention	
Total Required Credit Hours	64

Pre-Chiropractic - Associate in Science

General Education Requirements	Credit Hours
COMMUNICATIONS	9
ENG176 English Composition I	
ENG177 English Composition II	
COM131 Speech Communication --or--COM276 Public Speaking	
NATURAL AND PHYSICAL SCIENCE (1 from both)	9-10
BIO125 General Biology (5)	
CHM186 General Chemistry and Lab I (5)	
MATHEMATICS	3
MTH177 College Algebra or higher	
SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)	9
HUMANITIES (from 2 disciplines)	9
LIFETIME FITNESS AND HEALTH	3
HPR101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I	
MAJOR DEPARTMENT/RECOMMENDED ELECTIVES	19
BIO145 General Zoology	
CHM187 General Chemistry II	
PHS251 General Physics I	
PHS252 General Physics II	
BIO278 Anatomy and Physiology	
BIO155 General Botany	
BIO165 Microbiology	
MTH181 Elementary Statistics	
MTH183 Trigonometry	

Total Required Credit Hours	64
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Pre-Dentistry - Associate in Science

General Education Requirements	Credit Hours
COMMUNICATIONS	9
ENG176 English Composition I	
ENG177 English Composition II	
COM131 Speech Communication --or--COM276 Public Speaking	
NATURAL AND PHYSICAL SCIENCE	9-10
BIO125 General Biology (5)	
CHM186 General Chemistry and Lab I (5)	
MATHEMATICS	3
MTH177 College Algebra or higher	
SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)	9
HUMANITIES (from 2 disciplines)	9
LIFETIME FITNESS AND HEALTH	3
HPR101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I	
MAJOR DEPARTMENT/RECOMMENDED ELECTIVES	19
CHM187 General Chemistry II	
BIO145 General Zoology	
BIO155 General Botany	
PHS251 General Physics I	
PHS252 General Physics II	
ART141 Ceramics I	
Total Required Credit Hours	64

Pre-Engineering - Associate in Science

General Education Requirements	Credit Hours
COMMUNICATIONS	9
ENG176 English Composition I	
ENG177 English Composition II	
COM131 Speech Communication --or--COM276 Public Speaking	
NATURAL AND PHYSICAL SCIENCE (1 from both)	9-10
BIO123 Environmental Science (4)	
CHM186 General Chemistry and Lab (5)	
MATHEMATICS	3
MTH191 Analytical Geo and Calculus I (5)	
SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)	9
HUMANITIES (from 2 disciplines)	9
LIFETIME FITNESS AND HEALTH	3
HPR101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I	
MAJOR DEPARTMENT/RECOMMENDED ELECTIVES	19
MTH193 Analytic Geo and Calculus II	
CHM187 General Chemistry II	
PHS251 General Physics I	
PHS252 General Physics II	
Total Required Credit Hours	64

Pre-Forestry - Associate in Science

General Education Requirements	Credit Hours
COMMUNICATIONS	9
ENG176 English Composition I	
ENG177 English Composition II	
COM131 Speech Communication --or--COM276 Public Speaking	
NATURAL AND PHYSICAL SCIENCE (1 of each)	9-10
BIO125 General Biology (5)	
CHM186 General Chemistry and Lab I (5)	
MATHEMATICS	3
MTH177 College Algebra or higher	
SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)	9
HUMANITIES (from 2 disciplines)	9
LIFETIME FITNESS AND HEALTH	3
HPR101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I	
MAJOR DEPARTMENT/RECOMMENDED ELECTIVES	19
CHM187 General Chemistry II	
BIO123 Environmental Science	
BIO145 General Zoology	
BIO155 General Botany	
PHS251 General Physics I	
PHS252 General Physics II	
MTH183 Trigonometry	
Total Required Credit Hours	64

Pre-Law - Associate in Science

General Education Requirements	Credit Hours
COMMUNICATIONS	9
ENG176 English Composition I	
ENG177 English Composition II	
COM131 Speech Communication --or--COM276 Public Speaking	
NATURAL AND PHYSICAL SCIENCE (1 of each)	9-10
MATHEMATICS	3
MTH177 College Algebra or higher	
SOCIAL AND BEHAVIOR SCIENCE (from 2 disciplines)	9
<u>Recommended:</u> POS132 State and Local Government	
SOC233 Social Problems	
PSY176 General Psychology	
HUMANITIES (from 2 disciplines)	9
<u>Recommended:</u> HST134 Current History	
HST176 American History to 1865	
Humanities Elective	
LIFETIME FITNESS AND HEALTH	3
HPR101 Concepts of Physical Health	
Physical Activity Course from Approved List	1
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I	
MAJOR DEPARTMENT/RECOMMENDED ELECTIVES	19
SOC182 Sociology of Families	
SOC132 Multicultural Study	
SSC176 World Regional Geography	
HST177 American History 1865 to Present	

POS176 American Government	
Other Electives (4)	
Total Required Credit Hours	64

Pre-Medicine - Associate in Science

General Education Requirements	Credit Hours
COMMUNICATIONS	9
ENG176 English Composition I	
ENG177 English Composition II	
COM131 Speech Communication --or--COM276 Public Speaking	
NATURAL AND PHYSICAL SCIENCE	9-10
BIO125 General Biology (5)	
CHM186 General Chemistry and Lab I (5)	
MATHEMATICS	3
MTH191 Analytical Geo and Calculus I (5)	
SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)	9
HUMANITIES (from 2 disciplines)	9
LIFETIME FITNESS AND HEALTH	3
HPR101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I	
MAJOR DEPARTMENT/RECOMMENDED ELECTIVES	19
BIO145 General Zoology	
CHM187 General Chemistry II	
PHS251 General Physics I	
PHS252 General Physics II	
BIO155 General Botany	
Total Required Credit Hours	64

Pre-Optometry - Associate in Science

General Education Requirements	Credit Hours
COMMUNICATIONS	9
ENG176 English Composition I	
ENG177 English Composition II	
COM131 Speech Communication --or--COM276 Public Speaking	
NATURAL AND PHYSICAL SCIENCE (9-10 hrs)	9-10
BIO125 General Biology (5)	
CHM186 General Chemistry and Lab I (5)	
MATHEMATICS	3
MTH177 College Algebra or higher	
SOCIAL AND BEHAVIOR SCIENCE (from 2 disciplines)	9
HUMANITIES	9
LIFETIME FITNESS AND HEALTH	3
HPR101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I	
MAJOR DEPARTMENT/RECOMMENDED ELECTIVES	19
MTH183 Trigonometry	
CHM187 General Chemistry II	
PHS251 General Physics I	
PHS252 General Physics II	
BIO145 General Zoology	
BIO155 General Botany	
Total Required Credit Hours	64

Pre-Pharmacy - Associate in Science

General Education Requirements	Credit Hours
COMMUNICATIONS	9
ENG176 English Composition I	
ENG177 English Composition II	
COM131 Speech Communication --or--COM276 Public Speaking	
NATURAL AND PHYSICAL SCIENCE (1 of each)	9-10
BIO125 General Biology (5)	
CHM186 General Chemistry and Lab I (5)	
MATHEMATICS	3
MTH191 Analytical Geo and Calculus I (5)	
SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)	9
HUMANITIES (from 2 disciplines)	9
LIFETIME FITNESS AND HEALTH	
HPR101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I	
MAJOR DEPARTMENT/RECOMMENDED ELECTIVES	19
CHM187 General Chemistry II	
BIO165 Microbiology	
BIO278 Anatomy and Physiology	
Other Electives (4)	
Total Required Credit Hours	64

