



2023-2024 NWKTC Catalog and Student Handbook
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Policy Title: Academic Honors

Responsible Division: Student Advancement

Last Reviewed: September 2023

Background

Academic honors have traditionally been bestowed upon college students who demonstrate superior academic achievement as determined by the term grade point average. In accordance with FERPA guidelines, the public recognition of student academic achievement is permissible if the college designates “honors and awards” as part of the directory information policy.

Purpose

The purpose of the Academic Honors policy is to provide guidelines for public recognition of the superior academic achievement demonstrated by our students.

Definitions

“Qualified students” are defined as those who have attempted and completed at least 15 credit hours for the term.

“Vice President’s List” – Qualified students who have earned a grade point average of 3.50-3.99 for the term are listed on the Vice President’s List.

“Honor Roll” - Qualified students who have earned a grade point average of 3.0-3.499 for the term are listed on the Vice President’s List

“President’s List” - Qualified students who have earned a grade point average of 4.0 for the term are listed on the President’s List.

Policy Statement

It is the policy of Northwest Tech to publicly recognize students for their academic achievements each semester, and to record the honors on the official transcript. For students who indicate that their directory information should not be released, the college will not release their names, but their transcripts may still record the honors.

Procedure

- Four weeks after the end date of the fall and spring semesters, a grade report will be pulled from the student information system. (For cosmetology courses that have different end dates, a separate data pull will be conducted four weeks after the end dates for the cosmetology semesters).
- Staff members should check to ensure that the student has not indicated that their directory information cannot be released.
- Northwest Tech will release the names and hometowns of all students who earn academic honors to the

Goodland Star News, and to social media sites that are maintained by the Marketing Director.

- Northwest Tech will notify the hometown newspapers (as listed on the students’ Student Data Sheet) with their name, hometown, and the title of the honor (i.e. Vice President’s List, President’s List, Honor Roll).
- Students who failed to include a hometown newspaper on their Student Data Sheet forfeit the opportunity for public recognition through that media; but students may provide the name of a hometown newspaper on their Student Data Sheet for future recognition.
- The student’s official transcript will indicate the honors earned.

Policy Title: Academic Integrity

Responsible Division: Academic Advancement

Last Reviewed: July 2022

Background

Academic integrity is the very heart of the educational enterprise. In order to learn, students must think for themselves. While it is acknowledged that learning occurs when one is exposed to the thoughts and words of others, it is expected that the student distinguishes the words and thoughts of others from his/her own. Failure to make this distinction is considered an academic integrity violation.

Purpose

Northwest Tech is committed to the academic and ethical development of our students. We work to create an academic environment that is challenging, while upholding the core values of respect, honesty, and integrity. Administration, staff, and faculty will help students to understand these values, as they are fundamental to the student experience at Northwest Tech and future employment in the working world.

Scope

The academic integrity policy applies to courses offered on campus, online. Students in the Early College Programs (dual credit; Concurrent Enrollment; junior/senior option) may be subject to academic integrity policies in place in their high schools.

Definitions

“**Attribution**” Attribution refers to giving credit to the sources used in the learning process. The way which a student would attribute words and thoughts to the proper sources is to provide a citation according to a published style guide (i.e. the APA or MLA style guide).

“**Intentional plagiarism**” Intentional plagiarism is the act of knowingly using someone else’s words or thoughts without giving the other person proper credit. Because it may be

difficult to determine a student’s intentions, intentional plagiarism may be defined as plagiarism that occurs after the student has been instructed in plagiarism and given resources such as the Online Writing Lab (OWL) at the Purdue University website, and is therefore subject to disciplinary action.

“Unintentional plagiarism” Unintentional plagiarism is the act of committing plagiarism without knowingly doing so. Because it may be difficult to determine a student’s intentions, unintentional plagiarism may be defined as the student’s first incident of plagiarism and should be followed by instructional resources to assist students in learning how to appropriately cite sources. Further, the student should be issued a warning that the next incident will be considered intentional plagiarism and will be subject to disciplinary action.

“Source” A source is any information (published or unpublished; written document, website, or recorded item; visual, auditory, digital or textual) which a student has consulted during the learning process. The student is obligated by academic integrity to attribute the sources used when submitting academic assignments, papers, exams or other learning activities.

Policy

It is the policy of Northwest Tech to uphold the highest standards of academic integrity, and to investigate, and if necessary, to implement disciplinary actions pertaining to any violations of academic integrity.

Students who exhibit academic integrity demonstrate the following characteristics:

- Submit work that is their own.
- Appropriately identify the work of others when it is incorporated into his/her own work, including direct quotations, summaries and paraphrases.
- Follow the instructions of the faculty with regard to permissible materials in the learning environment at the time of examinations/quizzes/assignments.
- Follow instructions of the faculty with regard to leaving the examination room prior to the conclusion/submission of the exam/quiz/assignment
- Follow instructions of the faculty regarding the submission of online work
- Proceed during examinations/quizzes/assignments without any assistance and without communicating in any way with others while the examination/quiz/assignments are being conducted, unless permitted by the instructor.

- Refrain from securing and/or distributing the content of any examination/quiz, without the permission of the instructor.

Violations of the Academic Integrity Policy include, but are not limited to the following:

- **Plagiarism:** An act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author’s work as one’s own, as by not crediting the original author. Examples would include, but are not limited to the following:
 - Quoting, paraphrasing or summarizing another’s work without appropriately acknowledging the source.
 - Using another’s content without acknowledging the source.
 - Submitting another’s work, purchased or otherwise obtained, as one’s own.
- **Cheating on Examinations/Quizzes/Assignments:** Examples would include, but are not limited to the following:
 - Using another’s work,
 - Bringing to the learning environment materials that are not permitted by the instructor,
 - Communicating with another student(s),
 - Receiving any kind of assistance including, but not limited to, assistance from electronic devices
 - Obtaining or disseminating the content of an examination/quiz/assignment without the permission of the instructor.
- **Facilitating Academic Dishonesty:** Knowingly allowing another student to utilize, copy, or cheat from one’s own examination/quiz/assignment.
- **Unauthorized Collaboration:** Sharing information or aiding another person during an examination or in preparing academic work without prior authorization of instructor.
- **Fabrication** is the use of invented information or the falsification of research or other findings in an academic exercise. Examples include, but are not limited to:
 - Fabricating a citation for a research paper or other project.
 - Changing a graded examination, paper, homework assignment, or other project and re-submitting it to the instructor to claim an error in grading.
- **Other forms of dishonest academic conduct** include any actions by which one seeks an unfair academic advantage over others. Examples include, but are not limited to:
 - Destroying or altering the academic work of another student.

- Lying about or otherwise misrepresenting the work of another student.
- Selling or giving away all or part of an unadministered test including answers to an unadministered test.
- Bribing any other person to obtain an unadministered test or any information about the test.
- Entering a building or office for the purpose of obtaining an unadministered test.
- Continuing to work on an examination or project after the time specified for the student has elapsed.
- Entering a building or office for the purpose of changing a grade in a grade book, on a test, or on other work for which a grade is given.
- Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test, a “change of grade” form, an electronic record, or other official academic record of the University that relates to grades.

Procedures

To ensure a fair and timely resolution to any academic integrity violation allegations, the following procedure shall be followed.

1. Faculty notifies the student of the suspicion of academic dishonesty and schedules an appointment with the student to discuss the matter in person, by phone, or via email as soon as reasonably possible.
2. During this meeting between faculty and student, faculty reviews information collected by the faculty member and information given by the student to determine if a violation of academic integrity occurred.
 - a. If the Faculty determines the incident is unintentional plagiarism, Faculty will provide the Plagiarism Review assignment for the student to complete in the Learning Management System (Moodle). This incident shall be reported to the Vice President of Student Advancement but no disciplinary action will be taken.
 - b. If the faculty member confirms the integrity violation was intentional, the “Violation of Academic Integrity Policy Report” will be completed by the faculty member, signed by the student, and sent to the Vice President of Student Advancement.
3. Vice President of Student Advancement will log the “Academic Integrity Report” into the student’s permanent record and will give official notice to

the student via email of the consequence based on the number of offenses in the student’s record-

Sanctions.

Consequences for violating the Academic Integrity Policy are intended as corrective actions, but are progressive in nature if violations continue. Each academic integrity violation, and accompanying consequence, will apply across all courses taken during the student’s enrollment.

1. **First incident:** considered “unintentional plagiarism.” The student will complete the Plagiarism Review assignment and faculty will submit a report to the Vice President of Student Advancement for inclusion in the student’s file
2. **Second Incident:** The student will receive a zero “0” on the assignment/quiz/test in question.
3. **Third Incident:** The student will fail the course in which the incident occurs, and will receive an “XF” on their permanent academic transcript. The “XF” indicates they have failed a course due to an academic integrity violation.
4. **Fourth Incident:** Because the student has been trained on academic integrity, and given two additional disciplinary actions, the college retains the right to administratively withdraw the student from all Northwest Tech courses for the remainder of the semester. (Refer to the section in this catalog pertaining to the consequences of administrative withdrawal.) If the student wishes to return to the college, the student must pursue the institutional readmission process (refer to the section in this catalog pertaining to readmission).

Students found to be in violation of the academic integrity policy have the right to appeal the process. The basis of the appeal is limited to:

- Failure to notify student of allegation
- Failure to provide student the opportunity to discuss the allegation
- Failure to follow the published academic integrity procedure
- Other specific errors or omissions that may have influenced the outcome

Students who wish to appeal should refer to the Appeals Policy. (Refer to the section in this catalog pertaining to the Appeals Policy.)

Policy Title: [Acceptable Use of Information Technology](#)
 Responsible Division: Information Technology
 Last Reviewed: July 2022

Background

It is the intent of Northwest Tech to provide a quality technological environment for the college community in

which certain standards are observed. Use of the technology resources is limited to purposes related to the college's mission of education. Certain responsibilities accompany usage of such resources and understanding them is important for all computer users. Use of technology resources is contingent upon compliance with college policies and standards and all governing federal, state and local laws and regulations. All Northwest Tech students, faculty, administrators, staff and guest users who are authorized to use Northwest Tech computing facilities and services are responsible for reading, understanding and complying with this policy. All users of the college computer resources shall agree to use the resources legally and ethically. Anyone who uses the technology services agrees to comply with the expectations outlined. The policies in this code apply to all hardware and software that make use of college resources, regardless of who owns the equipment or programs.

Purpose

The purpose of this policy is to ensure data integrity and the security of hardware, software, and access to information related to the enterprise of the college and to academic programs.

Scope

The scope of this policy covers all computing devices and network access owned and operated by Northwest Tech

Policy Statement: Acceptable Use of Technology

It is the policy of Northwest Tech to provide information technology resources to support education, research and communication. Students and employees are expected to abide by the standards of acceptable use; any violations of acceptable use policy will be subject to disciplinary actions as appropriate.

The following activities are acceptable uses of this information technology environment:

- Instruction of Northwest Tech classes
- Faculty & Student Research
- Class Assignments
- Official work of students, faculty, administration and staff, recognized student and campus organizations, and agencies of the college
- Electronic communication that supports instruction, research, or official work of students, faculty, administration, and staff
- Personal use by authorized users that does not interrupt or diminish access to resources for other users and does not violate any applicable law, regulation or College policy

It is a violation of the Northwest Tech Acceptable Use of Technology Policy to engage in any of the following behaviors:

- Violate copyright law in any manner, including but not limited to, downloading copyrighted audio, video, graphics, or text materials from the internet without proof of proper licensing arrangements. Computer software must be used in accordance with license agreements, whether it is licensed to the college or to the individual.
- Use another person's account or PIN number or give your password, PIN number, or identification to another person for the purpose of gaining access to a college-owned computer, network, or database resource. Users are responsible for safeguarding their identifications and passwords. Each user is responsible for all transactions made under the authorization of his or her ID and password.
- Access a file on a college-owned computer or network without the permission of the owner to copy, rename, modify, or examine it or to change file protection or visibility. Lack of protection on a file does not imply right of access.
- Interrupt or inhibit the access of others to Northwest Tech technology resources by actions such as distributing computer viruses, worms, or bulk email.
- Operate a college-owned computer in a manner that is otherwise wasteful of any computing or network resource.
- Gain access to Northwest Tech technology resources when one is no longer an eligible user.
- Employ a computer to annoy or harass other users: for example, to send obscene, abusive, or threatening mail or email.
- Misuse information accessed while performing work as a Northwest Tech employee. Information stored on administrative computers and servers is confidential. Use or distribution of such information other than as authorized or assigned is prohibited by college policy and state and federal laws.
- Access or attempt to access the college's administrative systems and records without explicit permission by the data owner or their designee.
- Read, delete, or in any way modify the college's administrative system data without explicit permission; distribute, publish, or in any way make known any such data to unauthorized persons.
- Tamper with computers, printers, or any other associated college-owned equipment.

- Remove, without authorization, computer equipment, disks, paper documentation, data, or other technology resources.
- Connect any device, other than a computer or printer (e.g., game console, network hub or router, etc.) to Northwest Tech's computer network.

Requirements for Acceptable Use of College Technology Resources

Users Must:

- Comply with the Acceptable Use of Technology Policy
- Understand and agree that use of Northwest Tech technology resources indicates acceptance of the policy
- Understand that the use of a personally-owned computer that is on the Northwest Tech network obligates the owner to comply with the Northwest Tech Acceptable Use Policy
- Understand College computer facilities and electronic classrooms are established for educational purposes and those purposes must take priority over other usage

Computing Resources

The accidental or intentional introduction of a destructive program, such as a "virus", can have serious consequences to the network. Users should be aware of the threat of viruses and use adequate protection against spreading them to their own machines. Any attempt to compromise the college computer security systems will not be tolerated.

Computing resources shall be used in accordance with the high ethical standards of the college community. Examples of unethical use include:

- Violations of computer system security
- Unauthorized use of computer accounts, files and data, which do not belong to the user
- Unauthorized use of access codes assigned to others
- Violation of another user's privacy

Account Access

No person may use or attempt to use any computer account other than his/her own assigned account. An account holder may not lend his/her account(s) to another user.

A user should only access or attempt to access files in his/her own accounts, files which have been made accessible to him/her, or files which have been made publicly accessible.

Any user who is eligible to view or change sensitive institutional data must maintain the appropriate confidentiality and security of that information, in accordance with college policies as well as state and federal laws. Users must not use their network security permissions

to obtain sensitive information beyond what is directly related to their job assignments.

Courtesy

Abuse of college-owned public access computers and network resources may result in the suspension of privileges. In general, college-owned desktop and laptop computers, network resources, software, peripherals, and electronic mail will be used for academic or administrative purposes only. Illegal pornographic, threatening or nuisance messages are violations of the user's pledge to use computing facilities ethically.

Proper use follows the same standards of common sense, courtesy, and restraint in the consumption of shared resources that govern use of other public facilities.

Proper use includes:

- Regular deleting of unneeded files from one's accounts on servers
- Refraining from overuse of information storage space, printing or processing capacity
- Refraining from sharing accounts with ineligible parties (friends or relatives)
- Acquiring accounts for which you are ineligible
- Refraining from the distribution of mass emails without proper authorization

Sanctions

The college may take disciplinary and/or legal action against any individual who violates any computing policies. This action could include temporary or permanent suspension of the individual's privileges to all or part of the college computing facilities, temporary suspension or permanent separation from the college. Illegal acts involving Northwest Tech computing resources may also be subject to prosecution by state and federal authorities.

Privacy

Northwest Kansas Technical College seeks to protect computer-based information, recognized as a primary administrative, educational, and research asset, from accidental or intentional unauthorized modification, misuse, destruction, disruption or disclosure. In support of its effort to protect the integrity of its computing systems, workstations, networks, lab facilities, etc., the college has the right to monitor its computing facilities.

Northwest Tech has an obligation to respect the privacy of a user's network account, files, electronic mail, and network transmissions to the best of its ability. With reasonable cause, Northwest Tech has the right to monitor any and all aspects of a system, including individual login sessions, to determine if a user is acting in violation of the policies set forth in this document or as stated by law.

Liability Disclaimer

Northwest Tech hereby expressly and explicitly disclaims any liability and/or responsibility for violations of the policy stated above. Northwest Tech does not warrant that the function or services performed by users or the information contained on the college's technology resources will be kept confidential, meet the users' requirements, be uninterrupted or error free, or be corrected of objects.