Pre-Veterinary - Associate in Science

General Education Requirements	Credit Hours
COMMUNICATIONS	9
ENG176 English Composition I	
ENG177 English Composition II	
COM276 Public Speaking --or--COM131 Speech Communication	
NATURAL AND PHYSICAL SCIENCE (1 of each)	9-10
BIO125 General Biology (5)	
CHM186 General Chemistry I (5)	
MATHEMATICS	3
MTH177 College Algebra or higher	
SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)	9
HUMANITIES (from 2 disciplines)	9
LIFETIME FITNESS AND HEALTH	3
HPR101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I --or--AGR185 Computers in Agriculture	
MAJOR DEPARTMENT/RECOMMENDED ELECTIVES	19
AGR132 Animal Science --or--AGR142 Agriculture in Our Society	
BIO165 Microbiology	
CHM187 General Chemistry II	
PHS251 General Physics I	
PHS252 General Physics II	
Total Required Credit Hours	64

Pre-Wildlife Biology - Associate in Science

General Education Requirements	Credit Hours
COMMUNICATIONS	9
ENG176 English Composition I	
ENG177 English Composition II	
COM131 Speech Communication --or--COM276 Public Speaking	
NATURAL AND PHYSICAL SCIENCE	9-10
BIO125 General Biology (5)	
CHM186 General Chemistry and Lab I (5)	
MATHEMATICS	3
MTH177 College Algebra or higher	
SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)	9
HUMANITIES (from 2 disciplines)	9
LIFETIME FITNESS AND HEALTH	3
HPR101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I	
MAJOR DEPARTMENT/RECOMMENDED ELECTIVES	19
MTH183 Trigonometry	
CHM187 General Chemistry II	
BIO123 Environmental Science	
BIO145 General Zoology	
BIO155 General Botany	
MTH181 Elementary Statistics	
PHS251 General Physics I	
PHS252 General Physics II	
Total Required Credit Hours	64

Psychology - Associate in Science

General Education Requirements	Credit Hours
COMMUNICATIONS	9
ENG176 English Composition I	
ENG177 English Composition II	
COM131 Speech Communication --or--COM276 Public Speaking	
NATURAL AND PHYSICAL SCIENCE (1 of each)	9-10
MATHEMATICS	3
MTH177 College Algebra or higher	
SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)	9
<u>Recommended:</u> PSY176 General Psychology	
SOC176 Introduction to Sociology	
SOC233 Social Problems	
HUMANITIES (from 2 disciplines)	9
<u>Recommended:</u> HUM131 Intro to Humanities	
Literature Elective	
PHL130 Intro to Philosophy	
Lifetime Fitness and Health	3
HPR101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I	
MAJOR DEPARTMENT/RECOMMENDED ELECTIVES	19
SOC132 Multicultural Study	
SOC138 Perspectives of Human Sexuality	
PSY132 Developmental Psychology	

HST177 American History1865 to Present	
HST131 Survey of Civilization I	
Other Electives (4)	
Total Required Credit Hours	64

Range Management - Associate in Science

General Education Requirements	Credit Hours
COMMUNICATIONS	9
ENG176 English Composition I	
ENG177 English Composition II	
COM131 Speech Communication --or—COM276 Public Speaking	
MATHEMATICS	3
MTH177 College Algebra or higher	
NATURAL SCIENCE ELECTIVES	5
PHYSICAL SCIENCE ELECTIVES	10
CHM186 General Chemistry and Lab I (5)	
SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)	9
HUMANITIES (from 2 disciplines)	9
LIFETIME FITNESS AND HEALTH	3
HPR101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I or AGR185 Computers in Agriculture	
MAJOR DEPARTMENT REQUIREMENTS	9
AGR142 Agriculture in Our Society	
AGR136 Soils (4)	
AGR131 Plant Science (4)	
MAJOR DEPARTMENT ELECTIVES	4
AG Electives (any course with an AGR prefix)	
Total Required Credit Hours	64

Secondary Education - Associate in Arts

General Education Requirements	Credit Hours
COMMUNICATIONS	9
ENG176 English Composition I	
ENG177 English Composition II	
COM131 Speech Communication --or--COM276 Public Speaking	
NATURAL AND PHYSICAL SCIENCE (1 of each)	9-10
MATHEMATICS	3
MTH176 College Math or higher	
SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)	9
HUMANITIES (from 2 disciplines)	9
LIFETIME FITNESS AND HEALTH	3
HPR101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I	
MULTICULTURAL EXPERIENCE	3-5
MAJOR DEPARTMENT/RECOMMENDED ELECTIVES	16
EDU177 Foundations of Modern Education	
EDU235 Observation and Participation	
Courses from Teaching Field (6)	
MTH181 Elementary Statistics	
PSY132 Developmental Psychology	
Total Required Credit Hours	64

Secondary Education - Associate in Science

General Education Requirements	Credit Hours
COMMUNICATIONS	9
ENG176 English Composition I	
ENG177 English Composition II	
COM131 Speech Communication --or--COM276 Public Speaking	
NATURAL AND PHYSICAL SCIENCE	9-10
BIO125 General Biology (5)	
CHM186 General Chemistry I (5)	
MATHEMATICS	3
MTH177 College Algebra or higher	
SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)	9
PSY176 General Psychology --or--PSY132 Developmental Psychology	
Social Science Electives (5)	
HUMANITIES (from 2 disciplines)	9
LIFETIME FITNESS AND HEALTH	3
HPR101 Concepts of Physical Health)	
Physical Activity Course from Approved List	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I	
MAJOR DEPARTMENT/RECOMMENDED ELECTIVES	19
EDU177 Foundations of Modern Education	
EDU235 Observation and Participation	
MTH181 Elementary Statistics	
PSY132 Developmental Psychology	
SOC132 Multicultural Study	
Courses from Teaching Field	
Other Electives	

Total Required Credit Hours

64

Social Work - Associate in Science

General Education Requirements	Credit Hours
COMMUNICATIONS	9
ENG176 English Composition I	
ENG177 English Composition II	
COM131 Speech Communication --or--COM276 Public Speaking	
NATURAL AND PHYSICAL SCIENCE (1 of each)	9-10
MATHEMATICS	3
MTH177 College Algebra or higher	
SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)	9
<u>Recommended:</u> PSY176 General Psychology	
PSY132 Developmental Psychology	
SOC176 Introduction to Sociology	
HUMANITIES (from 2 disciplines)	9
LIFETIME FITNESS AND HEALTH	3
HPR101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I	
MAJOR DEPARTMENT/RECOMMENDED ELECTIVES	19
SOC182 Sociology of Families	
SOC132 Multicultural Study	
SOC138 Perspectives in Human Sexuality	
SOC233 Social Problems	
MTH181 Elementary Statistics	
MLN Foreign Language electives	
Other Electives (4)	

Total Required Credit Hours

64

Solar Power Technology - Certificate

General Education Requirements	Credit Hours
COMMUNICATIONS	6
COM130 Communication for the Workplace or higher	
ENG135 Writing for the Workplace or higher	
MATHEMATICS	3
MTH126 Technical Mathematics or higher	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I	3
LIFETIME FITNESS & HEALTH	2
HPR101 Concepts of Physical Health –or– Physical Activity Course from Approved List	
MAJOR DEPARTMENT REQUIREMENTS	20
SPT101 Welding I (2)	
SPT110 Solar Photovoltaic Systems & Applications(3)	
SPT120 Solar Energy Technology II (3)	
SPT129 Applied Electricity (3)	
SPT130 Solar Energy Technology III (3)	
SPT140 Occupational Work Experience (6)	
Total Required Hours	34

Sports Administration- Associate in Science

General Education Requirements	Credit Hours
COMMUNICATIONS	9
ENG176 English Composition I	
ENG177 English Composition II	
COM276 Public Speaking	
NATURAL & PHYSICAL SCIENCE (1 of each)	9-10
MATHEMATICS	3
MTH177 College Algebra or higher	
SOCIAL & BEHAVIORAL SCIENCE (from 2 disciplines)	9
HUMANITIES (from 2 disciplines)	9
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I	
LIFETIME FITNESS AND HEALTH	3
HPR101 Concepts of Physical Health	
Physical Activity Course from Approved List	
MAJOR DEPARTMENT/RECOMMENDED ELECTIVES	19
HPR122 Recreational Leadership	
HPR125 Psychology of Sport	
HPR130 Intro to Sports Administration	
HPR133 Elementary Physical Education	
HPR134 Introduction to Exercise Science	
HPR135 Introduction to Health, PE, Recreation	
HPR231 First Aid & Safety	
HPR292 Care and Prevention	
ACC177 Accounting I	
ACC178 Accounting II	
ACC232 Managerial Accounting	
BUS233 Business Law	
Total Required Credit Hours	64

Studio - Associate in Arts

General Education Requirements	Credit Hours
COMMUNICATIONS	9
ENG176 English Composition I	
ENG177 English Composition II	
COM131 Speech Communication --or--COM276 Public Speaking	
NATURAL AND PHYSICAL SCIENCE (1 of each)	9-10
MATHEMATICS	3
MTH176 College Math or higher	
SOCIAL AND BEHAVIORAL SCIENCE (from 2 disciplines)	9
HUMANITIES (from 2 disciplines)	9
MULTICULTURAL EXPERIENCE	3
LIFETIME FITNESS AND HEALTH	3
HPR101 Concepts of Physical Health	
Physical Activity Course from Approved List	
COMPUTER SKILLS	3
CSC177 Microcomputer Apps	
MAJOR DEPARTMENT/RECOMMENDED ELECTIVES	16
ART127 Intro to Photography	
ART128 Digital Photography	
ART131 Drawing	
ART134 2D Design	
ART141 Ceramics I	
ART265 Visual Arts Professional Dev	
ART153 3D Design	
ART135 Graphic Design I	
ART235 Graphic Design II	
Total Required Credit Hours	64

over 40 pounds. Students are expected to adhere to common safety and sanitation practices. Animals legally harvested by the student can be processed in this course with instructor approval. This course counts as an activity course.

AGR112 Equine Anatomy & Physiology 1 cr. hr.

This course is designed to introduce the student to the basic structure and function of the horse. In-depth study of the skeletal, nervous, cardiovascular and muscular systems will take place. Special attention will be directed to the feet, legs and conformation.

AGR115 Horsemanship 2 cr. hr.

This course is designed for students who understand the fundamentals of horse care and feeding and have some proficiency in Western riding. Major topics for the course include horse anatomy and conformation, health care, training, and advanced riding techniques.

AGR116 Beginning Horseshoeing 1 cr. hr

This course deals with the theory and application of hoof care and hoof trimming.

AGR117 Horticulture 1 cr. hr.

Introduction to the basic concept and practices of horticulture. Emphasis is on the establishment, management and use of horticulture plants in the garden and home. Students will have hands-on experience while learning about seedlings, cuttings, potting and planting.

AGR118 Farrier Science I 3 cr. hr.

This course is an introduction to shoeing. Students evaluate shoeing jobs, learn proper trimming, select factory shoes, and start the nailing process. It also reinforces the basic anatomy of the hoof and limb.

AGR119 Farrier Science II 3 cr. hr.

This course is geared towards developing a working knowledge of the craft. Emphasis of this class is on shoe shaping, leveling, and fitting a factory shoe. Forge work is started by modifying factory shoes.

AGR131 Plant Science 4 cr. hr.

This course is an introduction to the biological principles involved in the production of economically important agricultural plants. Attention is given to plant morphology, anatomy, physiology, classification, propagation, and genetics, as well as environmental factors affecting plant growth. Exercises in the laboratory support the instruction in the classroom.

AGR132 Animal Science 3 cr. hr.

The course is designed to introduce the student to the basic principles which apply to the broad field of animal science. Topics include a survey of the industry, types and products of livestock, and principles of breeding, nutrition, and reproduction.

AGR133 Crop Production 3 cr. hr.

This course is an in-depth study of production and management of corn, wheat, milo, and other major crops.

This course is designed for advanced study in automotive electronics. Diagnosis, repair, and troubleshooting techniques will be emphasized. Lighting, circuits, windshield wipers, defogger, electric windows, locks, and seats are examples of topic areas covered. (Previously Electrical Accessories Diagnosis)

AMC236 **Manual Drive Transmission** **5 cr. hr.**

Manual Transmission is an in-depth study of torque delivery. Topic areas include clutches, drive lines, drive axles, transfer cases, manual transmissions, and transaxles. Theory and skill development will be emphasized. (Previously Manual Drive Train/Transaxles)

AMC252 **Shop Practice III** **5 cr. hr.**

Shop Practice III is an in-depth study of the automobile or it can be designed to meet the needs of the student in a particular system of the car. This course is also designed to give a student supervised instruction in systems that have been covered in another class through lecture but the student desires additional lab time to develop skills proficiency. Skill development will be emphasized. Shop Practice I-IV must be taken in sequence.

AMC254 **Brakes I** **5 cr. hr.**

Brakes I Systems course is designed to provide students with an understanding of how basic brake systems operate. Various brake systems will be discussed and hands-on training will be used to help students understand basic brake principles. After completion of performance tasks in base brakes, the student will advance to antilock brake systems. The antilock brake section of this course is designed to provide students with an understanding of how antilock brakes function. Various antilock systems will be discussed and hands-on training will be used to help students understand antilock brakes. (Previously Brake/Brake Antilock Brake System)

AMC260 **Automotive Heating and Air Conditioning** **5 cr. hr.**

This course is designed to give the student knowledge of basic air conditioning theory and operation as well as proper maintenance and service procedures. Each student will have the opportunity to diagnose and repair air conditioning components in the lab. A major emphasis will be on safety and the correct use of the air conditioning special tools. (Previously Mobile Heating & Air Conditioning)

AGRICULTURAL MECHANICS & EQUIPMENT/MACHINE TECHNOLOGY

APT100 **Applied Welding** **3 cr. hr.**

This course is designed for the general population and students who may be interested in the technical programs. This course introduces the basic knowledge needed for various welding techniques.

APT101 **Welding I** **2 cr. hr.**

Welding I is a course designed for the agricultural and agriculture-related students. This course will be a study of welding methods and electrodes used in maintenance welding. Oxygen acetylene brazing and cutting will be covered. Cast iron welding also will be learned. Threading operations, equipment maintenance, and soldering techniques will be taught. Prerequisite: None.

APT123-124 **Occupational Work Experience I-II** **3 c. hr.**

Occupational Work Experience is designed to provide students with additional job-related agricultural technician skills while working at an approved dealership. Minimum requirements for the course include: at least one hundred (100) work hours per credit hour, supervision by the employer and the instructor, and a log of the work performed. Prerequisite: Instructor's permission. The OWE classes must be taken in sequence.

APT125 Outdoor Power Equipment 3 cr. hr.

This course is designed to acquaint the learner with the theory, operation, maintenance, and repair of outdoor power equipment. Emphasis will be on the power plant for this equipment. Light duty single cylinder, 4-cycle engines will be highlighted. Maintenance, repair, and overhaul procedures for these engines will be covered in-depth within the course. Prerequisite: None.

APT127 Tractor & Auto Air Conditioning Repair 3 cr. hr.

Tractor and Auto Air Conditioning is a course designed to give the student knowledge of the basic air conditioning theory and operation as well as the proper maintenance and service procedures. Each student will have the opportunity to diagnose and repair air conditioning components. A major emphasis will be on the job. Prerequisite: None.

APT129 Applied Electricity/Electronics 3 cr. hr.

Students will learn the basic concepts of electricity, electrical quantities and components and Ohm's Law. The student will also learn basic circuit analysis of Series Circuits, Parallel Circuits and Series Parallel Circuits. The student will continue to learn about producing and measuring electrical quantities. This will include cells and batteries, magnetism and electromagnetism and DC measuring instruments.

APT137 Agricultural Seminar 1 cr. hr.

Agricultural seminar is designed for those students wishing to improve their skills in Work Ethics, Customer Relations, and all other aspects of job related skills. Employee/employer relations are studied with the intent to use these skills on the job. Prerequisite: None.

APT138 Applied Hydraulics & Pneumatics 3 cr. hr.