Policy Title: Accommodations for Students with Disabilities
 Responsible Division: Academic Advancement
 Last Reviewed: July 2022

Background

Pursuant to Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act, Northwest Tech seeks to provide reasonable accommodations for students with disabilities to ensure an accessible learning environment.

Purpose

The purpose of this policy is to ensure an accessible learning environment for students with disabilities and to outline the procedures necessary for students to request accommodations. This policy also stipulates the responsibility of the student to complete the intake process in a timely manner so that reasonable accommodations can be provided before the student experiences academic difficulties.

Scope

The scope of this policy covers learning experiences as described on course syllabi for all students on the Northwest Tech campus and other venues affiliated with Northwest Tech academic programs.

Definitions

"Disability" The Americans with Disabilities Act (ADA) defines a person with a disability as one who has a mental or physical impairment that substantially limits one or more major life activity. This includes individuals who have a record of such an impairment and/or those who are regarded as having a disability.

"Documentation" Documentations refers to legal or medical reports that verify an individual's disability and/or an individual's IEP or IPE. Northwest Tech asks that students who request accommodations provide documentation of the disability in order to help ascertain reasonable accommodations.

"IEP" The Individualized Education Plan is a document created by public schools receiving federal funding to

outline the personalized learning needs for a student with a disability. Students are responsible for requesting the IEP from their high schools.

"IPE" The Individual Plan for Employment is a document created by Vocational Rehabilitation services outlining an individual's vocational goal and the services to be provided to reach that goal. Students are responsible for providing the IPE for the intake process.

"Intake Process" The intake process refers to the two steps that are required for the college to determine reasonable accommodations for the student: (1) submission of the Disability Services Student Intake Form and (2) participation in the intake appointment with the Vice President of Academic Advancement.

"Reasonable Accommodation" A reasonable accommodation is any change to the classroom environment or teaching/learning process) that allows a student with a disability to perform the academic activities necessary to succeed in the program of study. The Vice President of Academic Advancement is charged with determining what constitutes a reasonable accommodation on a case-by-case basis for students who request accommodations.

"Timely manner". Timely manner refers to when the student notifies the Vice President of Academic Advancement of the request for accommodations: upon applying for admission, or upon first enrollment, or at the beginning of the semester. Failure to disclose the disability and request accommodations at these key times may result in academic difficulties and poor grades. Northwest Tech recognizes the importance of being proactive to help the student achieve success.

Policy Statement

It is the policy of Northwest Tech to provide and coordinate services for students with disabilities in order to reasonably accommodate their disabilities and to promote equal access to educational opportunities. If a student with a disability does not request an accommodation in writing, Northwest Tech is not obligated to provide one and cannot be held responsible for the student's academic performance.

Procedures

The first step in the process is for the student to request assistance. Current and prospective students are encouraged to complete the Disability Services Student Intake Form on the NWKTC website:

<https://nwktc.wufoo.com/forms/disability-services-student-intake-form/>

Upon receipt of the Disability Services Student Intake Form, students will be contacted by the Vice President of Academic Advancement to set up an intake appointment to discuss the accommodations requested. It is the responsibility of the student requesting the accommodation to have current documentation from an appropriate diagnostician (e.g., physician, psychologist, or past educational organization; the IEP or the IPE) regarding the nature of his or her disability and the need for any requested academic adjustment or auxiliary aids. The college may request a separate evaluation at the college's expense.

After meeting with the student to discuss the request, the student's history and experiences, and the documentation provided by the student, the Vice President of Academic Advancement will respond by granting or denying the request of assistance.

Upon granting the request, the Vice President of Academic Advancement will:

- Prepare a written document which specifically lists how the college will provide the accommodations to the student with the disability.
- Forward a copy of the written document to the student
- If the student is working with the Vocational Rehabilitation office, and has indicated the name of the Vocational Rehabilitation officer on the FERPA waiver form, the Vice President of Academic Advancement may forward the written document of accommodation to the designated officer.
- Forward a written notice of specific accommodations and adjustments to the faculty who teach the student and to other relevant staff members who may be included in providing accommodations to the student (i.e. testing center staff; tutoring staff; etc.)

Upon denial of the request, the Vice President of Academic Advancement will:

- Prepare a written document explaining the reason(s) for denying the request
- Forward that recommendation to the college President for a final decision by the President within 10 college days.
- Upon final decision of the college President, meet with the student to inform him/her of the President's decision and give a copy of the above-mentioned document to the student.
- Explain to the student that if they do not agree with the President's decision, the option to appeal is available to them by following the Appeals procedure.

Policy Title: Administrative Withdrawal
 Responsible Division: Student Advancement
 Last Reviewed: September 2023

Background

In certain situations, the college administration may deem it necessary to withdraw a student from classes or from the institution if a student is not available to perform such action. These situations may include but are not limited to: the student's failure to address the account balance or make payment; misconduct or violation of school policies or state/federal laws; non-attendance in classes; emergencies that make it impossible for the student to complete the semester.

Purpose

The purpose of the Administrative Withdrawal policy is to provide the criteria for which an administrative withdrawal shall be implemented.

Scope

The Administrative Withdrawal policy applies to students in all Northwest Tech courses and programs of study, including the Early College and the Community Academy.

Definitions

"Non-attendance in online classes" is defined in the policy: *Attendance – online classes*

"Non-attendance in campus classes" is defined in the policy: *Attendance – on campus classes*

"Houring out" refers to dismissal from college when a student exceeds 35 hours of absence in one semester

"Expulsion" refers to the act of expelling or removing a student from classes and from the campus.

Policy Statement

It is the policy of Northwest Tech to authorize designated administrators (President; Vice President for Student Advancement) to administratively withdraw students under the following conditions:

1. The student has failed to submit required documentation for the admissions process by the midterm date of their first semester of enrollment
2. The student has holed out according to the *Attendance – online classes* or the *Attendance – on campus classes* policy(ies)
3. The student's conduct/behavior is a violation of the *Maverick Conduct Code* or other policies that warrant expulsion from college
4. The student has experienced a medical or family emergency which prevents the student from completing the semester
5. The student has failed to raise the cumulative GPA to 2.0 following a semester on Academic Probation

6. The student has an outstanding account balance owed to the school
7. The student has violated a policy that is program-specific as listed in the Program Handbook and forwarded to the Vice President of Student Advancement for adjudication
8. Other conditions which the administration deem it necessary to perform the administrative withdrawal

Students are still responsible for payment of tuition, fees, and all other items on the bursar account.

Eligibility for refunds shall be determined by the federal financial aid policy relating to the amount of the prorated refund based on percentage of the course attended

Procedure

Upon reaching a decision regarding the administrative withdrawal, the Vice President for Student Advancement shall notify the student via email of the enrollment action

The student's transcript shall reflect the grade of "AW" to indicate the administrative withdrawal, and to distinguish this action from a student's voluntary withdrawal.

The grade of "AW" shall not be included in the calculation of the student's term or cumulative GPA.

If the student wishes to appeal the decision, the student shall refer to the *Appeals* policy in the college catalog

Policy Title: Appeals Procedure
 Responsible Division: Student Advancement
 Last Reviewed: June 2022

Background

Students who have followed the complaint/conflict resolution process without satisfaction may advance their complaint through this appeals procedure.

Additionally, students who have been found to be in violation of school policies (Code of Student Conduct; Academic Integrity Policy; Satisfactory Academic Progress; etc.) may wish to appeal the decision/finding. Northwest Tech aims to provide clear information regarding its procedures for students to appeal administrative decisions/findings.

Purpose

The purpose of this policy is to provide due process for students who wish to appeal a decision/finding.

Scope

The scope of the policy covers complaints/conflicts which were not resolved to the student's satisfaction through the complaint/conflict resolution process.

Additionally, this policy covers student appeals for all disciplinary proceedings and decisions/findings.

Policy Statement

It is the policy of Northwest Tech to provide due process for students who wish to appeal administrative decisions regarding policy violations, as well as for complaint/conflict resolution processes.

Procedures

The student who wishes to appeal an administrative decision is directed to use the procedure outlined below.

First Step: The student must prepare a written statement of the nature of the appeal.

- A. This statement should be a formal letter (students may google how to format a business letter) that includes a factual account of the initial incident or situation, including dates, times, witnesses, previous attempts to resolve the issue, and other relevant information.
- B. The letter must also clearly state the basis for the appeal (i.e. were the procedures not applied appropriately, policies not followed, relevant evidence was not considered, etc.).
- C. In the case of student disciplinary or academic issues, the letter must include how the student intends to change behavior and improve performance to avoid future violations of college policy.
- D. Students may include documents or other evidence that bolster the case.
- E. Students shall proofread the letter to ensure that it contains proper grammar, spelling, punctuation (as if submitting an essay for English class). This attention to detail indicates a serious commitment to the cause and an ability to communicate responsibly and professionally.
- F. Submit letter to the Vice President of Student Advancement within three (3) days of the administrative decision you are appealing. While the letter is to be written as a formal letter, it may be sent via email.

Second Step: Vice President of Student Advancement

Review. The Vice President of Student Advancement will review the appeal letter and will adjudicate the case within ten (10) business days. The Vice President of Student Advancement will provide a written response (email message) to the student regarding the decision.

If the student is still unsatisfied with this decision, the student may proceed to the third step. The appeal letter

and other appropriate documentation (including Vice President of Student Advancement correspondence) must be submitted to the Vice President of Academic Advancement either in person or by email.

Third Step: Vice President of Academic Advancement

Review. The Vice President of Academic Advancement will review the entire case and then adjudicate the appeal in writing within ten (10) business days and supply a copy of the adjudication to student (through email) and to the Office of the President.

Fourth Step: Presidential Review. Should the student deem it necessary he or she may appeal in writing the decision of the Vice President of Academic Advancement to the Office of the President. This must also be done in writing and filed within ten (10) business days. The President shall respond within ten (10) days and may do so by meeting with parties involved or by written response.

Fifth Step: Student Welfare Committee Review. Should the student desire to appeal the President’s decision, the student may submit a signed written statement of appeal within ten (10) business days to the Board Clerk (in the Office of the President). The Clerk will then notify the Chairperson of the Student Welfare Committee. The Student Welfare Committee Chairperson will then arrange to review the case prior to the next regularly scheduled board meeting. The Board Clerk will notify all parties concerned of the decision of the Student Welfare Committee within ten (10) business days from the hearing.

Sixth Step (Final Step): Area Board of Control. Should the student desire to appeal the decision of the Student Welfare Committee to the Area Board of Control, the student may submit a signed written statement of appeal within ten (10) business days to the Board Clerk. The Clerk will then notify the Chairperson of the Area Board of Control. The Board Chairperson will then arrange to review the case at the next regularly scheduled board meeting. The Board Clerk will notify all parties concerned of the decision of the Area Board of Controls within ten (10) business days from the hearing. This is the final decision; no further appeals may be made.

Policy Title: Attendance (on campus classes)
 Responsible Division: Student Advancement
 Last Reviewed: July 2022

Background

Attendance of students in each program offered at Northwest Kansas Technical College is of vital importance to the student and to the college. The college views absences and tardiness as lost production in the educational process.

Several accreditation bodies and/or certifications explicitly state the number of clock hours required for eligibility to test or eligibility to be licensed. Excessive absences impact the student’s eligibility for certification and/or licensure in some programs. Tardiness and absence also impact student learning and skill development in general.

Further, members of each program’s advisory boards have indicated that excessive tardiness/absence from work is a soft skill that needs to be developed in the training environment/classrooms at Northwest Tech. Because employees typically earn two weeks of vacation time per year as a new employee, Northwest Tech has established the threshold number of 35 clock hours of attendance in one semester (the equivalent of one week vacation) as the criterion for dismissing students for excessive absences.

Purpose

The purpose of this policy is to establish a maximum number of clock hours that a student may miss before being dismissed from the program of study.

Scope

This policy applies to career and technical programs of study; however, attendance in general education courses should be reported to the program instructors as part of the cumulative hours missed. While the maximum number of hours is consistent across campus, each program of study may develop their own formula for accounting for student tardiness and absence.

Attendance (participation) in online classes is not covered by this policy.

Definitions

“Absence” An absence refers to the fact that the student is not present in class, regardless of the reason.

“Attendance report” The attendance report is a form developed by Northwest Tech that instructors complete and submit to the Vice President of Student Advancement to report student absences.

“Dismissal” Dismissal refers to the act of administratively withdrawing a student from school. (Refer to the section in this catalog pertaining to administrative withdrawal.) Dismissal from college impacts a student’s eligibility for federal financial aid, scholarships, athletic participation; and termination of the student housing contract without refund.

“Excused absence” Each program may determine how to define an excused absence and whether to include these absences in their reports. Examples of excused absences may include: attending professional conferences related to

the program; participating in athletic events as an active member of the team; illness; family emergency; etc.

“Hour out” Hour out refers to dismissal from college when a student exceeds 35 clock hours of absences.

“Leave of absence” The leave of absence refers to an extended absence from school due to prolonged illness, hospitalization, family emergencies, or other life events that require the student to miss several days or weeks of school.

“Tardiness” Tardiness refers to arriving to class after the official start time. Each program of study and general education faculty may establish their own guidelines for what constitutes tardiness and how to account for tardiness in the attendance report.

“Unexcused absence” Each program may determine how to define an unexcused absence and whether to include these absences in their reports. Examples of unexcused absences may include: oversleeping; being dismissed from class for behavioral issues; failure to provide documentation for an absence; etc.

Policy Statement

It is the policy of Northwest Tech to track student tardiness and absences in campus-based classes as they accrue to 35 hours per semester. Each semester, students will start with 0 hours of absence, regardless of the accumulation of absences in the previous semester.

Each program shall delineate in the program handbook how the instructors in that program will count and track/document tardies and absences.

Upon reaching 30% of the 35 hours, students shall be required to meet with the program faculty and sign a document indicating awareness of the absences and the attendance policy. Student athletes are responsible for obtaining the signature of the athletic director on this documentation. Students shall also be asked to meet with the Academic Coach to discuss interventions that may be necessary to help the student with attendance.

Upon reaching 60% of the 35 hours, students shall again be required to meet with the program instructor to sign a document indicating awareness of the absences and attendance policy. Student athletes are responsible for obtaining the signature of the athletic director on this documentation.

Upon reaching 90% of the 35 hours, students shall be required to meet with the Vice President of Student Advancement (and the Athletic Director if the student is a student athlete) to sign a document indicating awareness of

the absences and attendance policy, and the consequences of being dismissed from the institution.

Upon reaching 35 hours of absence from classes in one semester, students will be dismissed from the college, which requires students who are living on campus to move out of the residence halls within 24 hours of the notification of the dismissal. Students shall be administratively withdrawn from courses. Per the administrative withdrawal policy, students shall not be eligible for any refunds, and shall be required to pay the account balance.

Procedures

Instructors in each program of study are responsible for defining “tardiness,” “excused absence,” and “unexcused absence.” These definitions should be included in the program handbook.

Instructors in each program should review the attendance policy at the beginning of each semester with their students. Further, instructors should ask students to sign an acknowledgment document indicating the student’s awareness of, and agreement to comply with, the attendance policy. Instructors also should explain the process for students to complete absence reports.

Instructors collect absence reports and record student attendance on a daily basis so that they may complete the “Attendance/Academic Alert” form and have a conference with the student at the appropriate intervals.

Instructors are asked to notify and confer with students as the students’ absences approach 30%, 60% and 90% of the 35 hours allowed for absence in one semester. Thus, when a student accumulates 10.5 hours (30%) of absence, the first conference should occur during which both the student and the instructor sign the attendance report form. Subsequent conferences and documentation should occur at 21 hours (60%) and 31.5 hours (90%).

Instructors are asked to notify the Vice President of Student Advancement when a student reaches the 60% interval and the 90% interval.

Upon reaching the 90% interval, the Vice President of Student Advancement will ask the student to attend a conference to discuss the ramifications of being dismissed from college due to this “hour out” policy.

When a student reaches the 35-clock-hour threshold, the instructor should immediately notify the Vice President of Student Advancement. The Vice President of Student Advancement will initiate an administrative withdrawal for that student, which will include:

- Preparing official notification to the student which explains the expectations for resolving any outstanding balances in the business office; returning college-owned items; determining whether student has paid for tools and other supplies that may be on the billing account; terminating the housing contract; and provides options for student appeal and/or eligibility or re-admission in future semesters;
- notifying the Registrar so that the student’s academic transcript will record grades of “W” for each class in the semester;
- notifying the business office so that the student’s billing account and financial aid records will be adjusted accordingly;
- notifying the Athletic Director if the student is an athlete so that eligibility for participation will be adjusted accordingly;
- notifying the Housing Director if the student has a housing contract so that arrangements can be made for the student to vacate the premises by the date specified.

Policy Title: Auditing a Class
 Responsible Division: Academic Advancement
 Last Reviewed: September 2023

Background

Auditing a course means that an individual may attend a course regularly without being required to take exams or complete assignments. The individual receives no credit for audited courses.

Each academic department determines their courses available for audit.

Individuals wishing to audit a course must complete the appropriate admissions and enrollment process (see the section on *Admissions* and the section on *Registration and Academic Records* in this online catalog).

Tuition and fees for audited courses are the same as those for credit courses and payment is due in full prior to the first day of the class. Financial aid does not pay for audited courses. Credit enrollment cannot be converted to audit status at any time and audit enrollment cannot be converted to credit enrollment.

Purpose

The purpose of this policy is to explain the billing, transcribing, and transferability of audited classes. This policy also describes restrictions and limitations to granting requests for auditing classes.

Scope

The course auditing policy applies to on-campus courses and programs leading to the technical certificates and associate degrees.

This policy does not apply to Community Academic courses or online courses.

Definitions

“Capacity” is defined as the maximum number of students that can be accommodated due to facilities, equipment, safety, or mandated student-teacher ratios.

Policy Statement

It is the policy of Northwest Tech to provide opportunities for individuals to audit on-campus courses if the course is not filled to capacity.

As enrollment in the class reaches capacity, degree-seeking students shall have priority over individuals who wish to audit the class.

Tuition and fees remain the same for students who are auditing classes. Payment of tuition and fees is due in full prior to the first day of the course.

The student transcript shall reflect a letter grade of “AU” to indicate that credit is not awarded, nor does the course count toward calculating a GPA.

Audited courses are not eligible to fulfill graduation requirements for certificates of completion, technical certificates, or the associate degree.

If a student has audited a course from another institution, Northwest Tech shall not accept that course as a transfer credit.

Procedure

Individuals wishing to audit a course must complete the application and enrollment processes for non-degree seeking students.

For program courses on-campus where capacity may be limited, the enrollment of auditing students shall be tentative until all degree-seeking students have enrolled. In cases where capacity is reached and it is not possible to accommodate auditing students, the Registrar shall notify the auditing student. If the student has already paid tuition and fees, the *Adding, Dropping, and Withdrawing from Classes* policy shall apply.

If a student drops or withdraws from the class, the *Adding, Dropping, and Withdrawing from Classes* policy shall apply.

Policy Title: Authentication of Online Students
 Responsible Division: Academic Advancement
 Last Reviewed: September 2023

Background

Institutions accredited by the Higher Learning Commission (HLC) are required to submit a Federal Compliance report which includes policies/procedures regarding the verification of student identify for distance learning classes per Federal Requirement 34 CFR §602.17(g) which states that colleges must have processes in place that establish that a student who is enrolled in online courses is the same student who is academically engaging in the program.

Purpose

Because the online learning environment does not provide a way for students and instructors to interact in person, it may be possible for academic integrity violations to occur. The purpose of this policy is to take measures to establish that students who submit work in online classes are actually the students who are enrolled in the online class.

Scope

This policy applies to online courses only.

Definitions

“Learning Management System (LMS)” A Learning Management System is a software application designated for instructional activities. The LMS is a secure application requiring a password and log-in credentials. Instructors develop and store instructional materials in the LMS; students can access the materials and submit assignments or take exams in the LMS environment.

“Moodle” Moodle is the Learning Management System (LMS) that Northwest Tech uses for the purpose of developing courses and tracking student performance in classes.

Policy Statement

It is the policy of Northwest Tech to authenticate the identity of prospective online students through the Admissions process and to require online instructors to use the acceptable methods of instructional methods to confirm the identify of students who are completing the work in online courses.

Once the online class is underway, if/when the identity of the individual completing work in an online course is in question, faculty shall submit an academic integrity report to the Vice President of Student Advancement for investigation and possible sanctions according to relevant policies (i.e. the Information Technology Policy and the Academic Integrity Policy).

Procedures

NT has identified the following as acceptable methods of identity verification:

2. An individual secure login and password,
3. Proctored activities, and/or
4. Other technologies or practices that are effective in verifying student identification.

NT will implement he following procedures to safeguard academic integrity regarding the identity and authentication of online students:

1. Upon admission to NWKTC, students are issued a user name and password, which is required to be used each time a student participates in coursework online.
2. Students are instructed to change passwords on a regular basis to help maintain student security.
3. Students are instructed that sharing their login credentials (username and password) is prohibited and such action is subject to the academic integrity policy.
4. Students are required to authenticate each time they log into Moodle or proctored exams to minimize the possibility of academic dishonesty.
5. In-person activities that require identity authentication are verified by NT employees upon inspection of photo IDs
6. NT relies upon the high school employees to verify that students who complete the Early College Program courses are indeed the students who enroll in the classes.
7. All methods of verifying student identity in distance education must protect the privacy of student information.
8. Faculty members are encouraged to design courses that support academic integrity.
9. Other practices to authenticate students in online courses:
 - a. Require students to record (video) assignments for submission
 - b. Require FaceTime, Skype or Zoom conferences periodically with students to discuss assignments/exams/papers
 - c. Initiate contact with student through email or phone call to discuss assignments/exams/papers

Policy Title: CAMERA [Surveillance] POLICY
 Responsible Division: Student Advancement
 Last Reviewed: June 2022

Purpose

Northwest Kansas Technical College is committed to enhancing the quality of life of the campus community by

integrating the best practices of safety and security with technology. The purpose of this policy is to regulate the use of camera systems used to observe and record public areas for the purposes of safety and security.

This policy addresses the College's safety and security needs while respecting and preserving individual privacy. To ensure the protection of individual privacy rights in accordance with the College's values and state and federal laws, this policy is adopted to formalize procedures for the installation of surveillance equipment and the handling, viewing, retention, dissemination, and destruction of surveillance records.

We have installed security cameras to a portion of our campus to assist in making our campus as safe as possible. These cameras are not actively monitored, but they are intended to deter crime and assist in the investigation of crimes and recovery.

Policy

All video footage will be secured and will be managed by the Information Technology Department.

Any requests to view camera footage will be submitted to the Vice President of Student Advancement.

The Vice President of Student Advancement office will review any complaints regarding the utilization of surveillance camera systems and determine whether this policy is being followed.

The Vice President of Student Advancement Office will review all external requests to release records obtained through security camera surveillance. The College will seek consultation and advice from the General Counsel as needed related to these requests prior to the release of any records outside of the College. Video surveillance records will generally not be released to the public, students, general employee or parent.

While College personnel will typically review the footage, the College reserves the right to allow individuals to view video footage if that is a necessary action as part of an investigation of a crime, code of conduct violation, significant campus safety concern or campus policy violation.

General Principles

Cameras are not actively monitored. They are viewed only upon the report of a crime or violation.

Information obtained from the cameras shall be used exclusively for campus policy enforcement, including, where appropriate, student judicial functions or to assist local law enforcement and campus/local crime.

Information must be handled with an appropriate level of security to protect against unauthorized access, alteration, or disclosure.

All camera installations are subject to federal and state laws.

Placement of Cameras

Cameras will be located so that personal privacy is protected.

Camera positions and views of residential housing shall be limited to external areas. The view of a residential housing facility must not violate the standard of a reasonable expectation of privacy.

Anyone who tampers with video equipment will be subject to disciplinary action through the Office of the President.

Access and Monitoring

All recording or monitoring of activities of individuals or groups by college security cameras will be conducted in a manner consistent with college policies, state and federal laws, and will not be based on the subjects' personal characteristics, including age, color, disability, gender, national origin, race, religion, sexual orientation, or other protected characteristics.

When an incident is reported, the personnel responsible for the area in question may request the Vice President of Student Advancement to review the images from the camera. As circumstances require, the Vice President of Student Advancement may authorize others to review images.

Appropriate Use and Confidentiality

Personnel are prohibited from using or disseminating information acquired from university security cameras, except for official purposes. All information and/or observations made in the use of security cameras are considered confidential and can only be used for official college and law enforcement purposes upon the approval of the Vice President of Student Advancement or designee. Personnel are expected to know and follow this policy.

Use of Cameras for Criminal Investigations

The use of video equipment may be used in criminal investigations on behalf of the College. Individuals or agencies from outside of the College must request access to view materials. Video records will be destroyed within seven days at the conclusion of any investigation and subsequent hearing process.

Safety and Security Camera Storage and Retention of Recordings

No attempt shall be made to alter any part of any surveillance recording. Surveillance centers and monitors will be configured to prevent camera operators from tampering with or duplicating recorded information.

All surveillance records shall be stored in a secure location for twenty-one days and will then promptly be erased or written over unless retained as part of a criminal investigation or court proceedings (criminal or civil), or other bona fide use as approved by the Vice President of Student Advancement. Individual departments shall not store video surveillance recordings.

Policy Title: [Campus Closure \(Inclement Weather\)](#)
 Responsible Division: Office of the President
 Last Reviewed: June 2022

Background

Northwest Kansas Technical College will hold classes each scheduled day of the college year except in the cases where it would be imprudent for students and employees to be travelling to/from or to be on campus.

Purpose

The purpose of this policy is to ensure the safety of the campus community by notifying them of inclement weather or other conditions that necessitate the closure of the campus.

Scope

The campus closure policy applies to on-site classes on the Goodland campus.

This policy does not apply to high schools participating in the Early College, as those campuses shall follow their own policies regarding campus closure.

This policy does not apply to online classes.

Students who participate in clinicals, OWE (occupational work experience), internships, practica, and other off-campus classes must be in communication with their instructors to be apprised of closures that pertain to their unique circumstances.

Policy Statement

It is the policy of Northwest Tech to authorize only the President or designee (Vice President of Information Technology or Vice President of Student Advancement) to determine when the campus should be closed. The President (or designee) is the only person authorized to

notify the media, students, and employees of campus closures.

Procedures

The President or designee shall make a determination about campus closure by 6:00 a.m. mountain time.

The President or designee shall notify students and employees through the Code Red notification system.

The President or designee shall notify the public through appropriate mass media outlets (NWKTC website; radio stations with the service area, etc.)

Electronic Days (eDays)

Upon receiving notification of a campus closure, instructors may choose to provide online educational activities for their students through Electronic Days (eDays).

The instructor shall use email, Moodle, and any other method of communication to notify students of the assignment and due date for the assignment.

Policy Title: [Complaints and Conflict Resolution](#)
 Responsible Division: Academic Advancement
 Last Reviewed: June 2022

Background

Students who have issues, concerns, or complaints regarding academics, student life, finances, facilities, or employees are encouraged to seek resolution in a manner that edifies all involved.

NT aims to educate students on the proper channels to follow regarding resolution of conflict and complaints, so that students learn that it is not advisable to “go to the top” without first addressing the personnel at the appropriate level.

NT also aims to empower employees to resolve conflicts or complaints that relate to their area of responsibility.

Purpose

The purpose of this policy is to provide a process for students who wish to register a complaint and/or to seek conflict resolution for campus-based issues. A secondary purpose is to educate students about going through the proper channels of a complaint process so that personnel at the appropriate levels are involved in the resolution.

Scope

The scope of this procedure covers all aspects of the student’s experience on campus (housing, dining, facilities,

classroom, athletics, academics, and interactions with employees).

This policy does not cover appeals regarding administrative withdrawal decisions.

This policy does not cover sexual assault/harassment incidents (refer to the section in this catalog pertaining to sexual assault and harassment).

Policy Statement

It is the policy of Northwest Tech to be responsive to student complaints and to provide an opportunity for appropriate personnel to participate in the conflict resolution process.

Procedures

The student who has a complaint or a conflict is instructed to follow the procedures below.

Level One: Direct Discussion with Employee. The first step should be to discuss the concern/complaint directly with the employee. Many situations can be satisfactorily addressed, or misunderstandings clarified, at this level. When this occurs, no further action is called for.

Level Two: Supervisor Review. In the event that a concern/complaint cannot be adequately addressed through direct discussion with the employee, the student may take another step by submitting a written statement (may be an email message) to the relevant employee's supervisor.

Students may refer to the organizational chart on the NT webpage to discover the appropriate supervisor for employee. Note that all faculty are supervised by the Vice President of Academic Advancement; all coaches and athletic staff are supervised by the Athletic Director; housing staff are supervised by the Vice President of Student Advancement; office staff/employees are supervised by Directors of the department; Vice Presidents, Vice Presidents and custodial staff are supervised by the President).

The written statement should identify the student, employee, course or activity, a factual description of the problem, dates/times and any other relevant information including past efforts to address the problem. The supervisor will meet with the employee to discuss the situation and to review any related materials that may be relevant. This must be completed within three (3) business days. The supervisor may take action at this point to either resolve the conflict, or to mediate a resolution between the student and employee.

Level Three: Appeal Process. If unsatisfied with the supervisor's resolution, the student may follow the appeal process (see Appeals Policy in this section of the catalog).

Policy Title: **Concealed Carry Policy**

Responsible Division: Student Advancement

Last Reviewed: June 2022

Introduction

Northwest Kansas Technical College prohibits the possession and use of firearms, explosives, and other weapons on college property, with certain limited exceptions, as provided below. This policy is in accordance with the Kansas Board of Regents ("Board") Policy and State Law, K.S.A 75-7c01, et seq.

Definitions

For purposes of this policy:

1. The term "weapons" includes:
 1. Any object or device, which will, is designed to, or may be readily converted to expel bullet, shot or shell by the action of an explosive or other propellant.
 2. Any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature, including those that are concealed or openly carried;
 3. Any BB gun, pellet gun, air/C'O2 gun, stun gun or blow gun;
 4. Any explosive, incendiary or poison gas (A) bomb, (B) mine, (C) grenade, (D) rocket having a propellant charge of more than four ounces, or (E) missile having an explosive or incendiary charge;
 5. Any incendiary or explosive material, liquid, solid or mixture equipped with a fuse, wick or other detonating device;
 6. Any tear gas bomb or smoke bomb; however, personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purposes of this policy;
 7. Any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
 8. Any straight-blade knife of four inches or more such as a dagger, dirk, dangerous knife or stiletto; except that an ordinary pocket knife or culinary knife designed for and used solely in the preparation or service of food shall not be

construed to be a weapon for the purposes of this policy;

9. Any martial arts weapon such as nun chucks or throwing stars;
 10. Any longbow, crossbow and arrows or other projectile that could cause serious harm to any person;
 11. No student shall possess, handle, use, or threaten to use any object that can reasonably be considered a weapon, explosive, destructive device, or hazardous substance on college owned or operated property, and any College activity, function or event. This policy includes any item being used as a weapon or destructive device or any facsimile of a weapon.
 12. Any explosive or destructive device, including but not limited to dynamite, nitroglycerin or any other combustible, blasting caps, fireworks, firebombs, grenades, plastic charges or devices intended for detonation purposes, and/or any other similar devices or compounds used for detonation or blasting.
 13. Any other dangerous or deadly weapon or instrument of like character.
2. The term “handgun” means:
- A pistol or revolver which is designed to be fired by the use of a single hand and which is designed to fire or capable of firing fixed cartridge ammunition; or
 - Any other weapon which will or is designed to expel a projectile by the action of an explosive and which is designed to be fired by the use of a single hand.

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

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

The term “campus” means any building or grounds owned by the college or the Board and any building or grounds leased by the college or the Board for college use.

Policy

1. General Rules on Open Carry and Concealed Carry on Campus

Open carry of firearms and possession of weapons other than concealed handguns shall be prohibited on campus, while concealed carry of handguns is permitted on campus, subject to the rules stated in this policy. All weapons are

prohibited at all off-campus College sponsored or supervised activities, except that, as required by law, the College does not prohibit employees, who are legally qualified, from carrying a concealed handgun while engaged in the duties of their employment outside of Northwest Tech’s place of business, including while in a means of conveyance.

Nothing in this policy shall be read to prohibit possession of weapons on campus as necessary for the conduct of Board-approved academic programs or College-approved activities without the advance written approval of the college president or his/her designee.