This course is designed for the students to study the physical laws and pneumatics. Considerable time will be spent on all types of hydraulics and pneumatics components and their applications in various systems. The students will perform general maintenance, repair, and testing of the individual components. Prerequisite: None

APT141 Fundamentals Of Engines 3 cr. hr.

Fundamentals of Engines is designed for those students wishing to increase their knowledge of the internal combustion engine; including principles of operation of two and four stroke engines, design, construction, repair, and maintenance. Prerequisite: None.

APT146 Diesel Electrical Systems 1 cr. hr.

Review of basic electrical theory and operational components for 6, 12, and 24 volt systems. Basic breaker point systems and troubleshooting will be covered. Batteries, cranking motors, charging systems, lighting and accessory systems will be covered, along with all switches, relays, electrical circuits, and wiring diagrams. The student will be required to demonstrate safe service and repair procedures for all electrical components. Prerequisite: APT129 Applied Electronics/Electricity.

History and Criticism of Art II is designed to fulfill one course of the general humanities requirements for the general education articulation. The course has been developed for the person with a general interest in the study of art and art history. History and Criticism of Art II will fulfill the general survey requirement for art majors.

ART180 Adobe Photoshop Techniques 1 cr. hr.

This design course will introduce students to the Adobe Photoshop. Emphasis will be on photo manipulation and enhancements. This course provides an opportunity to explore and get a basic understanding of Photoshop. Students will be required to provide some individual supplies for this course. No prerequisites.

ART182 Adobe Illustrator Techniques 1 cr. hr.

This design course will introduce students to the Adobe Illustrator. Emphasis is on vector illustration. This course provides an opportunity to explore and get a basic understanding of Illustrator. Students will be required to provide some individual supplies for this course. No prerequisites.

ART184 Adobe Flash Techniques 1 cr. hr.

This design course will introduce students to the Adobe Flash. Emphasis is on basic animation. This course provides an opportunity to explore and get a basic understanding of Flash and create basic animations. Students will be required to provide some individual supplies for this course. No prerequisites.

ART191 Projects In Art 1 cr. hr

This is a contractual course taken on an individual basis allowing the student specialized concentration in a specific studio area. Under supervision of the instructor, the student must accomplish stated objectives and criteria.

ART219 Pottery II 3 cr. hr.

Students will continue to build on skills and techniques learned in Applied Ceramics I. Skill improvement and technical knowledge is combined with the development of a personal and creative style. This course can be taken as an art elective or for personal enrichment. Prerequisite: ART41 Ceramics I or ART119 Pottery I (or equivalent).

ART235 Graphic Design II 3 cr. hr.

This course is an introduction to the use of the computer as a design tool. The student will be exposed to Photoshop and other appropriate software in completion of a variety of graphic and other design related projects. This is a required course for all design majors and an elective for art and journalism majors. Prerequisite: Art 135 Graphic Design I.

ART241 Illustration Techniques 3 cr. hr.

This course will expose the student to a wide variety of illustration media including pen and ink, markers, acrylics and digital illustration, as well as many different illustration techniques. This course is recommended for all design majors and is an elective for studio art majors. Prerequisites: ART131 Drawing I and ART134 2D Design.

ART243 Ceramics II 3 cr. hr.

Students will continue to build on skills and techniques learned in Ceramics I. Skills improvement and technical knowledge is combined with the development of a personal and creative style. This course can be taken as an art elective or for personal enrichment. Prerequisite: ART 141 Ceramics I.

ART265 Visual Arts Professional Development 3 cr. hr.

This is a capstone course to assist students in the transition from community college to either the university or to seek employment. In this course the student will assemble a portfolio, prepare a resume, complete applications for scholarship or employment, and other activities necessary to be successful beyond the Associates Degree. This is a required course for all design and studio majors.

ART266 Visual Communication Foundation 2 cr. hr.

This course is an exploration of visual communication, from the design industry, to design disciplines, the study of significant career development issues, and the creation of an optimum portfolio and marketing strategy in preparation for future employment opportunities. Discussions on how visual communications affect our culture and the world we live in will also be discussed.

ART267 Visual Communication Career Seminar 1 cr. hr.

A partner course to the Visual Communication Foundation course, a variety of careers in Visual Communication will be discussed and explored. Students will have the opportunity to discuss their options with their peers as well as with practicing visual communications. Student must take this course in partnership with the Visual Communication Foundation Course.

BIOLOGICAL SCIENCES

BIO101 Basic Nutrition 3 cr. hr.

This course introduces the student to the basic scientific principles of "normal" nutrition as well as the physiological processes related to digestion, absorption, and metabolism of nutrients. An emphasis will be placed upon practical applications for nutrition, including how to read and analyze food labels; how to analyze personal eating habits; how to distinguish between nutrition fact and fiction; and how to identify relationships between nutrition and disease. Additionally, this course will investigate the nutritional requirements of mothers, infants, children, teens, and geriatric populations. This course is intended for students entering health related fields and those with a general interest in nutrition.

BIO123 Environmental Science 4 cr. hr.

Ecological principles underlying environmental problems are considered. Man's interrelationships with the environment are studied. Attention is given to how technology, economics, sociology, and politics relate to environmental issues. Opportunities are provided for individual and group projects. Concurrent enrollment in BIO123 Laboratory is required.

BIO125 General Biology 5 cr. hr.

An introductory course in biology, this class is designed to acquaint the student with modern concepts in biology. Topics included are: molecular and cellular biology, organismic taxonomy, basic biochemistry, cellular and organismic reproduction, genetics and evolution. Concurrent enrollment in BIO125 Laboratory is required.

BIO128 Principles of Biology 5 cr. hr.

An introductory course in biology, this class is designed to acquaint the student with modern concepts in biology. Topics included are: molecular and cellular biology, organismic taxonomy, basic biochemistry, cellular and organismic reproduction, genetics and evolution. Laboratories are designed to be student oriented and complement the lecture topics. Prerequisite: None.

included, as well as, writing and presenting business reports. Students will also create resumes, complete job applications, and prepare for job interviews. Sophomore standing is recommended. Keyboarding skill and a good foundation in grammar are helpful.

BUS237 Business Management 3 cr. hr.

This course is designed to provide a basic understanding of the essential elements of management. The course provides an introduction to organizations and how individuals relate to the basic management functions of planning, organizing, leading, and controlling. General subject areas include the background of modern management, the evolution of management theory, functions of the managerial process, and applications in operational activities of a business firm.

BUS242 Entrepreneurship 3 cr. hr.

This course is designed to acquaint the prospective business owner with the background of business, characteristics of being an entrepreneur, rewards, and penalties of owning a business. A business plan will be developed and attention will be given to business protection and community relations.

BUS243-246 Occupational Work Experience I-IV 1 cr. hr.

Work is done in selected areas of business and industry. A minimum of 100 hours of work is required per credit hour attempted in selected work stations under the supervision of the Office Education coordinator. Students are required to complete detailed reports of their work experiences and attend regular conferences with the coordinator. Instructor permission only.

BUS249 Medical Terminology 3 cr. hr.

This course will provide students entering the healthcare profession with skills to learn medical terminology easily and quickly. Students will identify, learn, and test their knowledge of the most relevant and important topics in medical terminology. Emphasis is placed on pronunciation, spelling, and memorization of definitions which are all essential to using and understanding medical terminology on the job.

BUS250 Medical Transcription 3 cr. hr.

The demand for well-trained and experienced medical administrative assistants exceeds the supply. In order to meet this demand the medical program has been designed to provide learning experiences that a worker in a medical office might encounter.

BUS254 Medical Office Procedures 3 cr. hr.

This course is designed for student interested in the medical or legal administrative areas. Students learn office procedures skills and knowledge through the use of simulation techniques. They learn to perform duties of the medical or legal administrative assistant under realistic conditions with input from a variety of sources. Prerequisite: BUS162 or BUS164 or consent of instructor. (Previously Specialized Administrative Training)

BUS255 Microcomputer-Office Applications II 3 cr. hr.

This course is designed for students desiring advanced information of the major programs within the software suites. Emphasis is placed on becoming proficient with the use of advanced techniques of the various softwares and learning to

ENG096 Basic Reading 3 cr. hr.

Student success in the college classroom, in the workplace, and in life depends heavily upon the ability to read. Basic Reading is a self-contained course, focusing on vocabulary and reading skills to improve student success in college level courses. Using readings of various lengths and difficulty, students develop their basic reading skills. Additionally, students practice strategic reading and study skills which can be applied in any college course. While this class does not count towards graduation, students who successfully complete this course are better prepared for future educational experiences and/or for entry into the workforce. Prerequisite: Appropriate placement scores or successful completion of Fundamentals of Reading with a 'C' or higher.

ENG098 Basic Writing 3 cr. hr.

Students enrolled in Basic Writing review grammar and mechanics related to the writing process. Paragraph skills will be reviewed and expanded into the production of college level essays. To successfully complete the course, students must write a college level essay. While this course does not meet graduation requirements, successful completion of the course should improve student success in other college classes. This class also prepares students for English Composition I. Students who qualify for this course must also enroll in a specific English Composition I course as listed in the current semester course schedule. Students who earn a course grade of C or higher will qualify for English Composition I. Prerequisite: Appropriate placement scores. (Previously Basic English I)

ENG135 Writing for the Workplace 3 cr. hr.

Students will develop and practice communication skills necessary for shop environments in which pathways of communication are vital to customer satisfaction and efficient business practice. Contact points will be determined (customer/service; service/shop; shop/part; parts/billing...), and the most effective and efficient methods of transmitting information at each point will be identified, demonstrated and evaluated. Course structure will allow for flexibility in terms of specific applications. Initial focus will target automotive technical student base at PCC.

ENG176 English Composition I 3 cr. hr.

Students in English Composition I develop the skills and concepts that enable a writer to control the mechanics and ideas of expository writing. Students also learn to organize their ideas and create structured essays. In addition, students learn basic research and essay test techniques. Readings in the class include a variety of materials. Prerequisite: Appropriate placement scores.

ENG177 English Composition II 3 cr. hr.

Students in English Composition II further develop their writing and thinking skills through short fiction and research. Readings in this class include short stories which describe the human condition. Students read and discuss the assigned work and then create essays reflecting an understanding of the story and the human condition. Students also review essay test format, study research techniques, and write a research paper. Because of the research paper component of the class, instructors suggest students have word processing skills. Prerequisite: English 176, English Composition I with a grade of "C" or higher.

ENG238 Introduction to Creative Writing 3 cr. hr.

Students who enroll in Creative Writing will consider the mechanical elements involved in the production of original prose and poetry. Concurrent enrollment in a literature class is encouraged. Students will examine and evaluate the craft of writing as exercised by successful authors and in works produced by members of the class. Not on regular schedule, but offered upon sufficient demand.

ELECTRICAL POWER TECHNOLOGY

EPD124 Electrical Theory 3 cr. hr

This course is designed to familiarize the student with basic electricity and with circuits familiar to the utility industry. The student learns the origin as well as the sources of electricity. Electrical Theory is designed for any student wanting an introductory course in electricity. (Previously EPD129)

EPD126 Underground Systems 3 cr. hr.

Underground Systems will prepare the student in the field of underground construction. Students learn the tools of the trade as well as how to use the applications.

EPD131 System Design, Construction and Maintenance 3 cr. hr.

Tools and applications for constructing overhead lines are taught in this course, including redesigning, staking, setting, framing poles, string, sagging, and clipping wire are the major projects for apprentice linemen. Maintenance of overhead lines also includes troubleshooting, fusing, grounding, and sectionalizing procedures, hot line maintenance, hot stick, rubber and polyethylene protective equipment. Students study theory of single and polyphase metering, meter maintenance, etc.

EPD141 Laboratory and Field Training I 8 cr. hr.

Climbing is the first experience students receive in the field. Students learn the basic skill of climbing by repeating the technique as they certify at 15 feet and 25 feet. Skills learned in the classroom are applied to lab and field exercises.

EPD142 Laboratory and Field Training II 8 cr. hr.

Setting poles and working aloft are essential to a student's ability to do this as an occupation. Students learn the basic skill of setting a pole by digging and then learn to work with the poles. Framing and hanging of material and wire will be used to demonstrate a student's ability to work from the top of a distribution class pole.

Prerequisite: EPD141

EPD143 Laboratory and Field Training III 6 cr. hr.

Grounding, the use of communication tools, and work order procedures are a crucial third step students receive in the field. Students learn the basic skill of grounding, communication through technological equipment and hand signals, and they learn proper work procedures to complete work in the field. Skills learned in the classroom are applied to lab and field exercises. Prerequisite: EPD142.

EPD144 Laboratory and Field Training IV 6 cr. hr.

Needed for healthcare workers to maintain and obtain CPR skills. This course is designed to meet the needs of healthcare professionals who respond to cardiac and respiratory emergencies.

HOC101 Nurse Aide I 5 cr. hr.

This is a nursing techniques course designed to develop the skills of nurses' aides in the hospital or long-term care facility. Provides opportunities to work in Nursing Homes; Hospitals; assisted living facilities; many other health care positions where patient assistance is needed. This course will provide 56 hours classroom, 40 hours clinical.

HOC102 Medication Aide 5 cr. hr.

Successful completion of this course will allow the Certified Nurse Aide to pass medication in the Long Term Care Settings (nursing homes, assisted living facilities, any facility that requires a Medication Aide license to pass medication.) The purpose of this course will be to provide the student with instruction in various areas of specializations, such as gerontology health care and medication procedures. Prerequisite: Certified Nurse Aide

HOC103 Home Health Aide 2 cr. hr.

The Home Health Aide course is designed to provide Certified Nurse Aides with the additional training and knowledge needed to provide safe, effective, supportive personal care assistance in the privacy and comfort of the individual client's home setting. Additionally, the course will inform CNAs of the function and structure of the Home Care Industry, and their role within the industry in providing high quality nursing care.

HOC104 Medication Aide Update 1 cr. hr.

This course will provide the necessary learning opportunity to satisfy the requirements of continuing education for certified medication aides in the state of Kansas. Prerequisite: current Certified Medication Aide License.

HOC105 Introduction to Health Occupations Technology 2 cr. hr.

This course will provide students with the skills they need to become competent and productive health care workers with a strong emphasis on employability skills such as teamwork, effective communication, professionalism, legalities and medical ethics.

HOC106 Terminology for Allied Health Care Workers 2 cr. h

This course is designed to help students entering the allied health care field develop the skills to identify, understand, and use basic medical terminology within the parameters of their job. Emphasis is placed on pronunciation, spelling, decoding, definition, and memorization of medical terms essential to the use and understanding of medical terminology on the job.

HOC109 Certified Nurse Aide in the Hospital Setting 3 cr. hr.

This is a nursing techniques course designed to develop the skills of nurse aides in the hospital setting. CNA prerequisite required. This is a course designed to build on by adding hospital specific skills. Course provides 18 hours classroom and 46 hours of clinical.

HOC112 Activities in Restorative Services 2 cr. hr.

Intro to Exercise Science is a physical education course designed to provide the student with an understanding of the issues related in sports today. This course is recommended for future teachers, coaches, and anyone who will be involved with human performance.

HPR135 **Intro to Health PE, Recreation** **3 cr. hr.**

This course will provide a general concept of Health, Physical Education, and Recreation for the student interested in going into this field as a profession. It will provide specific information about the three areas, the professional opportunities, personal rewards and satisfaction, and requirements of a sound professional program.

HPR137 **Beginning Weightlifting, Rules & Fundamentals** **1 cr. hr.**

This course is designed to educate the student in the proper method of physical development through the use of weight lifting. Conditioning through these sound methods of muscular development will occur. The use of cardiovascular and flexibility activities will also be encouraged to produce better overall conditioning.