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

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

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

2. Prohibitions Based on State Law

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

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

1. An individual in possession of a concealed firearm must be at least 21 years of age [K.S.A. 21-6302(a)(4)];
2. A firearm cannot be carried by an individual under the influence of alcohol or drugs, or both, to such a degree as to render the individual unable to safely operate the firearm [K.S.A. 21-6332];
3. A firearm cannot be carried by an individual who is both addicted to and an unlawful user of a controlled substance [K.S.A. 21-6301(a)(10)];
4. A firearm cannot be carried by an individual who is or has been a mentally ill person subject to involuntary commitment [K.S.A. 21-6301(a)(13)];
5. A firearm cannot be carried by an individual with an alcohol or substance abuse problem subject to involuntary commitment [K.S.A. 21-6301(a)(13)];
6. A firearm cannot be carried by an individual who has been convicted of a felony crime [K.S.A. 21-6304];
7. An automatic firearm cannot be carried [K.S.A. 21-6301(a)(5)];
8. A cartridge which can be fired by a handgun and which has a plastic-coated bullet with a core of less than 60% lead by weight is illegal [K.S.A. 21-6301(a)(6)];
9. Suppressors and silencers cannot be used with a firearm [K.S.A. 21-6301(a)(4)]; and,
10. Firearms cannot be fired in the corporate limits of a city or at a dwelling, or at a structure or vehicle in which people are present, except in self-defense [K.S.A. 21-6308, 6308a].

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

3. Carrying and Storing Handguns

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

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

1. Carry it concealed on or about their person in a manner that complies with this policy, or;
2. Keep it securely stored at their residence or in their privately owned or leased vehicle.

Individuals who carry a handgun on campus must carry it concealed on or about their person at all times. With

respect to this policy, “concealed” means completely hidden from view and does not reveal the weapon in any way, shape, or form.

“About” the person means that an individual may carry a handgun if it can be carried securely in a suitable carrier, such as a backpack, purse, handbag, or other personal carrier designed and intended for the carrying of an individual’s personal items. Moreover, the carrier must at all times remain within the exclusive and uninterrupted control of the individual. This includes wearing the carrier with one or more straps consistent with the carrier’s design, carrying or holding the carrier, or setting the carrier next to or within the immediate reach of the individual.

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

Handguns shall not be stored:

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

Handguns may be stored:

1. in an individual’s privately-owned or leased motor vehicle when the vehicle is locked and the handgun is secured in a location within the vehicle that is not visible from outside the vehicle; or,
2. in an individual’s on-campus residential unit when the handgun is secured in a holster and in an approved storage device. Handgun storage by any other means than specifically permitted in this policy is prohibited.

For any on-campus residential unit that does not have adequate security measures, each resident who lawfully

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

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

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

All ammunition stored in an on-campus residence must be stored in an approved storage device.

Additional Safety Measures

Northwest Tech and its employees, staff, administration and trustees who do not provide adequate security measures in college buildings and by this Policy allows the carrying of a concealed handgun as authorized by the Personal and Family Protection Act (K.S.A. 75- 7c01 et seq.) shall not be liable for any wrongful act or omission relating to actions of persons carrying a concealed handgun concerning acts or omissions regarding such handguns (K.S.A. 75-7c20(f)).

Nothing in this Policy shall be interpreted to require individuals who lawfully possess a handgun to use it in defense of others.

No person shall use the fact or possibility that he or she is carrying a concealed weapon with the intent to intimidate another person except in defense of self or others.

Reporting and Temporary Actions

All reports of suspected violation of the concealed carry policy are made to the Vice President of Student Services, or the College President or his/her designee.

Northwest Tech will conduct an initial investigation to determine whether the report describes a criminal matter and/or a policy violation. An employee who witnesses the unlawful handling of a handgun shall report the incident to the Vice President of Student Advancement, or the College President or his/her designee.

Upon receipt of a report, Northwest Tech will conduct an initial investigation to determine whether the report describes a criminal matter and/or a policy violation. Any report of weapons on the Northwest Tech campus will be investigated.

Employees who fail to report complaints or incidents regarding unlawful handling of a handgun to appropriate college officials may face disciplinary action. College administrators who fail to investigate and take appropriate corrective action in response to complaints of unlawful handling of a handgun may also face disciplinary action.

When a complaint contains evidence of criminal activity, the College President or his/her designee shall report such conduct to law enforcement.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the college's obligation to conduct a thorough investigation, to take appropriate corrective action, or to provide due process to the accused.

The filing of a complaint or otherwise reporting unlawful handling of a handgun shall not reflect upon the student's status or grades. Likewise, initiation of a complaint of unlawful handling of a handgun in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of unlawful handling of a handgun is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

E. Sanctions

Any individual violating this Policy or accidentally or irresponsibly discharging a weapon will be subject to appropriate disciplinary action, including but not limited to suspension/expulsion, termination of employment, immediate removal/trespass from the premises and/or arrest. Enforcement of this Policy will be administered by

Northwest Tech Administration or the appropriate law enforcement agency and shall form a Student Code of Conduct violation. Those residing on campus shall honor these Policy provisions plus any and all conditions of housing written agreement. Likewise, any individual who violates one or more provisions of this policy may be issued a lawful directive to leave campus with the weapon immediately. Any individual who violates the directive shall be considered to be in trespass and may be cited accordingly. Any individual who violates state or federal law may be detained, arrested or otherwise subjected to lawful processes appropriate to the circumstances.

1. Students

Students in violation of this policy are subject to suspension or expulsion from the college with loss of all credit for the current semester and no refund of tuition or fees for the semester, as well as prohibition from future enrollment or participation in College or College-sponsored activities. The suspension or expulsion may be appealed under the Northwest Complaint and Grievance Policy. The President may recommend the suspension or expulsion be modified on a case-by-case basis. Students violating this policy will be referred to the appropriate law enforcement agency or agencies and if a juvenile to SRS. Those residing on campus shall honor the provisions of this policy plus all conditions of the housing agreement.

2. Employees

Prior to applying sanctions under this policy, employees will be afforded all rights of due process to which they are entitled under their contracts or in the provisions of the laws of the State of Kansas. Nothing in this policy is intended to diminish the rights of Northwest Tech to take any other disciplinary action as deemed necessary.

Policy Title: Credit for Prior Learning

Responsible Division: Academic Advancement

Last Reviewed: July 2022

Purpose

The purpose of the Credit for Prior Learning policy is to establish guidelines for awarding college credit based on work experience, exam scores, or military experience that is relevant to the program of study.

Definitions

“Credit for Prior Learning” consists of an evaluation of skills exhibited through work and life experiences such as employer and military training programs; industry certifications; non-credit postsecondary-level courses; civic or volunteer experiences; and/or satisfactory test results on a CLEP exam.

“**CLEP (College-Level Examination Program)**” is a testing program of The College Board designed to measure prior learning and mastery of introductory (lower division) college course material in particular subject areas.

“**Military Credits**” Military occupational specialties (MOSs) held, and examinations passed that are documented on the Joint Services Transcript (JST) or other relevant military documentation will be evaluated for equivalent college credit using the “ACE Guide to the Evaluation of Experiences in the Armed Forces.”

“**Work experience**” refers to job duties accomplished and documented by supervisors at the student’s place of employment; work experience must have been completed within the last three years in order to be considered. Northwest Tech does not accept credit awarded for work experience from other post-secondary institutions.

Policy

It is the policy of Northwest Tech to award a maximum of six (6) credit hours towards the completion of a Technical Certificate or a total of twelve (12) credit hours towards an Associate of Applied Science (AAS) degree when the student has provided appropriate documentation of the military experience, work experience, or exam scores.

Credit for Prior Learning will be awarded only for degree seeking students who have enrolled.

All credit for prior learning is recorded on the students’ transcripts, denoted as CPL. This credit will not be calculated in to the cumulative grade point average.

The general education courses that may be fulfilled by CLEP exam scores of 50 or higher include:

- ENGL110, 3 credits
- GOVT105, 3 credits
- MATH115, 3 credits
- PSY176, 3 credits
- PSY177, 3 credits
- SOC105, 3 credits

No charges are assessed for evaluating or awarding prior learning credits.

Procedure

Prospective students who wish to initiate the Prior Learning Assessment process should contact the Registrar to determine what type of documentation will be necessary.

Official test scores or transcripts of prior learning credit should be forwarded to:

Registrar’s Office

1209 Harrison
 PO Box 668
 Goodland, KS 67735

Course credits may be applied to certificate, diploma, and/or degree programs as either a required course or as an elective course.

In programs that require an OSHA certification, students may earn credit for prior learning if they have already earned the OSHA certification. Students must provide their OSHA cards or documentation verifying the certification to their instructors. The instructors will forward the copies of this certification to the Registrar.

Scores Required for College Credit on Exams

- Northwest Tech will grant credit to students who earn a score of 50 or higher on CLEP examinations when a CLEP examination covers material that is deemed to be college level and is substantially similar to an existing NT course.
- Students must arrange for an official report of examination scores to be sent from the testing agency to Northwest Tech in order to receive credit.

Policy Title: [Credit Hour Student Workload](#)
 Responsible Division: Academic Advancement
 Last Reviewed: July 2022

Background

Institutions accredited by the Higher Learning Commission (HLC) are required to submit a Federal Compliance report which includes policies/procedures regarding the assignment of credit hours for all types of courses regardless of modality (i.e. online or face-to-face courses) per Federal Requirement 34 CFR §§602.16(a)(1)(viii), 600.2 and 668.8(k) and (l).

According to the Carnegie Foundation for the Advancement of Teaching, the credit hour is considered to be three clock hours.

According to the Kansas Board of Regents, the clock hour equivalency for the credit hour is defined in the following ways:

Lecture	750 minutes	12.5 clock hours
Lab/Shop	1125 minutes	18.75 clock hours
OWE/Clinical	2700 minutes	45 clock hours

Federal Requirement CFR 34 §600.2 defines the credit hour as one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester

Purpose

The purpose of this policy is to define the expectations for students to complete coursework or homework associated with classes; to notify students of these expectations so they can plan their time accordingly.

Scope

The scope of this policy includes online classes as well as campus-based classes.

Definitions

“In-class work.” In-class work is defined as teacher-led instruction (lecture).

“Out-of-class work.” Out-of-class work is defined as homework; or lab/shop work; or clinical/practicum/Occupational Work Experience (OWE).

“Semester.” One semester of career/technical program classes consists of 16 weeks on the NWKTC campus. For general education classes on the NWKTC campus, one semester consists of 15 weeks. For Concurrent Enrollment Program classes on high school campuses, one semester consists of 18 weeks.

Policy Statement

Each course syllabus shall define the anticipated student workload in terms of in-class and out-of-class work. It is expected that for each hour of in-class teacher-led instruction, there will be two hours of out-of-class work.

For career and technical programs, students are in class more than 30 hours per week. “In-class” teacher-led instruction may occur 2-3 hours per day, while “out-of-class” work may refer to work completed in shops or doing live work for the remaining 4-5 hours per day.

Procedures

The template for the NWKTC course syllabus shall include a statement that notifies students of the expectation for in-class and out-of-class work.

For on-campus courses the student work load for each credit hour shall consist of three clock hours (180 minutes) per week. The work may occur in the classroom as teacher-led instruction (lecture); or in a shop/lab doing hands-on work; or out of class as homework or as clinical/practicum/OWE (Occupational Work Experience).

For Concurrent Enrollment Program (CEP) courses in high schools, the student work load for each credit hour shall consist of three clock hours (180 minutes) per week. The work may occur in the classroom as teacher-led instruction (lecture); or in a shop/lab doing hands-on work; or out of class as homework.

For online (distance education) courses, student workload in terms of clock hours is defined by the instructional equivalencies chart (below).

- Activities that are considered in-class work (direct instruction) include: discussion forums; lectures either in text or video/audio format; quizzes; exams; student presentations.
- Activities that are considered out-of-class work (indirect instruction) shall include: reading assignments; research; writing assignments; studying for exams/quizzes; preparing for in-class presentations.

Instructional Equivalencies for Online Education:

READ	
Textbooks, webpages, PDF documents typed as a textual document	1 page = 3 minutes
Without voiceover recording (caution: PowerPoint presentations without voiceover can be disengaging and may lack instructional value if concepts are not explained adequately)	3 slides = 1 minute
WATCH	
PowerPoint presentation with voiceover recording	Actual time of recording
Video	Actual time of recording
DO	
Discussion Forum	30 minutes initial post 15 minutes per follow up
Reflection papers	1 page = 60 minutes
Research papers	1 page = 360 minutes
Videoconferencing	Actual time of meeting
Interviews (videoconferencing or in person)	Actual time of meeting plus 60 minutes of preparation time
Oral presentation or video production	1 minute of in-class presentation = 30 minutes of out-of-class preparation
Quiz or exam (objective questions)	1 question = 5 minutes
Quiz or exam (subjective questions)	1 question = 10 minutes

Simulation	Estimate amount of time based on the complexity of the skill set
Online labwork	Estimate amount of time based on how many steps are required for the experiment
Clinical experience	Follow regulatory guidelines

Policy Title: [Crime Awareness and Campus Security \(Clery Act\)](#)

Responsible Division: Academic Advancement

Last Reviewed: June 2022

Background

Institutions receiving federal aid (student financial aid or federal grants and other forms of aid) are required to disclose annual campus crime statistics so that students and their families are aware of any safety issues (per Title III of the Crime Awareness and Campus Security Act (“Clery Act”).

Purpose

The purpose of this policy is to describe how campus crimes are reported and when/where the annual report of campus crime statistics is made available to the public.

Policy Statement

Consistent with the Crime Awareness and Campus Security Act (“Clery Act”), Northwest Tech shall collect and disclose data on designated crimes that are committed on campus and are reported to college authorities and/or local police agencies.

The statistical data shall be kept for the following on-campus criminal offenses: murder, forcible sex, non-forcible sex, robbery, aggravated assault, burglary, and motor vehicle theft. Statistics shall be kept for the number of arrests occurring on-campus for liquor law, drug abuse, and weapons possessions violations.

This data will be compiled on an annual basis from July 1 through June 30 as required by federal law. Information is available upon request.

The Northwest Tech president shall be immediately informed of any crime committed.

Northwest Tech administration will notify local law enforcement agencies concerning any crimes reported on-campus.

The Goodland Police Department is the primary source of law enforcement authority for the campus.

Students and employees will be informed of these crime awareness and campus security policies in the employee handbook and catalog. All students will be advised during student orientation of these policies and their responsibility for their own security and the security of others.

Policies regarding the possession, use and sale of illegal drugs and alcoholic beverages, the enforcement of federal and state drug laws and the drug and alcohol abuse education programs as required under Section 1213 of the Higher Education Act of 1965, as amended, and are covered under existing policies at Northwest Tech.

Procedures

Crime/Criminal Activity

Any student or employee of the college who observes criminal activity [on campus] should immediately contact college personnel or the Goodland Police Department.

Collegiate athletics, intramural sports, departmental field trips, and department club activities which take place off-campus are officially sponsored college activities. These activities are considered to be on-campus for purposes of this policy. Any crimes committed against participants, their property, or the facilities are considered as crimes committed on-campus.

- Do not attempt to apprehend or interfere with the criminal except in a case of self-protection.
- If safe to do so, take time to get a good description of the criminal. For example: if the criminal is entering a vehicle, note the license number, make, model, color, and any outstanding characteristics.
- Call 911
- Call the President's Office to advise them of the situation and remain where you are until a college administrator or police officer notifies you that you may go.
- In case of theft, property damage, or minor injuries, contact the President's Office to submit a report.

Civil Disturbances Procedure

- Notify the President's Office
- College personnel should attempt to isolate those causing the trouble.

- The college President is authorized to determine whether law enforcement authorities should be contacted.

Compiling the Report

The Vice President for Student Advancement shall contact local law enforcement agencies for data on any criminal offenses or arrests which occur on the Northwest Tech campus during the annual reporting period.

The Vice President for Student Advancement shall prepare the report and make the report available to the campus community and the public.

Policy Title: [Drug Free Awareness Policy](#)
 Responsible Division: Student Advancement
 Last Reviewed: June 2022

Drug Free Awareness Policy

In accordance with the Drug Free Workplace Act of 1988, 34 CFR Part 85, Subpart F, as added by Section 22 of the Drug Free Schools and Committees Amendments of 1989 (Public Law 102, 226, 103 St. 1928), Northwest Kansas Technical College, Goodland, Kansas, hereby publishes this policy for the purpose of maintaining a drug-free workplace for employees and students of said college.

The unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance and alcohol by employees or students of Northwest Tech on college property or as a part of any college activity are prohibited. No employee or student shall report to college at the start of any instructional period or college activity under the influence of illicit drugs or alcoholic beverages. For example, this includes the first class in the morning, periods after meals or breaks, field trips, intramural sports, etc.