HPR138 **Perspectives in Human Sexuality** **3 cr. hr.**

This is a study of human sexuality based upon an interdisciplinary and comprehensive program planned to generate socially and ethically desirable attitudes and practices. The course content includes sociological, physiological, and biological aspects of human growth and development. Cultural values based upon historical evolution will be emphasized.

HPR139 **Children's Play & Games** **3 cr. hr.**

This course will aid the elementary education, child care or physical education major in the organization and administration of a sound physical education curriculum. Topics covered: movement skills, curriculum development, lesson plans, handling special problems, assessing and improving physical fitness and instructional programs.

The course also includes actual participation in numerous games and activities, etc. suitable for the School-aged child.

HPR141 **Beginning Body Conditioning** **1 cr. hr.**

This course is a continuation of HPR137, Beginning Weight Lifting. The student will continue with the program established in the beginning class, emphasizing muscular development and encouraging cardiovascular and flexibility. More advanced levels of fitness and techniques will be emphasized and encouraged.

HPR143 **Beginning Tennis, Rules & Fundamentals** **1 cr. hr.**

Students will learn the basic strokes using the standard method of instruction and group instruction. Each of the strokes (backhand, forehand, serve, volley, & overhead) will be taught in a group lesson with students having the opportunity to practice the strokes and to be evaluated. Upon the completion of the instruction, the students will learn the basics of singles play and doubles play and have the opportunity for competition.

HPR144 **Basketball, Rules & Fundamentals** **1 cr. hr.**

This course will teach the fundamentals involved in coaching and playing the sport of basketball with special emphasis given to rules and policies.

HPR155-158 **Athletic Conditioning I: - IV:** **1 cr. hr.**

of developing good health habits and attitudes, both in physical and mental health, from the viewpoint of the individual and the community.

HPR213 Music Theatre Dance II 1 cr. hr.

This class will offer the basic concepts of dance advancing through choreography for music theatre. Students can anticipate learning a variety of styles of dance including, but not limited to jazz, modern, hip hop, historical and gymnastics. Students will gain an appreciation of various dance forms and their connection to the music theatre genre. Styles of dance will change each semester based on the needs of the current musical production. Students will have the first two weeks of the course to decide whether they will choose the production or project based version of the course. This course is for students who have previously taken Music Theatre Dance I.

HPR231 First Aid & Safety 3 cr. hr.

The purpose of this course is to acquaint the student with the emergency treatment of injuries, wounds, poisoning, and burns that may occur in the home, school, or place of business. Safety education will be emphasized by presenting the historical development of safety and relating it to present day safety concepts. Safety concepts which apply to all aspects of daily living will be covered. Comprehensive coverage of cardiopulmonary resuscitation will be emphasized.

Students can receive certification upon successfully completing the CPR unit.

HPR237 Advanced Weightlifting, R&F 1 cr. hr.

This course is a continuation of HPR137, Beginning Weight Lifting. The student will continue with the program established in the beginning class, emphasizing muscular development and encouraging cardiovascular and flexibility. More advanced levels of fitness and techniques will be emphasized and encouraged.

HPR241 Advanced Body Conditioning 1 cr. hr.

This course is a continuation of HPR 141, Beginning Body Conditioning. The student will continue with the workout program established in the beginning class, emphasizing flexibility, muscular development, and cardiovascular endurance. More advanced levels of fitness and techniques will be emphasized.

HPR259-260 Athletic Conditioning V-VI 1 cr. hr.

Emphasis is on conditioning, exercise, and body mechanics and its relationship to competitive athletics. The Athletic Conditioning courses must be taken in sequence (I-VI.).

HPR270 Practicum III: Rehabilitation Techniques 1 cr. hr.

This course is designed to teach student athletic trainer's rehabilitation techniques and programs that will be used to aid an athlete when they have been injured. Students will be working in both the clinical setting of the training room or in the field with the varsity athletic teams. Through this work setting, you will gain valuable experience in injury prevention, injury evaluation, emergency care, rehabilitation, and record keeping.

HPR271 Practicum IV-Organization & Administration 1 cr. hr.

This course is designed to teach student athletic trainers the organization and administration that is used in the athletic training room setting. Students will be working in both the clinical setting of the training room, or in the field with the

varsity athletic teams. Through this work setting, you will gain valuable experience on budgeting , record keeping and organization of the athletic training room.

HPR279-280 Varsity Athletics V-VI 1 cr. hr.

These courses introduce the student/athlete to the theories and practical experience of the game through team practice, intra-squad games, scrimmage games and games at the varsity level. The student/athlete will be exposed to all areas surrounding the game, including defensive skill development, offensive skill development, game strategy, game situational experience, mental approach to the game, field management, diet & nutrition and physical conditioning. Practice and other activity participation can be held on any day of the week and may have varying starting and ending times. Varsity Athletics must be taken in sequence (I-VI.)

HPR285 Fitness Evaluation, Education, and Individualized Exercise Prescription 2 cr. hr.

This course is designed to educate the student in how to maintain an individualized exercise program that has been specifically developed through the PCC-HIP Wellness program for that student. The student will participate in the exercise program through application of flexibility, muscular strength and cardiovascular training methods. Other methods of proper nutrition, stress reduction, weight control, smoking cessation, and other cardiovascular risk will be maintained by the student based on the specific exercise prescription designed for the student.

HPR292 Care and Prevention of Sports Injuries 3 cr. hr.

This course defines the role of the athletic trainer and the history and philosophy of the profession. Students are introduced to common sports and recreational injuries and methods of evaluation. Injury mechanism, prevention, rehabilitation, and taping techniques are also included.

HPR299 Topics in Health Education 3 cr. hr.

The purpose of the class is to provide students the opportunity to study various special and current topics within the areas of personal and community health. The class will include human wholeness, drugs and human health, human sexuality and health, environmental health, and human disease, personal safety, health risk factors, health promotion and modifying health behaviors.

HISTORY

HST131 Survey of Civilization I 3 cr. hr.

This course begins with the age of primitive man and the ancient civilization of the Near East, Egypt, Greece, Rome, India, and China. It covers the beginning of Europe through the Dark Ages, the Renaissance, and the Age of Discovery to the year 1650. It includes political history and some study of the development of art, literature, music, medicine, and other sciences.

HST132 Survey of Civilization II 3 cr. hr.

Beginning in 1650 and ending with the present, this survey course traces the historical development of Western Europe, Russia, and Asia. It includes the political and social history of nations from the Age of Discovery, through the Enlightenment, the Age of Revolution and Industrialization, the two world wars and political ideologies of contemporary times.

HST134 Current History 3 cr. hr.

The demand for well-trained, qualified employees with knowledge of and skills in current (leading edge) technology is always in demand. In order to meet this demand people must be trained so that their skills meet the requirements of the information technology world. This course is designed to provide students with additional job-related IT skills while working at an approved IT work environment. Minimum requirements for the course include: at least one hundred (100) work hours per credit hour, supervision by the employer and the instructor, and a log of work performed.

INT202 Advanced Web Page Design 3 cr. hr.

This course builds on the concepts and structures defined in the BUS201 Web Page Design course. This course introduces advanced tools for WEB Page design, which includes, but is not limited to: CSS, DB Integration, visual tools, and web applications. WEB Page design and maintenance will help round out the student's understanding of information networking systems by introducing them to the design and maintenance of a WEB page.

INT206 PC Repair & Support (A+) 6 cr. hr

Students will have an extensive overview of the Microsoft Operating Systems used in the computer field. These systems will include DOS, Windows 2000, and Windows XP. Upon successful completion, the student will be ready to take the Comptia A+ Operating Systems exam, one of two exams needed to obtain Comptia A+ certification as a computer repair technician.

INT209 Network System Technology 3 cr. hr.

This course is designed to provide key skills for persons desiring to be computer networking professionals. This course is the first of a two course series which will prepare the student to take the CompTIA Network+ Certification examination.

INT210 CompTIA A+ Exam Preparation 1 cr. hr.

This course is designed to prepare the student for successfully passing the CompTIA A+ certification exams (220-601 Essentials, 220-662 IT Technician, 220-603 Remote Support Technician, 220-604 Depot Technician).

INT211 CompTIA Network+ Exam Preparation 1 cr. hr.

This course is designed to prepare the student for successfully passing the CompTIA Network+ exams (2009 Edition)

INT218 Introduction to Computer Programming 3 cr. hr.

This course is designed to introduce the student to computer programming skills, using Microsoft's Visual Basic language. This is a graphical user interface language that is used extensively with the Windows environment. The student will learn the fundamentals of programming with this language along with procedures to successfully understand the routines of programming. Upon completion of this course the student should be able to perform various programming skills using the Visual BASIC programming language. These skills will cover the fundamentals of this language, the procedures, decisions, repetition and arrays.

INT220 Switch and Router Technology 3 cr. hr.

The demand for well-trained, qualified employees with knowledge of information networking and telecommunications is a growing field. In order to meet this demand, people must be trained so that their skills meet the requirements of the

networking world. This course is designed to provide key skills for working with current network switch, hub, and router technology. This course concentrates on Cisco switch and router technology, since Cisco is the leading provider and is at the forefront of technology.

INT230 Linux Operating System 3 cr. hr

The demand for well-trained, qualified employees with knowledge of and skills in, Linux system administration is critical. In order to meet this demand, people must be trained so that their skills meet the requirements of the information technology world. This course is designed to introduce the student to Linux and Unix operating systems. The course will prepare the student for CompTIA Linux+ certification.

INT238 Advanced Visual Basic Programming 3 cr. hr.

This course is designed to build on the skills developed in INT218 Introduction to Programming. This course covers advanced topics in Visual Basic and the Visual Studio.Net program development environment. It covers advanced object-oriented programming concepts as well as three-tier application development, and deployment using Visual Basic.Net.

INT240 Computer Security and Ethics 3 cr. hr.

This course is designed as an introductory course to provide key skills needed for the protection of computer information. The assessment criteria for this course track to the CompTIA Security+ certification exam for information security.

INT260-261 Occupational Work Experience III-IV 3 cr. hr

The demand for well-trained, qualified employees with knowledge of and skills in current (leading edge) technology is always in demand. In order to meet this demand people must be trained so that their skills meet the requirements of the information technology world. These courses are designed to provide students with additional job-related IT skills while working at an approved IT work environment. Minimum requirements for the course include: at least one hundred (100) work hours per credit hour, supervision by the employer and the instructor, and a log of work performed.

LITERATURE

LIT176 World Literature 3 cr. hr.

Students enrolled in this course explore literature from a variety of countries and time periods. The course is survey in nature and begins with writings from the Early Greek Period and concludes with modern classics.

LIT177 Modern World Literature 3 cr. hr.

While emphasizing modern writers and their work (1900-present), this course explores literature from a variety of countries. The course is survey in nature and will include the four major literary genres of poetry, short story, drama, and novel. The multi-cultural aspects of literature and their connection to the human experience will be stressed.

LIT201 From Read to Reel: Adapting Literature to Film 3 cr. hr.

Movie scripts are often adapted from both fiction (novels, short stories, plays, poems) and nonfiction (biography, autobiography). This course explores the connection between a literary text and its film counterpart. What traits of the written word translate successfully to the cinema? What aspects of plot are necessary in the world of film that may not

MUS152 **Show Choir II** **3 cr. hr.**

Study and performance of popular show choir music. Training in harmony, blend and tone color for a variety of styles of popular music, as well as choreography and dance, building on skills learned in previous semester. Pre-requisite: Show Choir I.

MUS153 **Show Choir III** **3 cr. hr.**

Study and performance of popular show choir music. Training in harmony, blend and tone color for a variety of styles of popular music, as well as choreography and dance, building on skills learned in previous semester, as well as providing mentoring for new students. Pre-requisite: Show Choir I & II.

MUS154 **Show Choir IV** **3 cr. hrs.**

Study and performance of popular show choir music. Training in harmony, blend and tone color for a variety of styles of popular music, as well as choreography and dance, perfecting skills learned in previous semesters, as well as providing leadership in the ensemble. Pre-requisite: Show Choir I, II, and III .

MUS176 **Introduction to Music** **3 cr. hr.**

This is a course designed to aid the student in achieving a better understanding of what music entails. Study includes the elements of music, the instruments and ensembles used to produce music, styles of music and contemporary forms. A portion of class time is devoted to ear training in listening to and commenting on recorded and live examples. This course can be used toward fulfillment of degree requirement in humanities.

MUS211--214 **Band III-VI** **1 cr. hr.**

A continuation of Band I-II. Band provides a number of instrumental experiences including performances at basketball games. Standard, original, and contemporary band works are rehearsed and performed. Band is open to all college students regardless of major. Courses must be taken in sequence (Band I-VI.)

MUS217-218 **Choir V-VI** **1 cr. hr**

Choir is open to all students interested in singing choral literature. Training in singing, choral techniques and concepts of group singing are taught. Choir members have the opportunity to perform four major concerts each year. Courses must be taken in sequence (Choir I-VI.)

MUS226-227 **Women's Chorale V-VI** **1 cr. hr**

Study and performance of women's small group choral literature. Training in harmony, blend and tone color for a variety of styles of music, perfect skills acquired from previous semesters, as well as provide leadership in the ensemble. Courses must be taken in sequence (Women's Chorale I-VI.)

MUS235-236 **Voice Ensemble V-VI** **1 cr. hr**

Student and performance of three and four part women's choral literature. Training in harmony, blend and tone color for a variety of styles of music. Enrollment in this course is by the permission of the instructor. Courses must be taken in sequence (Voice Ensemble I-VI.)

MUS249-250 **Jazz Band V-VI** **1 cr. hr.**

This is a continuation of Jazz Band I-IV. These courses are designed to provide laboratory ensemble experience in Jazz Band music. The ensemble will explore literature for performance on and off campus. This literature will be determined by the instrumentation of the ensemble and the performance level of the ensemble musicians. This course is open to all students and community members who audition and/or receive permission from the course instructor/director.

Prerequisite: Consent of instructor/director. Courses must be taken in sequence (Jazz Band I-VI.)

MUS255-256 **Show Choir V-VI** **1 cr. hr**

This course involves participation in a select ensemble which focuses on jazz and popular music. Stylistic interpretation, vocal technique, and performance skills are the focus of the ensemble. Prerequisite: Auditions. Members must also participate in either concert choir or band. Courses must be taken in sequence (Show Choir I-VI).

NURSING

NUR108 **Dosage Calculations** **1 cr. hr.**

This on-line course includes instruction on calculating oral, parenteral, and intravenous medication dosages.

KSPN 110 **Foundations of Nursing** **4 cr. hr.**

This course utilizes the nursing standards of practice based on principles of biology, psychosocial, spiritual and cultural to meet the needs of clients throughout the lifespan. Emphasis is placed on basic nursing skills, patient safety and therapeutic communication. Concepts and skills are enhanced in subsequent courses. Prerequisite: admission to the nursing program.

KSPN111 **Foundations of Nursing: Clinical** **2 cr. hr.**

This course explores the art and science of nursing in the skills, clinical, or simulation clinical setting. Emphasis is placed on the nursing process, cultural and spiritual awareness, communication, data collection, performance of basic nursing skills, and documentation. Principles of safe medication administration are introduced (Prerequisites: admission to the program, COM131 or COM276, PSY132, PSY176, BIO165, BIO278, BIO279, ENG176, NUR201.)

KSPN112 **Medical Surgical Nursing I** **4 cr. hr**

This course focuses on the effect of disorders of selected systems throughout the lifespan and applies the nursing process in meeting basic needs. Health promotion and maintenance, rehabilitation and continuity of care are emphasized. The role of the practical nurse is incorporated throughout.