Controlled substances or illicit drugs are those specified in Schedules 1V Section 202 of the Controlled Substances Act (21 USC 812) as further defined in the implementing regulation in 21 DFR 1308.11: opiates and their derivatives; hallucinogenic; narcotics; coca and its derivatives; and depressants and stimulants not available over-the-counter or not prescribed by a physician.

Northwest Kansas Technical College adopts a plan of action to inform the student body and personnel of the effects of alcohol and drugs as follows:

- Annually, pamphlets will be distributed to all college personnel and students setting forth further, in writing, the ill effects to the human body resulting from the use of alcohol or drug substance

- A Student Assistance Program will be active in counseling with and assisting individuals who are experiencing or have experienced substance abuse. Identified individuals will be referred to appropriate treatment

Policy Title: Intellectual Property

Responsible Division: Academic Advancement
Last Reviewed: June 2022

Background

Throughout the academic enterprise, individuals may be creating innovative or scholarly works that enhance the knowledge base in a variety of professions. Individuals who create these works outside of their employment conditions are entitled to retain intellectual property rights for their creations. Northwest Kansas Technical College is committed to protecting the intellectual property rights of all college employees and students.

Purpose

The purpose of this policy is to differentiate intellectual property that is developed by, for, and within the academic enterprise (employees on-the-job) from intellectual property that is developed by, for and outside of the academic enterprise (employees off-the-job).

Policy Statement

It is the policy of Northwest Tech that intellectual property created on college time with the use of college facilities or financial support is defined as college property. Works related to an employee’s job responsibilities, even if he or she is not specifically requested to create them, will belong to the college as works-for-hire.

Employees who create Intellectual works that meet the following guidelines will be owned by the employee and any revenue derived from such works shall belong to the creator:

- Unrelated to the employee’s job responsibilities and made no more than incidental use of college resources
- artistic, literary, or architectural work deemed as a “scholarly work”

Student Academic Creations

The student, by enrolling in the college, gives the institution a nonexclusive royalty free license to make, modify, retain, reproduce, or display the work as may be required by the process of instruction and/or recruitment of prospective students.

Policy Title: Limited Warranty to Employers

Responsible Division: Academic Advancement
Last Reviewed: July 2022

Background

Northwest Kansas Technical College, Goodland, KS, was established in 1964 to assist individuals in acquiring basic job entry skills in specific occupational training programs. Throughout the decades, the college has earned the reputation of graduating students with skills, knowledge, and the ability to succeed in the world of work.

Purpose

The Area Board of Control, the administration, and the instructional staff of Northwest Kansas Technical College wish to provide a limited warranty to employers with respect to the skills and knowledge that each graduating student has acquired in completing any one of the present technical programs; the college warrants the graduated student's skills and knowledge up to one year after the date of the student's graduation from Northwest Kansas Technical College.

Scope

This limited warranty to employers strictly applies to retraining. The employer must hire the graduate within one year after the date the student successfully completes the requirements of a technical certificate or degree from one of the programs at Northwest Tech.

Policy Statement

The employer shall be given the opportunity to send an employed graduate back to Northwest Kansas Technical College to receive additional training in a specific unit of instruction, which the graduate is not able to perform at a job-entry level.

Procedures

If an employer determines that a graduate is not able to perform at entry level, she/he shall immediately notify the college’s administration, the instructor, and the employed graduate.

The arrangement for retraining must be agreed upon by the employed graduate, the employer, and the college. These three parties will also agree upon the specific instructions to be given and the length of time to be allocated for that training.

The college is accountable for the evaluations, which are given to the student while completing the various units within the instructional program for which the student was originally trained. For example, if a student given an evaluation of "average" in a particular job performance skill area is later judged not to possess average job entry skills

and knowledge in that unit area, the college will accept the responsibility only for retraining of that graduate to average job entry skills and knowledge.

The college does not accept any responsibility for any inferior work that said student might do while on the job. It is the position of Northwest Tech that all students when first performing job entry-level work will be under the supervision of their employer.

There will be no charge for tuition or fees to either the graduate or the employer for retraining pursuant to this limited warranty.

Any costs incurred by the student (such as room, board, and personal expenses, etc.) will be the responsibility of the returning student.

Policy Title: [Maverick \(Student\) Conduct Code](#)
Responsible Division: Student Advancement
Last Reviewed: June 2022

The purpose of the Maverick Student Code is to protect against the conduct of those who, by their actions, infringe on the rights of others or interfere with the operations of Northwest Tech. The code shall apply to conduct that occurs on Northwest Tech property; property controlled by Northwest Tech; at Northwest Tech sponsored events; and off campus conduct that adversely affects Northwest Tech and its objectives.

A “student” shall be defined as any person admitted, enrolled or registered for study at Northwest Kansas Technical College

Each student shall be responsible for his/her conduct from the time of enrollment until the degree or certificate is awarded.

The code shall apply to students even though the conduct may occur before or after classes, on or off campus, as well as during the academic year and during periods between terms of actual enrollment.

The Vice President of Student Advancement shall investigate each code violation on a case-by-case basis. Action taken by Northwest Tech will be the decision of Senior Administration.

Attempts to commit acts prohibited by the Code and/or knowingly or willfully encouraging or assisting others to commit any of these acts is prohibited and will be adjudicated in the same manner. In addition, any individual who becomes aware of a violation of the code is bound by that code to report said violation to the proper outlets.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in Board policies and Kansas statutes, KSA 728901, et seq.

Nothing in this policy is intended to diminish the ability of the administration or Area Board of Control of Northwest Tech to take other disciplinary action against the student in accordance with other policies governing student discipline.

A student who is expelled from college under the terms of this policy may apply for re-admission at the next available beginning date of that program or may apply for a new program.

If a student was expelled for substance abuse issues, re-admission may be accepted if the student can prove in writing they have completed a drug and alcohol education and rehabilitation program at an acceptable treatment center or facility, and has had a satisfactory meeting with the Vice President of Student Advancement.

A list of available drug and alcohol counseling and rehabilitation programs for students is available from the counselor at Northwest Tech. Residents of the Housing who violate drug free policies will be disciplined according to policies in the Housing Handbook.

Adherence to the Maverick Student Code is either required or implied by each student’s enrollment or registration at Northwest Tech.

Prohibited Conduct

- Any act or actions, committed by a student within the authority and jurisdiction of the Code that is contrary to federal, state, local law, or college/regulation.
- Forgery, falsification, or fraudulent misuse of Northwest Tech’s documents, records, or identification cards.
- Providing false information to Northwest Tech or to members of the Northwest Tech community acting in performance of their official duties.
- Theft of property or services on Northwest Tech’s property, or Northwest Tech sponsored activities, or knowing possession of stolen property on said property or sponsored activities.
- Unauthorized use, destruction, or damage of Northwest Tech’s property or the property of others on Northwest Tech’s property, or at Northwest Tech sponsored events.
- Unauthorized or illegal use of Northwest Tech’s facilities, telephone system, mail system, computers, or computer network, or any use of the above for any illegal act.

- Unauthorized entry, use, or occupancy of Northwest Tech’s facilities.
- Failure to comply with the direction of Northwest Tech official acting in the performance of their duties and within the scope of their authority.
- Violation of published Northwest Tech’s regulation, rules, or policies.
- Intentional obstruction or disruption of Northwest Tech sponsored activities, including but not limited to studying, teaching, research, athletic events, administration, disciplinary proceeding, or fire, police, or emergency services.
- Use, possession, or distribution of alcoholic beverages on Northwest Tech’s property or at Northwest Tech sponsored events.
- Disorderly or indecent conduct on Northwest Tech owned or controlled property or at Northwest Tech sponsored events.
- Hazing, defined as an act which endangers the mental or physical health or safety of another, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
- Malicious intimidation or harassment of another. When a student, with the intent to terrify, intimidate, threaten, or harass, causes bodily harm to another; causes reasonable apprehension of bodily injury to another; damages, destroys, or defaces any property of another or any public property; or makes repeated, persistent and/or severe communications, including telephone, digital, or electronic communications, that are unwelcome to the receiver.
- Illegal use, possession, or distribution of any controlled substance on Northwest Tech’s property, or at Northwest Tech sponsored events. This includes paraphernalia used to introduce a controlled substance into the system.
- Illegal or unauthorized possession or use of firearms, explosives, other weapons, dangerous chemical, or noxious substances on Northwest Tech’s property or at Northwest Tech sponsored events.
- Conduct that recklessly or otherwise threatens or endangers the health or safety of another person
- Retaliation against a person for filing a complaint and/or acts of intimidation directed towards the person to drop a complaint, including involvement in third party retaliation or intimidation.
- Engaging in sexual misconduct, including any physical act, which is sexual in nature that is committed under pressure, force, threat, intimidation, or without the full and informed consent of all persons involved.

Sanctions

Each incident will be reviewed and adjudicated on a case-by-case basis. Northwest Kansas Technical College will cooperate fully with law enforcement and reserves the right to report any incident to local law enforcement, as they deem necessary.

Violations of the Maverick code may lead to one or more of the following sanctions:

- Community service. Community Service will be served on the day and time specified by Northwest Tech.
- Restitution
- Loss of extracurricular activity privileges
- Suspension. Hours lost because of suspension **will** count against the student’s program hours requirements, and coursework missed will count against a students’ grades. It is up to the instructor if work can be made up.
- Expulsion

Right to appeal

Please refer to the Appeals policy in this Catalog for appeal processes.

Policy Title: Minimum Enrollment

Responsible Division: Academic Advancement

Last Reviewed: September 2023

Background

Some programs of study are subject to evaluation by external accrediting agencies that establish student-instructor ratios as well as benchmarks for student achievement, graduation, certification/licensure, and placement. Failure to comply with these guidelines may result in probationary status or closure of the program of study. Thus, low enrollment may be a risk factor for programs such as EMT, CNA, etc.

For online courses, federal guidelines require substantive interaction between instructors and students whereby students to participate in discussion forums with at least two peers.

For these reasons, it may be necessary to cancel classes that do not have a designated minimum number of enrollments.

Purpose

The purpose of this policy is to establish the minimum number of enrollments necessary to avoid cancelling courses. The policy should also delineate exceptions to the minimum enrolment number.

Scope

The class cancellation policy applies to online general education courses, electives (i.e. P.E. courses), Community

Academy, and certification courses (EMT, C.N.A., C.M.A., CDL).

This policy does not apply to the Early College (see Early College policy).

This policy does not apply to courses offered in the programs of study leading to technical certificates or the associates degree.

Policy Statement

It is the policy of Northwest Tech to reserve the right to cancel designated classes (i.e. online general education courses, electives, Community Academy, and certification courses) within one week of the start date if the number of enrollments has not met the established threshold.

In general, any non-program course with an enrollment of less than six students will be cancelled, unless the administration deems there is a valid reason for an exception.

Exceptions to this policy.

In cases where the student is eligible for graduation in the spring semester, but needs to complete an online general education class during the summer term in order to graduate, the college will waive this minimum enrollment policy.

Procedure

Registration deadlines are designated for the various classes that are subject to this policy:

- Registration for certification courses (EMT, C.N.A., C.M.A., CDL) closes two months prior to the class start date.
- Registration for Community Academy courses closes two weeks prior to the class start date.
- Registration for online general education courses closes two weeks prior to the class start date.

Upon closing registration, the Registrar shall check enrollments and the degree audits of enrolled students to see if the course is required for graduation.

The registrar will notify the Vice President for Academic Advancement of the enrollment status, and to request a decision on whether the class should be cancelled.

If the class is to be cancelled, the Registrar shall notify the students and offer to place them on a waitlist.

The Registrar shall notify the Business office of students whose class has been cancelled to rectify the student's account balance.

Policy Title: [Service Animals](#)

Responsible Division: Student Advancement

Last Reviewed: September 2023

Background

The Americans with Disabilities Act (ADA) provides guidelines pertaining to service animals assisting individuals with disabilities (see <https://www.ada.gov/resources/service-animals-2010-requirements/>)

Purpose

The purpose of this policy is to set forth the guidelines and requirements with respect to the admittance and use and service animals on its campus or in other college programs.

Scope

This policy applies to any service animal whose user or handler is participating in the college's programs or activities, or who is on the college campus including campus housing. This policy includes students, employees, and third parties. This policy applies to all service animals, including working service animals, service animals in training, and service puppies.

Definitions

"Service animals" are defined as dogs that are individually trained to do work or perform tasks for people with disabilities, including physical, sensory, psychiatric, intellectual or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or task the animal has been trained to provide must be directly related to the person's disability. Examples of work or tasks include, but are not limited to: assisting individuals who are blind or who have low vision with navigation and other tasks

- Alerting individuals who are deaf or hard of hearing to the presence of people or sounds
- Providing non-violent protection or rescue work
- Pulling a wheelchair
- Assisting an individual during a seizure
- Alerting individuals to the presence of allergens
- Retrieving items such a medicine or the telephone
- Providing physical support and assistance with balance and stability to individuals with mobility disabilities
- And helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks for the purpose of this definition. *Definition is provided by Title III*

of the Americans with Disabilities Act of 1990 (ADA), as amended. Pub. L. 101 - 336, 104 Stat. 327, 42 U.S.C. 12101 - 12213 and 47 U.S.C. 225 and 611) ((42 U.S.C. 12181)

“Emotional Support Animals” (ESA) Under FHA housing entities must admit any type of “assistance animal”. Training is not required for an assistance animal. Northwest Kansas Technical College requires medical documentation that a student has a qualified disability under the fair housing act. In addition, medical professional should indicate the benefit that the assistance animal provides. This documentation cannot be requested when the disability and need for the assistance is readily apparent. Due to safety considerations and potential disruption to the learning environment ESA’s will not be allowed in the classroom or shop setting without written prior approval from administration. ESA’s are not specially trained and do not have the same rights as service animals and may not be allowed to accompany an individual wherever they go.

“Restricted Areas” The College may restrict the use of service animals in certain locations. Service animals may be restricted when their presence would fundamentally alter the nature of the service, program or activity; or where the animal poses a direct threat to the health or safety of others. The safety of locations will be considered on an individual basis by the Vice President for Student Advancement, or the Executive Vice President, and the program instructor. If a location is determined to be unsafe, reasonable accommodations will be provided to ensure the individual equal access to the activity.

“Relief Areas”. Relief areas are typically unmowed and unmaintained areas on campus. Students with service animals residing on campus are encouraged to meet with college grounds personnel to designate, on an individual basis, appropriate relief areas.

“Control”. A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, at all times outside of the handler’s private quarters or work area. Note exceptions to this guideline are instances where the handler’s disability interferes with the use of a harness, leash, or other tether; or the use of a harness, leash, or other tether would interfere with the service animal’s safe, effective performance of work or tasks. When a leash or tether is not in use, the service animal must be otherwise under the handler’s control (e.g., voice control, signals, or other effective means).

Policy

It is the policy of Northwest Kansas Technical College that service animals assisting individuals with disabilities are generally permitted in all college facilities, programs, and

activities except as described below or otherwise governed by applicable law.

The user/handler is responsible for cleaning up after its animal’s waste, and should always carry sufficient and appropriate equipment to clean up after the animal. Waste must be properly disposed. The service animal must be house broken.

If a service animal is determined to be out of control (e.g, displaying vicious behavior towards people; excessive barking, running around, nipping); or is not housebroken; the user/handler may be subject to action within the College’s disciplinary process. The infraction will be reviewed on an individual basis through the Vice President for Student Advancement (in the case of students) and by the Executive Vice President (in the case of employees).

The Vice President for Student Advancement will review infractions by handlers who are visitors.

User/Handler Responsibilities

While access rights are legally afforded to users of service animals, that access is accompanied by the responsibility of ensuring that animals act and respond appropriately at all times while in public and that users/handlers adhere to the same socially accepted standards of behavior as other members of the college community. Users/handlers are responsible for ensuring the safety of their service animals, and for the Financial Responsibility, Licensing, and Health/Vaccinations for the service animal.

Financial Responsibility:

A person who has a service animal on campus (including college housing) is financially responsible for property damage caused by his or her service animal including but not limited to cost of repairs, replacement or cleaning of facilities or furnishings, and any bodily injury or personal injury caused to other persons by the service animal.

Licensing:

If the animal is residing on campus it must meet the city of Goodland licensing requirements and wear tags designating this license. If the animal accompanies a commuter student, employee or other campus visitor and resides in another locale, the animal must meet the licensing requirements of the user/handler's resident town and wear tags indicating this licensing.

Health/Vaccinations:

- All dogs must wear a rabies vaccination tag as required by applicable Kansas or local law.
- All service animals living in college housing or coming onto campus on a regular basis (e.g., excluding occasional visitors or guests) must be

vaccinated against diseases common to that type of animal in accordance with state and local laws, rules and regulations. All vaccinations must be current.

- Animals to be housed in college housing must have an annual clean bill of health from a licensed veterinarian

Service Animals in Training/Service Puppies

User/Handler will provide college with evidence that puppy is a bona fide service dog candidate supplied by an authorized service dog organization, and is one that the service dog organization expects will return for specialized training when the puppy is old enough (i.e. proof that Puppy is not a program dropout and will, in fact, be given up after the raising period is over).

A Special Note on Service Puppies and Service Dogs in Training

Service puppies and service dogs in training may not remain alone in student's residence more than four (4) hours at a time, and such limitation shall not be affected by Student's academic, employment or social schedules.

Procedures

Students

We encourage, but do not require, students to make themselves known to the College should they desire to have a service animal accompany them in academic classes, activities, or services on campus.

If a student plans to have their service animal live with them in residence, we ask that you provide notice to the College. Notice to the College is used solely to ensure the appropriate housing placement is made. Students should provide notice to the Vice President for Student Advancement

Employees

Employee questions on service animals or requests to have a service animal at work, shall be through Human Resources. Employees can call the office at (785) 890-1502.

Visitors

Service animals accompanying individuals with disabilities are welcome in all areas of campus that are open to the public (except in situations determined to apply under section 10, below). Specific questions related to the use of service animals on the campus by visitors can be directed to the Vice President for Student Advancement. All campus visitors (those attending conferences, workshops, lectures, etc.) must adhere to the guidelines outlined in this policy.

Public Etiquette by Students/Staff/Faculty/Administrators on Campus

Service animals are working animals and are not pets. Accordingly, the College asks that members of the Northwest Tech community and visitors adhere to the following best practices when interacting with service animals.

Individuals should not:

- Assume that the animal is a pet.
- Pet/touch a service animal. Petting distracts them from their responsibilities.
- Restrict the individual and the service animal full participation in programs and activities of the College. This includes off campus activities and activities involving transportation.
- Assume the handler may have visible disability. Do not make assumptions about the necessity of the service animal.
- Ask the handler about their specific medical condition.
- Prioritize the needs of another individual over the needs of an individual with a service animal. For example, we cannot restrict the access of a service animal fearing another member of the community may have an allergy.
- Feed a service animal.
- Deliberately startle, tease or taunt a service animal.
- Separate or attempt to separate an animal his/her handler. Service animals are trained to be protective of the handler.
- Hesitate to ask the handler if he/she would like assistance if the team seems confused about a direction in which to turn, an accessible entrance, the location of an elevator, etc.

Emergency Situations

In the event of an emergency on campus, responders are expected to recognize service animals and their role in communicating their handler's need for assistance. The handler and/or animal may be confused or disoriented in a stressful situation due to smoke, sirens, wind noise or by shaking and moving ground. The response personnel should be aware that animals may be protective in their confusion and should not be considered harmful. The responders should make every effort to keep the animal with its handler. The handler should make every effort to control the animal during an emergency situation and be prepared to muzzle or restrain the animal as needed.

Conflicting Disabilities

Allergic reactions to animals are common. Persons who have asthma, allergies, or other medical conditions effected by the presence of animals are asked to contact the Vice President for Student Advancement. The person impacted by the presence of the animal must provide verifiable

medical documentation to support their claim. The needs of both persons will be considered in resolving the issue.

If an allergy/animal conflict within campus housing cannot be resolved agreeably, then the Vice President for Student Advancement will collaborate between parties to determine a solution. Please note that if a person using a service animal was assigned to a residence hall before the person with the medical reaction, the person utilizing the service animal will not be removed to accommodate the second person (*Disability Compliance for Higher Education, July 1996. Vol. 1, No. 12, p 4 and 5*).

Policy Exceptions

Individuals wishing to request a modification or exception to this policy as a reasonable accommodation should make their request to the Vice President for Student Advancement and the Executive Vice President for students and employees respectively.

Complaints, Appeals and Grievances

Any claims of discrimination on the basis of a disability or failure to provide reasonable accommodations regarding the use of a service animal on campus may be brought by any person (student, faculty, staff, visitor) pursuant to the Complaint/Conflict Resolution Policy.

Policy Title: [Sexual Assault Policy](#)
 Responsible Division: Student Advancement
 Last Reviewed: June 2022

Sexual Assault Policy

Compliance with Clery Act July 2015

Northwest Kansas Technical College is required to publish and distribute its policy regarding the college's sexual assault programs, which are aimed at prevention of sexual offenses. The policy outlines the procedures employed once a sex offense has occurred. In compliance with the Campus Sex Crimes Prevention Act, Northwest Kansas Technical College ensures that information is readily accessible to the campus community about registered sex offenders.

Sexual Assault Policy

Purpose

Northwest Kansas Technical College recognizes that sexual assault, including rape, is one of the most prevalent crimes committed on college campuses. The policy stated herein is adopted by Northwest Kansas Technical College as a part of its continuing commitment to create a safe campus environment and to attempt to ensure the well-being of all students and employees.

Population

Students and Employees of Northwest Kansas Technical College

Guidelines/Actions

Sexual assault victims are urged to report incidents immediately to any of the following college or community resources:

- Goodland Police Dept. 911,
- Sherman County Sheriff 785-890-4575
- Vice President of Student Advancement (785) 890-1584

Upon a victim's report of sexual assault to college personnel, those personnel involved will encourage the victim to immediately report the incident to the Goodland Police Department and to seek medical treatment. The personnel shall also advise the victim of available on-campus counseling services or appropriate counseling services in the community.

Upon a victim's report of sexual assault to college personnel, a written, confidential report of the incident shall be made and filed. The victim will be furnished with the information contained in this policy and signed acknowledgment of the furnishing of this information shall be obtained from the victim and made a part of the confidential report.

It should be noted that campus security personnel DO NOT have arrest privileges. All criminal complaints should be made to the Goodland Police Dept. or Sherman County Sheriff's Office.

What To Do If You Are Sexually Assaulted

Remember your goal is survival. Go with your instincts. Only you, after considering your options, can decide your course of action. Do not blame yourself following the attack for anything you did or did not do.

IMMEDIATELY:

- Seek help
- You are the victim and that you are not responsible for what happened.
- Try to remember details of the assault.
- Write down anything that you can remember about your assailant.

1. You have the right to decline formally reporting the assault to authorities, but continue to have access to other support and counseling services.
2. Seek medical assistance at a hospital emergency room
3. Do not shower or change your clothes until a medical professional has

examined you. This prevents valuable evidence from being destroyed.

4. Protect your health, as there is always a threat of sexually transmitted disease, pregnancy and other physical injuries.
5. Take advantage of services available from the Student/Academic Affairs Office and Student Health
6. The College will make every effort to protect your confidentiality.

Report what happened.

1. Call 911 off campus
2. Prompt reporting will assist in helping the police gather evidence and in catching

ADDITIONAL INFORMATION:

The College can assist you with making changes to your campus housing arrangements, your class schedule, or campus employment even if you choose not to formally report the incident to the authorities.

WHO TO CALL:

Vice President of Student Advancement 785-890-1584
Family Crisis Center 800-794-4624

Policy Title: [Sexual Harassment Policy](#)
Responsible Division: Student Advancement
Last Reviewed: June 2022

Overview and Purpose

For the purpose of the Sexual Misconduct Policy and these Procedures, the term Sexual Misconduct specifically includes rape, domestic violence, dating violence, sexual assault and stalking, as those terms are defined in the Sexual Misconduct Policy and by state and federal law.

Examples of Conduct Which May Constitute Sexual Misconduct

It is not possible to list all circumstances that might constitute Sexual Misconduct. In general, Sexual Misconduct encompasses any sexually related conduct which causes others discomfort, embarrassment or humiliation, and any harassing conduct, sexually related or otherwise, directed toward an individual because of that individual's sex.

Such conduct is subject to Northwest Tech Policy whenever it occurs in a context related to the employment or academic environments, or if it is imposed upon an individual by virtue of an employment or academic relationship.

A determination of whether conduct constitutes Sexual Misconduct is dependent upon the totality of the circumstances, including the pervasiveness or severity of the conduct. The following examples of conduct may constitute Sexual Misconduct:

- Unwelcome sexual advances—whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life;
- Commenting on an individual's body, commenting about an individual's sexual activity, deficiencies or prowess;
- Displaying sexually suggestive objects, pictures or cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures or suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

In order to constitute Sexual Misconduct, conduct must be unwelcome or non-consensual. Conduct is unwelcome when the other person does not solicit or invite it and regards it as undesirable or offensive. Consent requires a willingness or agreement to engage in the conduct, with full knowledge of the facts and circumstances and the necessary mental capacity. The fact that a person may accept the conduct does not mean that he/she welcomes or consents to it.

Definitions

Discrimination: In this Policy, discrimination is treating an individual adversely in employment, housing, or academic decisions based on race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status without a legitimate, nondiscriminatory reason for the treatment, or maintaining seemingly neutral policies, practices, or requirements that have a disparate impact on employment, on-campus housing, or academic opportunities of members of protected groups without a valid business or academic reason.

Harassment: In this Policy, the term "harassment" can have two different definitions, depending on where the alleged conduct takes place and its context. Harassment meeting either of these definitions is considered discrimination.

In the work, on-campus housing, or other non-academic environments, "harassment" is:

Conduct toward a person or persons based on race, color, ethnic or national origin, sex, sexual orientation, gender

identity, religion, age, ancestry, disability, genetic information, military status, or veteran status that:

A. Has the purpose or effect of:

1. creating an intimidating, hostile, or offensive work environment or on-campus housing environment for the person(s); or
2. unreasonably interfering with the work, or on-campus housing, of the person(s); and

B. Is sufficiently severe or pervasive that it alters the terms, conditions, or privileges of a person’s employment, use of on-campus housing, academic opportunities or participation in college-sponsored activities.

In the academic environment, “harassment” is:

Conduct toward a person or persons based on race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status that:

1. Has the purpose and effect of:
 - (a) creating an intimidating, hostile, or offensive educational environment for the person(s); or
 - (b) unreasonably interfering with the academic performance or participation in any college-sponsored activity of the person; or
 - (c) threatening the academic opportunities of the person; and
2. Is sufficiently severe or pervasive that it alters the terms, conditions, or privileges of the person’s academic opportunities or participation in college-sponsored activities.

Whether conduct is sufficient to constitute “harassment” is evaluated under the totality of the circumstances, including the frequency of the conduct, its severity, whether it is physically threatening or humiliating, or merely an offensive utterance. These factors are evaluated from both subjective and objective viewpoints, considering not only effect that conduct actually had on the person, but also the impact it would likely have had on a reasonable person in the same situation. The conduct must subjectively and objectively meet the definition to be “harassment” under this Policy.

Repeated incidents, even where each would not, on its own, constitute harassment, may collectively constitute harassment under these definitions.

Depending on the circumstances, some occurrences may require evaluation under both definitions.

Sexual Harassment: In this Policy, the term “sexual harassment” is a type of harassment that involves unwelcome sexual advances, requests for sexual favors, disparagement of members of one sex, or other conduct of a sexual nature when:

- 1a. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, education, on-campus housing, or participation in a college-sponsored activity or program; or
- 1b. Submission to or rejection of such conduct is used as the basis for or as a factor in decisions affecting that individual’s employment, education, on-campus housing, or participation in a college-sponsored activity or program; or
- 1c. Such conduct meets either “harassment” definition in B., above;
- 2a. The conduct is sufficiently severe or pervasive that it alters the terms conditions, or privileges of the person’s employment, use of on-campus housing, academic opportunities, or participation in university-sponsored activities or programs.

Sexual harassment may occur between persons of the same or opposite sex, and either as single or repeated incidents. Whether conduct is sufficient to constitute “sexual harassment” is evaluated under the totality of the circumstances, including the frequency of the conduct, its severity, whether it is physically threatening or humiliating, or merely an offensive utterance. These factors are evaluated from both subjective and objective viewpoints, considering not only effect that conduct actually had on the person, but also the impact it would likely have had on a reasonable person in the same situation. The conduct must subjectively and objectively meet this definition to be “sexual harassment” under this Policy.

Sexual harassment meeting this definition is considered discrimination.

Sexual Violence: In this Policy, the term “sexual violence” refers to a physical act perpetrated against a person’s will, or where a person is so incapacitated that he or she is incapable of giving consent due to the use of drugs or alcohol, or where a person is incapable of giving consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including but not limited to, rape, sexual assault, sexual battery, domestic violence, and dating violence. Use of alcohol or other drugs by a perpetrator or victim does not excuse acts of sexual violence.

Criminal offenses and statutory references include, but are not limited to:

- Rape – [K.S.A. 21-5503](#)
- Sexual Battery – [K.S.A. 21-5505](#)
- Domestic Battery – [K.S.A. 21-5414](#)
- Sexual Exploitation of a Child – [K.S.A. 21-5510](#)
- Unlawful Voluntary Sexual Relations – [K.S.A. 21-5507](#)
- Indecent Liberties with a Child – [K.S.A. 21-5506](#)
- Lewd and Lascivious Behavior – [K.S.A. 21-5513](#)

Criminal Sodomy – K.S.A. 21-5504

Incest – K.S.A. 21-5604

Other definitions include:

Domestic Violence – K.S.A. 21-5111(i)

Dating Violence – A type of domestic violence where the perpetrator is or has been involved in a social relationship of a romantic nature with the victim. K.S.A. 21- 5111(i)(1)
Sexual Intercourse – K.S.A. 21-5501

Consent – The determination regarding the presence or absence of consent shall be based upon the totality of circumstances in a particular case, including the context in which the alleged incident(s) occurred. If an individual can comprehend the sexual nature of the proposed act, can understand he or she has the right to refuse to participate, and possesses a rudimentary grasp of the possible results arising from participation in the act, he or she has the capacity to consent. A person may be incapable of giving consent because of mental deficiency or disease, or because of the effect of any alcoholic liquor, narcotic, drug or other substance, which condition was known by the offender or was reasonably apparent to the offender. Consent will not necessarily be inferred from silence or passivity alone.

Sexual violence is considered sexual harassment, and is therefore considered to be discrimination.

Stalking: In this Policy, stalking is any conduct that meets the elements of K.S.A. 21-5427(a)(1) and/or K.S.A. 60-31a02.

Retaliation: In this Policy, retaliation is any attempted or completed adverse action taken without a legitimate reason against an individual because he or she has filed a complaint under this Policy, opposed a policy or practice the individual believed was discrimination under this Policy, engaged in other protected activity such as making a request for a reasonable accommodation, or participated in the investigation or resolution of a complaint under this Policy.

JURISDICTION; TIMING; RETALIATION AND RELATED MISCONDUCT; CRIMINAL PROCEEDINGS

Jurisdiction

Personal Jurisdiction. Any person may file a Sexual Misconduct complaint against a “College student” under these Complaint Procedures. A “College student” means any student who is registered or enrolled at the College at the time of the alleged Sexual Misconduct (including Sexual Misconduct that is alleged to have occurred during any

academic recess, provided that there is an expectation of such student’s continued enrollment at the College). With respect to a complaint against a student that does not meet the criteria of a College Student, the College reserves the right to determine, in its sole discretion, whether the conduct described in the complaint constitutes a sufficient risk to the College community to warrant processing the complaint.

Geographic Jurisdiction. These Complaint Procedures apply to any allegation of Sexual Misconduct against a College student. Title IX applies to all of a school’s education programs or activities, whether such programs or activities occur on-campus or off- campus. Education program or activity includes locations, events, or circumstances over which the school exercised substantial control over both the respondent and the context in which the sexual harassment occurred, and also includes any building owned or controlled by a student organization that is officially recognized by Northwest Tech.

Timing of Complaints and Availability of Procedures

If there is Personal Jurisdiction over the respondent, there is no time limit to invoking these Complaint Procedures. Nevertheless, students are encouraged to report alleged Sexual Misconduct immediately in order to maximize the College’s ability to obtain evidence, and conduct a thorough, impartial and reliable investigation. Failure to promptly report alleged Sexual Misconduct may result in the loss of relevant evidence and witness testimony, and may impair the College’s ability to enforce these Complaint Procedures.