KSPN113 **Medical Surgical Nursing I: Clinical** **3 cr. hr.**

This experience uses simulated and actual care situations of selected systems throughout the lifespan, utilizing acute and long-term care settings. An emphasis is placed on critical thinking and clinical decision-making skill development. Principles of leadership for the practical nurse will be implemented, as well as multi-task management skills for transition as a practical nurse.

KSPN114 **Gerontology Nursing** **2 cr. hr.**

their development; and American political behavior as it affects national government. (Previously POS 131 American Government and Politics)

POS178 **Current Political Issues** **3 cr. hr.**

This course is designed to give the student an understanding of the major political issues impacting Kansas, the United States, and the world. Politics defined as conflict and hat a society creates to deal with that conflict. The nature of conflict is often similar (economic, religious, racial, etc.) but the individual conflicts are each unique at the same time.

PHYSICAL SCIENCE

PSC175 **Introduction to Geology** **4 cr. hr.**

Introduction to Geology is an introductory survey course for those students who are not science majors and whose backgrounds are not strong in the physical sciences, as well as those majors that require a geology course. Studies include the rock and mineral structure of the earth, plate tectonics, weathering, erosion, mountain building, as well as other topics of modern geology. An understanding of geology can enhance one's enjoyment of the beauty of the natural world. Students must concurrently enroll in PSC175 Laboratory. (Previously listed as the four credit hour course of PSC232)

PSC176 **Physical Science** **5 cr. hr.**

Physical Science is an introductory survey course for those students who are not science majors and whose backgrounds are not strong in the physical sciences. Studies include most of the areas of science that are not directly related to living organisms. Some knowledge of mathematics related to each area will be explained as the area is introduced. Much emphasis is placed on the principles and processes of the physical to the various disciplines and everyday life. Beginning

Algebra, Math076 or a higher level of math course is a required prerequisite.

PSC177 **Introduction to Geology** **5 cr. hr.**

This five credit hour online course in Introduction to Geology is a one semester survey course that will introduce students to the study of the earth, its processes and materials. It is designed to be for non-science majors as well as students that need an introductory course before starting a program of study requiring several semesters of science. (Previously listed as the five credit hour course of PSC232.)

PSC178 **Introduction to Astronomy** **3 cr. hr.**

This is a general astronomy course designed to acquaint the student with the heavenly bodies and their seasonal migration throughout the sky. Emphasis will be placed on the methods and tools used in exploring the solar system and the local galaxy. Theories about the rest of the universe will be included. Students will spend time observing the night sky as an important part of the course.

PSYCHOLOGY

PSY132 **Developmental Psychology** **3 cr. hr.**

A study of human development from conception to death. Special emphasis is given to physical, emotional, social, intellectual, and linguistic development. This course is designed to provide the student with an understanding of development within the context of the social and physical environments.

PSY176

General Psychology

3 cr. hr.

This course is designed to provide an introduction to the problems and methods of studying behavior, to present the basic principles underlying human behavior, and to give the student a rational basis for understanding much of what s/he and others do.

SOCIOLOGY

SOC123

Criminology

3 cr. hr.

This online course is an introduction to the history, philosophy, and theory of crime and deviance. This course will explore the complexities and causation of crime and deviance. Students will focus on the sociological factors that influence deviance and popular approaches to understanding and responding to these behaviors. The course will explain the different types of crime: violent crime, property crime, white-collar crime, victimless crime, political crime, and organized crime. The course will also cover mass killers and terrorism.

SOC132

Multicultural Study

3 cr. hr.

This course is designed to provide students with an understanding and appreciation of the diverse ethnic groups in the United States, their contributions to American culture, and to facilitate the development of critical thinking skills. Issues related to dominant-minority group interaction will be explored.

SOC138

Perspectives in Human Sexuality

3 cr. hr.

This is a study of human sexuality based upon an interdisciplinary and comprehensive program planned to generate socially and ethically desirable attitudes and practices. The course content includes sociological, psychological, and biological aspects of human growth and development. Cultural values based upon historical evolution will be emphasized.

SOC176

Introduction to Sociology

3 cr. hr.

A survey of the primary elements of sociological analysis, the course is organized to allow the student to develop a sociological perspective, to enable the student to understand his/her social environment, and to appreciate his/her self-development at the group level. (Previously SOC 131 Elements of Sociology)

SOC177

Juvenile Delinquency

3 cr. hr.

Students will learn about such topics as teen suicide, gangs, school violence, bullies, child abuse, and how we deal with these problems in American society. The course will also deal with the Psychological, Sociological, and Biological causes of Juvenile Delinquency. The course will also cover the juvenile court, juvenile police, social service agencies, and juvenile detention facilities.

SOC178

Human Relations

3 cr. hr.

Included in this course are behavioral concepts and theories as they relate to: *Intrapersonal Skills*, *Interpersonal Skills*, *Leadership and Team Building Skills*, and *Organizational Structuring*. The optimal outcome upon completion will allow students to use practical applications of concepts and theories in both their personal and professional lives.

SOC182

Sociology of Families

3 cr. hr.

This course includes the study of the social and cultural systems of various people, especially primitive societies, including both those of the past and present times. A brief look at the evolution of man, kinship, religion, magic, science, economic systems, law, government, race, art, and the social institution. The American Indian is included.

SSC183 Introduction to Criminal Justice 3 cr. hr.

This course presents the history and development of the criminal justice system and explains the various offices, agencies and specific occupations that make up the system.

SSC212 Introduction to Corrections 3 cr. hr.

This 3 credit hour course is an introduction to the philosophy and history of corrections, identifying multiple facets of the correctional system, including: Jails and Detention Facilities, Probation, Intermediate Sanctions, Imprisonment and Parole. This course focuses on how today's correctional subsystems function within a larger criminal justice system and covers correctional systems as they apply to the individual and to society.

SSC235 Introduction To Social Work 3 cr. hr.

This course is designed to introduce students to the field of social work. It offers an overview of the settings in which social workers practice, the populations they encounter, the social problems they address, and the interventions they utilize. Students will have the opportunity to develop an understanding of the historical underpinnings of the social work profession and the social welfare system in the United States. The course will examine the knowledge, values, ethics, and skills necessary for the effective practice of social work with diverse populations. Students will be able to gain an understanding of the profession that can aid them in assessing whether or not social work is the right profession for them.

SSC271 Problems in Law Enforcement: 3 cr. hr.

Problems in Law Enforcement: is designed to provide an avenue whereby law enforcement officers may obtain college credit for 40 hours of training provided by the Kansas Law Enforcement Training Center. These 40 hours of training are required in order for a Law Enforcement Officer to maintain certification. Topics and areas covered will include but are not limited to: Firearms Qualification, Driver Training Qualification, Community Policing, Ethics and Discretion, Report Writing, Courtroom Testimony, Search and Seizure, Laws of Arrest, Communications and Cultural Awareness, Hate Bias Crimes, Sexual Assault, Domestic Violence, Patrol Procedures, Criminal Investigations, Motor Vehicle Law Enforcement, Motor Vehicle Collision Investigations, Crisis Management, Use of Force, Arrest Procedures, and Defensive Tactics.

TRADE & INDUSTRIAL EDUCATION

TIN210 Principles of Technology I 5 cr. hr.

Principles of Technology I is an applied physics course oriented toward modern technology for students enrolled in any technical area. It is a curriculum that covers seven units, and demonstrates how a concept can be analyzed and applied to equipment and devices in mechanical, fluid, electrical, and thermal energy systems.

MANUFACTURING TECHNOLOGY

WLD101 Welding I 3 cr. hr.

This is a course in the fundamentals of arc welding and an introduction to oxyacetylene welding. Prerequisite: None.

WIND POWER TECHNOLOGY

WPT102 **Wind Energy Technology I** **3 cr. hr.**

This course is designed to acquaint the student learner with the basics of energy production derived from wind power. Safety will be emphasized throughout this course.

WPT202 **Wind Energy Technology II** **3 cr. hr.**

This course is designed to acquaint the student learner with a higher level of learning than Wind Energy Technology I. Installation, maintenance and repair will be emphasized. Prerequisite: WPT102