Where the respondent is a degree candidate, it is the responsibility of the complainant to consult with the Vice President of Student Advancement concerning the respondent’s intended date of graduation and to file a complaint in a timely manner where Personal Jurisdiction over the respondent would otherwise be lost. The conferral of a degree may be deferred until proper resolution of any Sexual Misconduct charges.

Retaliation

It is a violation of college policy to retaliate against any person making a complaint of Sexual Misconduct or against any person cooperating in the investigation of (including testifying as a witness to) any allegation of Sexual Misconduct. For these purposes, “retaliation” includes intimidation, threats, harassment and other adverse action threatened or taken against any such complainant or third party. Retaliation should be reported promptly to the Vice President and may result in disciplinary action independent of the sanction or interim measures imposed in response to the Sexual Misconduct allegations.

Other Related Misconduct

In accordance with the Maverick Code of Conduct, disciplinary action may be imposed for Sexual Misconduct *and* any violations of the Maverick Code of Conduct directly related to the alleged Sexual Misconduct. Such related misconduct may include, without limitation, violations of the rules of privacy as articulated herein, violations of the Title IX Coordinator's directive(s) discussed in Section III.D, below, and for violations of other Code of Conduct provisions that occurred in the course of the alleged Sexual Misconduct. It is not the practice of the College to pursue disciplinary action against a complainant or witness for his/her improper use of alcohol or drugs (e.g., underage drinking) which is revealed as a result of the Sexual Misconduct complaint, provided that such student is acting in good faith as a complainant or witness to the events of the alleged Sexual Misconduct.

College students who participate in the investigation process, whether as parties to the proceedings or as witnesses, are expected to provide truthful testimony in accordance with the College's policies and procedures.

Effect of Criminal Proceedings

Because Sexual Misconduct may constitute both a violation of college policy and criminal activity, the College encourages students to report alleged Sexual Misconduct promptly to local law enforcement agencies. Criminal investigations may be useful in the gathering of relevant evidence, particularly forensic evidence. Because the standards for finding a violation of criminal law are different from the standards for finding a violation of college policy, criminal investigations or reports are not determinative of whether Sexual Misconduct, for purposes of these Complaint Procedures, has occurred. Conduct may constitute Sexual Misconduct under the College's Policy and these Complaint Procedures even if law enforcement agencies lack sufficient evidence of a crime and therefore decline to prosecute.

The filing of a complaint of Sexual Misconduct under these Complaint Procedures is independent of any criminal investigation or proceeding, and (except that the College's Investigation may be delayed temporarily while the criminal investigators are gathering evidence) the College will not wait for the conclusion of any criminal investigation or proceedings to commence its own Investigation and take interim measures to protect the complainant and the College community, if necessary, as described in Section III.D, below. Nothing in these Procedures is intended to limit the authority of Northwest Tech to take appropriate disciplinary action against any individual who violates College rules or policies, whether or not the conduct constitutes Sexual Misconduct under the law.

THE PROCESS: INITIAL STEPS**Intake Meeting with Complainant**

Upon receipt of notice of any allegation of Sexual Misconduct, a Title IX Coordinator will first schedule an individual intake meeting with the complainant in order to: provide to the complainant a general understanding of College Policy and these Complaint Procedures; to identify forms of support or immediate interventions available to the complainant; and to address at a high level how the allegation of Sexual Misconduct could potentially be addressed at both the College level and as a criminal matter with local law enforcement. Detailed information about sources of support and immediate interventions available to the complainant within the College.

The intake meeting may also involve a discussion of any interim measures that may be appropriate concerning the complainant's academic and/or College employment arrangements.

Formal or Informal Resolution

At the initial intake meeting with the complainant, the Title IX Coordinator will: i) determine whether there is reasonable cause to believe that policy has been violated and if so, ii) determine how the complainant wishes to proceed (Formal Resolution, Informal Resolution or no resolution process of any kind). If the complainant wishes to proceed with either Formal or Informal Resolution, the Title IX Coordinator will determine the name of the respondent, and the date, location and nature of the alleged Sexual Misconduct, and will schedule an individual intake meeting with the respondent in order to: provide the respondent a general understanding of College Policy and these Complaint Procedures; to identify forms of support or immediate interventions available to the respondent; and to address at a high level how the allegation of Sexual Misconduct could potentially be addressed at both the College level and as a criminal matter with local law enforcement. Additional information about sources of support and immediate interventions available to the respondent within the College.

If the complainant wishes to proceed with Formal Resolution, the Title IX Coordinator will promptly prepare and forward a formal complaint to the Investigators for investigation, in accordance with Section IV, below. The formal complaint will set forth the name of the respondent, and the date, location and nature of the alleged Sexual Misconduct.

If the complainant wishes to proceed with Informal Resolution, the Title IX Coordinator will promptly initiate Informal Resolution proceedings, in accordance with Section V, below.

Complainant Does Not Wish to Pursue Resolution or Requests Confidentiality

If complainant does not wish to pursue Formal or Informal Resolution and/or requests that his/her complaint remain confidential, **Title IX nevertheless requires the College to investigate and take reasonable action in response to the complainant's information.** The Title IX Coordinator will inform the complainant, however, that the College's ability to respond may be limited. The Title IX Coordinator may conduct a preliminary investigation into the alleged Sexual Misconduct and may weigh the complainant's request(s) against the following factors: the seriousness of the alleged Sexual Misconduct; whether there have been other complaints of Sexual Misconduct against the same respondent; and the respondent's right to receive information about the allegations if the information is maintained by the College as an "education record" under FERPA. The Title IX Coordinator will inform the complainant if the College cannot ensure confidentiality. Even if the College cannot take disciplinary action against the respondent because the complainant insists on confidentiality or that the complaint not be resolved, the Title IX Coordinator reserves the authority to undertake an appropriate inquiry, issue a "no-contact" order and take other reasonably necessary measures, including interim measures described in Section III.D.

Interim Measures

In *all* complaints of alleged Sexual Misconduct, *regardless of whether the complainant wishes to pursue Formal Resolution, Informal Resolution or no resolution of any kind*, the College will undertake an appropriate inquiry and take such prompt and effective action as is reasonably practicable under the circumstances to support and protect the complainant, including taking appropriate interim measures before the final outcome of complaint. Accordingly, at or after the intake meeting, the Title IX Coordinator may impose a "no contact" order, which typically will include a directive that the parties refrain from having contact with one another, directly or through proxies, whether in person or via electronic means, pending the investigation. The Title IX Coordinator also may take any further interim measures that he/she deems appropriate concerning the interaction of the parties pending the outcome of the Investigation, including, without limitation, directing appropriate College officials to alter the students' academic and/or College employment arrangements. When taking steps to separate the complainant and the respondent, the Title IX Coordinator will seek to minimize unnecessary or unreasonable burdens on either party. Violation(s) of the interim measures will constitute related offenses that may lead to additional disciplinary action.

FORMAL RESOLUTION

A complainant may elect Formal Resolution, which involves: i) a fact finding inquiry by trained individuals designated by the Title IX Coordinator to conduct investigations of alleged Sexual Misconduct ("Investigators"), which includes summarizing information learned from those involved, collecting related documents and submitting summary findings to the Title IX Coordinator that are likely to be helpful in determining whether behavior is in violation of Northwest Tech's Sexual Misconduct Policy (the "Investigation"), and ii) a review/determination by the Title IX Coordinator.

Investigation When the complainant elects Formal Resolution, the Title IX Coordinator will prepare and assign the complaint to two Investigators to conduct an Investigation, designating one of the Investigators as the Lead Investigator. The Investigators are neutral fact-finders, who, during the course of the Investigation, typically conduct interviews with the complainant, the respondent and third party witnesses (including expert witnesses, where applicable); visit and take photographs at relevant sites; and, where applicable, coordinate with law enforcement agencies to collect and preserve relevant documentation and other evidence. The Investigators shall summarize the factual findings in a report to the Title IX Coordinator, typically within sixty (60) days from receipt of the complaint, unless additional time is needed in which case the parties will be notified of the extension.

Interim Student Record Holds During the Investigation process, the Title IX Coordinator may, where the alleged Sexual Misconduct is sufficiently serious in his/her reasonable discretion, cause a disciplinary hold to be placed on the respondent's academic record pending final resolution of the complaint. A respondent whose transcripts are subject to a hold may appeal that decision to the Vice President of Academics, whose decision will be final.

Converting from Formal to Informal Resolution At any time during the Formal Resolution process, the complainant may request to engage in Informal Resolution, by making such request to the Title IX Coordinator prior to the final determination. The Title IX Coordinator has the discretion to determine if converting to Informal Resolution is appropriate. Similarly, at any time prior to the final determination, the respondent may elect to acknowledge his/her actions and take responsibility for the alleged Sexual Misconduct. In such cases, the Title IX Coordinator will propose a resolution to the complaint and a sanction. If both the complainant and the respondent agree in writing to such proposed sanction, the complaint is resolved without final review and determination by the Title IX Coordinator and without any further rights of appeal by either party. If either the complainant or the respondent

objects to such proposed sanction, a review by the Title IX Coordinator and a final determination will be issued for the exclusive purpose of determining a sanction, which final determination is subject to appeal pursuant to Section IV.D.9.

Investigation Procedures

Submissions. The parties will provide the Lead Investigator with a list of witnesses they propose to be interviewed, list of relevant documents to be obtained and a description of any other information they believe to be relevant to the Investigation on or before a date set by the Lead Investigator. Evidence of the complainant’s past sexual history will not be considered unless it is relevant to the complaint. In the absence of good cause, as determined by the Lead Investigator in his/her sole discretion, the parties may not introduce witnesses, documents or other information after the deadline set by the Lead Investigator. Witnesses contacted by the Investigators but who are unwilling to participate in an interview may instead submit a written statement to the Lead Investigator, prior to the date set for submission of the Investigative Report to the Title IX Coordinator.

Pre-Investigation Meeting and Determination of Complaint and Witnesses. The Lead Investigator will schedule a pre-Investigation meeting with each party prior to the first witness interviews. At the meeting, the Lead Investigator will review Investigation procedures with the parties. The respondent must be notified in writing of the official investigation. The letter shall include the policy alleged to be violated, date and time of occurrence as well as witnesses. It will also include a notice of presumed innocence, the entitlement to an advisor of their choice, availability of evidence collected for inspection upon request, information regarding false statements made during the grievance process.

Investigation. During the ongoing Investigation, and prior to the Investigative Report, each party may submit a written statement to the Investigators, with any documentation deemed relevant. If prior to the issuance of the Investigative Report, the Investigators determine that unresolved issues exist that would be clarified by the submission of additional information, the Lead Investigator may request such additional information be submitted. The respondent has the option not to provide a written statement; however, the exercise of that option will not preclude the Investigation from proceeding and a final determination of the complaint being made by the Title IX Coordinator. The college shall provide in writing a notice of all interviews/hearings or meetings related to the case to both parties involved.

Third Parties. Third parties may assist each party in the Investigation process, including preparing and submitting statements on behalf of a party, but may not participate verbally in any interview or meeting, unless they are witnesses in the Investigation.

College’s Counsel. College personnel involved in the Investigation may seek advice from the College’s Office of the General Counsel throughout the Formal Investigation process on questions of law and procedure; however, factual determinations are the domain of the Investigators, Vice President, Title IX Coordinator(s) and Vice President(s). The college should be consulted prior to contact so as to arrange a phone call/meeting.

Standard of Proof/Live Hearing. The College evaluates evidence of alleged Sexual Misconduct under a “preponderance of the evidence” standard. A preponderance of the evidence means that the information shows that it is “more likely than not” that the respondent violated the College’s Policy. In the context of a review of the Investigators’ Investigative Report and determination by the Title IX Coordinator.

A live hearing will be held and a representative from each party will be allowed to cross examine all witnesses. Both parties should have a support person of their choice. If one party doesn’t have a support person one should be assigned at the discretion of the college. Witnesses that do not show up to testify will have their written or recorded statements removed from evidentiary consideration. Once all witnesses have testified the hearing judge/s will prepare a written response of findings and be delivered to both parties within 10 days of the live hearing. If either of the party requests it, the hearing may be conducted by video conference as long as its live and both parties are in the same geographic location and parties are available for live cross examination. The college shall prepare a recorded record of all hearings.

Once the investigation has completed the investigator will submit report to both parties and to the deciding staff member and a hearing date set. Prior to completion of the investigative report, the recipient must send to each party and the party’s advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report.

Sanction. Any student found responsible for Sexual Misconduct is subject to discipline in accordance with the Student Disciplinary Action Policy, including, but not limited to a verbal or written warning, “no contact” order, alteration of the parties’ academic or employment arrangements at Northwest Tech, probation, suspension

and/or expulsion. In determining an appropriate disciplinary action, any record of past violations of the Code of Conduct, as well as the nature and severity of such past violation(s) may be taken into consideration. The purpose of the discipline will be to: a) bring an end to the violation in question, b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation on the complainant and the College community. The disciplinary decision will be made by the Vice President (and/or the Title IX Coordinator if different from the Vice President) and any discipline imposed will be explained or supported in the Final Outcome Letter. When the Title IX Coordinator overseeing the investigation is not the Vice President, the Title IX Coordinator may consult with the Vice President regarding appropriate discipline.

Decision. The decision of the Title IX Coordinator, and any discipline imposed, if applicable, will be provided to both parties via the Final Outcome Letter described in Section IV.D.11, below, within ten (10) calendar days following the conclusion of this Investigation (or such longer time as the Title IX Coordinator may for good cause determine).

Appeals. Either party may petition to appeal the Title IX Coordinator's final determination only on procedural concerns, where it is believed that the final determination was reached without following these Procedures. In such instances, the appealing party must submit an appeal to the Office of the Vice President of Academic Advancement in writing within ten (10) business days of the date the Title IX Coordinator delivers the Final Outcome Letter to the parties. The notice of appeal must describe in detail the procedure that was not followed. Upon receipt of a valid appeal request, the Vice President of Academic Advancement will accept such appeal request, will put the non-appealing party on notice allowing the non-appealing party to submit a response directly related to the appeal notice and will review the notice of appeal and any additional documentation with respect to the procedural appeal prior to determining whether a procedure was appropriately followed. If the Vice President of Academic Advancement determines that a procedure was not appropriately followed, then the Vice President will put the parties on notice of such determination, will allow for the questioned procedure to be carried out appropriately (which may include allowing for additional witness statements and/or documentation in certain circumstances) and will then review the entire set of documents created and collected in the Investigation and the Final Outcome Letter before making a determination regarding the original complaint of Sexual Misconduct. The Vice President of Academic Advancement will make an initial ruling with respect to the questioned procedure within ten (10) business days of the date the appeal is submitted. The Vice President will make a final ruling/determination with

respect to the original complaint of Sexual Misconduct within thirty (30) days of the date of the appeal. Decisions by the Vice President of Academic Advancement are final and not subject to appeal by either party.

Effective Date of Sanction. Sanctions imposed for Sexual Misconduct are not effective until the resolution of any timely appeal of the decision. However, if advisable to protect the welfare of the complainant or the College community, the Title IX Coordinator and/or Vice President may determine that any probation, suspension or expulsion be effective immediately and continue in effect until such time as the Vice President of Academic Advancement may otherwise determine. The Vice President may suspend the final determination pending exhaustion of any appeals by the respondent pursuant to Section IV.D.9, above, or may allow the respondent to attend classes or to engage in other activity on a supervised or monitored basis, or may make such other modifications to the determination as may be advisable in the sole discretion of the Vice President of Academic Advancement. The Vice President's decision may not be appealed.

Privacy of the Investigation Process; Final Outcome Letter. In order to comply with FERPA, Title IX and other applicable laws, and to provide an orderly process for the submission and consideration of relevant information without undue intimidation or pressure, documents prepared and/or submitted during the Investigation process (including the Investigative Report, and the pre-Investigation submissions referenced in Section IV.D.1, above), witness statements or other information, may not be disclosed outside of the Investigation process, except as may be required or authorized by law.

In accordance with applicable laws, both the complainant and the respondent must be informed of the final outcome, and the College may not impose any limitations on the re-disclosure of this information. Accordingly, following the closure of the investigation process, the Title IX Coordinator will issue a written decision letter (the "Final Outcome Letter"), concurrently to both the respondent and the complainant. The Final Outcome Letter will set forth the name of the respondent; the violation(s) of College policy for which the respondent was found responsible, if any; any essential findings supporting the decision on the issue of responsibility; and the discipline imposed, if any. College policy neither encourages nor discourages the further disclosure of the Final Outcome Letter by either the complainant or the respondent. The College acknowledges that sharing the Final Outcome Letter with others, including family, friends, legal counsel, mental health professionals and sexual assault advocates or victims, may critically important to an individual.

INFORMAL RESOLUTION

A complainant who wishes to file a formal complaint with the Vice President of Student’s Office but who does not wish to pursue Formal Resolution may request a less formal proceeding, known as “Informal Resolution”. Although less formal than Formal Resolution, Informal Resolution is an appropriate resolution process; it is not mediation. The respondent is expected to attend the Informal Resolution proceeding, but is not required to participate. Informal resolution shall NOT be available to cases involving staff/faculty as the respondent.

Purpose of Informal Resolution

Informal Resolution provides an opportunity for the complainant to confront the respondent, in the presence of, and facilitated by, a presiding officer, as described in Section V.B, below, and to communicate his/her feelings and perceptions regarding the incident, the impact of the incident and his/her wishes and expectations regarding protection in the future. The respondent will have an opportunity to respond.

Third Parties; Presiding Officer

The complainant and the respondent each may bring a third party to the Informal Resolution; however, third parties may not participate verbally in the meeting. The Title IX Coordinator or a designee will preside over the Informal Resolution, and may elect to be assisted by another member of the Investigation team.

Informal, Resolution Where Respondent Acknowledges Responsibility

If, during the course of the Informal Resolution, the respondent elects to acknowledge his/her actions and take responsibility for the alleged Sexual Misconduct, the Informal Resolution will be concluded and the Title IX Coordinator will propose a sanction. If both the parties agree to such proposed sanction, the complaint will be resolved without any further rights of appeal by either party. If either the complainant or the respondent objects to such proposed sanction, the Vice President (and/or the Title IX Coordinator if different from the Vice President) shall make a determination of an appropriate sanction, which determination is subject to appeal pursuant to Section IV.D.9. For purposes of this sanction determination, all of the other provisions of these Complaint Procedures relating to the imposition of a sanction for Sexual Misconduct shall apply including, for example, the provisions governing the effective date of the sanction.

Privacy of Informal Resolution

In order to promote honest, direct communication, information disclosed during Informal Resolution will remain private while the Informal Resolution is pending, except where disclosure may be required by law or

authorized in connection with duties on behalf of the College.

Informal Resolution Where Respondent Contests Responsibility

If the respondent contests the complaint of alleged Sexual Misconduct, the Title IX Coordinator may nevertheless impose a protective order agreed upon by the parties, or (with or without such agreement) based on information derived from the Informal Resolution proceedings, taken together with any other relevant information known to the College at the time of the Informal Resolution.

Election of Formal Resolution

The College, the complainant or the respondent may, at any time prior to the conclusion of the Informal Resolution, elect to end such proceedings and initiate Formal Resolution instead. In such cases, statements or disclosures made by the parties in the course of the Informal Resolution may be considered in the subsequent Formal Resolution.

[1] Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; 34 C.F.R. Part 99.

[2] Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C., Section 1092(f); 34 C.F.R. Part 668.46

Sexual Assault Prevention Program

The awareness program consists of information about the students' responsibility in protecting themselves against rape, acquaintance rape, and other forcible or non-forcible sex offenses while attending Northwest Tech. The program will identify existing counseling, mental health, or other student services available, both on and off campus. An alleged offense should be reported immediately to the proper authorities. The **TITLE IX COORDINATOR/ AGE ACT COORDINATOR** of Northwest Tech shall be the college official to contact. The Goodland Police Department or the Sherman County Sheriff's Office should be contacted if the victim believes that a criminal action has occurred. College personnel will notify the local law enforcement authorities if the victim requests such assistance.

Policy Title: [Student’s Medical Leave of Absence](#)

Responsible Division: Student Advancement

Last Reviewed: September 2023

Purpose

The purpose of the Student’s Medical Leave of Absence policy is to define the conditions under which a student may be granted a leave of absence, and whether that absence will be counted toward the 35-hour attendance policy for on campus courses.

Scope

This policy pertains to on-campus courses that are subject to the Attendance policy

Policy Statement

It is the policy of Northwest Tech to provide a medical leave of absence to students who provide appropriate documentation for an emergency situation that will require a prolonged absence, which would normally result in houring out of the program. The student is responsible for making up any missed coursework/homework upon return from the leave of absence.

Students may be eligible for an approved leave of absence only once during a 12- month period.

The approved leave of absence may not exceed 25% of the course unless the Vice President of Student Advancement is willing to consider special circumstances which may require the student to miss more than 25% of the course.

Students who leave campus without first obtaining approval for the extended absence may forfeit their eligibility for the leave of absence.

A student who does not return from a leave of absence may be administratively withdrawn from college and eligible to apply for re-admission for a future semester. If the non-returning student who has obtained an approved leave of absence is eligible for a refund, Northwest Tech will calculate the refund based on the last date of attendance.

Procedure

The student must request a medical leave of absence in writing, including appropriate documentation, and submit it to the Vice President of Student Advancement for approval prior to leaving campus for the emergency.

Policy Title: Student's Right to Privacy (FERPA)

Responsible Division: Student Advancement

Last Reviewed: June 2022

Background

The Health Insurance of Portability and Accountability Act (HIPPA), Gramm-Leach-Bliley Act (GLBA), and the Family Education Rights and Privacy Act (FERPA) require the college to protect the privacy of certain personal health information, financial records, educational records and personal student information.

Purpose

It is the intent of the college to comply with all applicable provisions of these Acts.

Policy Statement

It is the policy of Northwest Tech that all employees shall safeguard personally identifiable information and shall take all necessary and required measures to otherwise protect private information created, stored, transmitted or disposed in the course of their job duties, regardless of the medium in which that information is maintained.

Procedures

Employees and instructors are discouraged from emailing data or documents that may contain personally identifiable information (PII) or other information protected by privacy laws, unless the document has been appropriately encrypted.

Storage of PII and other information protected by privacy laws should follow the guidelines provided by Information Technology for digital storage. For storage of hard-copy documents, employees and instructors are required to use a locked receptacle (i.e. file drawer) within a locked office.

Student Educational Records (Rights to Privacy)

Northwest Kansas Technical College complies with the Family Education Rights and Privacy Act of 1974 in the collection, maintenance, and dissemination of official student records. These records are subject to inspection and review by the student. Northwest Tech has 45 days to respond to individual requests though this amount of time would not normally be required. Students wishing to challenge the accuracy of their records should contact the records clerk. Information in a student's record will not be released without the student's permission although "directory information" will be released.

This information will include:

- Student's name.
- Affirmation student is enrolled.
- Local address and phone number.
- Home address.
- College, department, division, or major.
- Date of enrollment, degrees received, honors awarded, and job placement
- Participation in officially recognized activities.

Consent to Release Records

Northwest Tech must receive a form duly signed prior to all other educational records being released by the college. Forms are available through the Office of the Registrar.

Transfer of Records/Rights

When the student becomes eighteen years of age or is attending a post-secondary institution, all rights formerly accorded parents of the student become the sole rights of the student.

Students wishing to have the above information withheld

from releases must notify the Registrar in writing. Forms are available through the Office of the Registrar.

Open Records Act

All records, except those subject to exception by the Kansas Open Records Act, shall be open to inspection by the public during regular office hours. Requests for accessing records must be made in writing to the President's Office during normal business days.

Ethical Standards in Privacy of Personal Information Policy

The Health Insurance of Portability and Accountability Act (HIPPA), Gramm-Leach-Bliley Act (GLBA), and the Family Education Rights and Privacy Act (FERPA) require the college to protect the privacy of certain personal health information, financial records, educational records and personal student information. It is the intent of the college to comply with all applicable provisions of these Acts.

Employees shall abide by and follow all college policies, procedures, and programs regarding the safeguarding of such information and shall take all necessary and required measures to otherwise protect private information created, stored, transmitted or disposed in the course of their job duties, regardless of the medium in which that information is maintained.

Individuals who believe that their rights under the Act(s) have been violated may file a complaint with the Vice President of Academic Advancement.

Policy Title: Student Success Course

Responsible Division: Academic Advancement

Last Reviewed: September 2023

Background

Northwest Tech has rules, regulations, policies, traditions, and expectations that inevitably vary from other colleges and from high schools. Students who enter NT for the first time need to be informed of such policies, traditions and expectations in an effort to enhance their success at Northwest Tech.

Purpose

The purpose of this policy is to define who is required to complete the student success course, what fees are associated with the success course, and to delineate expectations for completing the student success course.

Scope

This policy pertains to students enrolled in programs of study, and for junior/senior high school students who attend classes on the Goodland and Quinter campuses as part of the Early College.

This policy does not pertain to students enrolled in the Community Academy, or those who are taking certification courses only.

Policy Statement

The Student Success course shall be worth one credit, and is considered to be part of the general education program. Students are required to take the course during their first semester of attendance on campus.

The Student Success course shall be offered on campus as a hybrid course during the first eight weeks of each semester. For students who are enrolled in an online program of study or are attending the Quinter campus, an online version of the course shall also be offered during the first eight weeks of the semester.

The Student Success course shall be offered online during the second eight weeks of each semester as an academic recovery option for students who failed to successfully complete the course during the first eight weeks of the semester (as defined by a calculated grade of "D" or better). Students will be charged tuition for the repeat attempt, but the fees shall be waived. Because the purpose of the student success course is to provide orientation to the school and to enhance student success, students will not be allowed a third attempt to successfully complete the course, which is the only exception to the Repeated Courses policy at Northwest Tech.

High school students attending Northwest Tech as part of the Early College shall participate in the course along with their cohort in the program of study. Because the Student Success course is non-tiered according to the Kansas Board of Regents, Northwest Tech shall provide a scholarship to cover the cost of the tuition for this course.

Because Northwest Tech is an Apple Distinguished school and requires students to have an iPad, the fees for the Student Success course shall include the cost of the iPad. For students who are enrolled in programs of study that require computing devices other than the iPad, the fee for the iPad shall be waived. Because high school students may be required by their respective high schools to have other computing devices, the fee for the iPad shall be waived. The Student Success course shall include instruction pertaining to the use of the iPad.

Procedures

The Student Success course (SO100) shall be included in the program guides for each program of study at Northwest Tech. All students enrolled in programs of study shall be enrolled in the Student Success course in their first semester of attendance.

The Schedule of Classes shall indicate when and where each program of study is scheduled to attend the class during the first eight weeks of the semester (just as other general education classes are scheduled). The Schedule of Classes shall also offer the online option for the second eight weeks.

Policy Title: Student Unrest Policy
Responsible Division: Student Advancement
Last Reviewed: June 2022

Student Unrest Policy

Any student of this college who participates either as an individual, or as a part of a group, including other students or non-students, in any activities on campus or in any of the buildings of Northwest Tech, with the intent to disrupt the orderly conduct of the classes and business of the college, shall be deemed to have violated the rules of said college and, after a hearing as hereinafter provided, may be subjected to any or a combination of the following penalties:

- Loss of privileges
- Suspension from classes for a stated time
- Expulsion from the college

Before the college shall impose said sanctions as set out in the paragraph above, students shall be entitled to receive a written statement of the charges against them, naming the particularities of the time, place, and nature of the conduct complained of, said accusation to be signed by the administrative head of the college. At the same time, the student shall be given written notice of a time for a hearing to be had, not sooner than three (3) days after the date of service upon them of the written accusation as aforesaid. Said hearing shall be held at a place on the campus of the college designated in the notice.

Said hearing shall be held before a board of review composed of three (3) persons designated by the Area Board of Control. Such persons are not to be directly involved in the activities under investigation, in order to afford a fair and impartial hearing.

At said hearing, the burden shall be on the complaining administrative personnel to establish the truth of the allegations contained in the accusation, and the administrative personnel for that purpose may call witnesses and present such writings and other exhibits as they may deem proper. Both the administrative personnel and the accused student shall be entitled to be represented by counsel at said hearing. After the presentation of witnesses and other evidence on behalf of the college and

the student, a decision by the board of review shall be promptly made in writing.

In the event the student is aggrieved by a decision of said board of review, such student shall have the right to an appeal and a hearing before the entire Area Board of Control of Northwest Tech.

In addition to the provisions herein set out, the administrative personnel and the Area Board of Control shall, when in their discretion the situation demands it, avail themselves of the courts for the purpose of obtaining temporary injunctions or restraining orders of threatened courses of action which might lead to the disruption of the orderly conduct of the college or the damage to the property of college, and in cases where they deem it necessary, shall call on the law enforcement officials of the city, county, and state for assistance in preventing the disruption of the conduct of the college or damage to the property of the college or injury to students who are not engaged in the unrest.

Policy Title: Suspension or Expulsion of Students
Responsible Division: Student Advancement
Last Reviewed: June 2022

Suspension or Expulsion of Students

The Area Board of Control authorizes any instructor to suspend a student up to three days.

The President, the Vice President of Student Advancement, or the Vice President of Academic Advancement may impose a short-term suspension not exceeding five college days, and the president or designated college administrators (or in the case of their absence, a person designated to take their place in that absence) hold authority to expel a student from further attendance at the college because such student is considered in violation of any of the following:

- Willful violation of any published regulation for student conduct adopted or approved by the Area Board of Control
- Conduct which substantially disrupts, impedes, or interferes with the operation of the college
- Conduct which substantially impinges upon or invades the rights of others
- Conduct which has resulted in conviction of the student of any offense specified in Chapter 21 of the Statutes of the State of Kansas or any criminal statute of the United States
- Disobedience to an instructor, peace officer, college security officer, or other college authority when such disobedience can reasonably be anticipated to result in disorder,

disruption, or interference in the operation of Northwest Tech or substantial and material impingement upon or invasion or rights of others

- Firing, displaying, or threatening use of firearms, explosives, or other weapons on the college premises for any unlawful purpose
- Possession of illegal or dangerous substances
- Destruction or misuse of college property
- Theft

A written notice of suspension/expulsion from the college is provided to the student at the time of the appropriate action or sent certified mail to the last known address within 48 hours of the suspension/expulsion by the Vice President of Academic Advancements office.

Dismissal From College

Any student dismissed from the college for disciplinary or hours related reasons should immediately remove him or herself and property from student housing. Exceptions can be made as determined by the Vice President of Student Advancement or the President of Northwest Tech or his/her designee. Once the student has left, a civil standby must be secured by the former student and staff to return to campus housing for any reason. Failure to comply with this regulation will result in criminal trespass charges being requested or a service of eviction notice by the Sherman County Sheriff's Office.

RIGHT TO APPEAL

Students will have the opportunity for due process by exercising their right to use the Appeal policy when they do not agree with the terms of suspension or expulsion and would like to appeal that decision.

Policy Title: [Test Out \(Challenge Exams\)](#)

Responsible Division: Academic Advancement

Last Reviewed: June 2022

Background

Within the first week of the course, students enrolled in eligible courses have the option to attempt to test out of the course by following the Course Test Out Procedure. Students achieving the minimum score on the examination or better will pass the course with the corresponding later grade earned from the test out exam. The student is required to pay the tuition and fees for the course, but the student is not required to attend the course for the remainder of the semester.

Faculty members in the designated courses are required to create the examination to reflect outcomes and competencies of the course. The examination must be on file with the Vice President of Academic Advancement.

Purpose

The purpose of this policy is to provide students the opportunity to demonstrate prior learning that students bring to certain courses.

Scope

This policy covers only the following eligible courses: Business Math, Computer Fundamentals, Personal Finance*, Technical Math

* This course requires the student to have completed a similar course in the secondary/post-secondary education level and must produce a transcript as evidence.

Policy Statement

It is the policy of Northwest Tech to provide an opportunity for students to test out of designated courses. The fee for taking the exam is \$25, and if the student passes the exam with the minimal score required, the student may refrain from attending the class. The course will remain on the student's schedule so that a grade may be assigned for the transcript. The student remains responsible for paying tuition and fees for the course.

Procedures

1. Faculty member of the eligible courses must notify the entire class of the option to test out on the first official day of class.
2. Student must notify the instructor within the first two days of the course and set up a mutually agreeable time to take the examination within the first week of the course.
3. Student must pay the business office the \$25 test out fee (non-refundable). The fee cannot be charged to student accounts.
4. Student must show proof of payment to the instructor prior to taking the examination.
5. Student must achieve a minimum of **70%** on the examination.
 - a. If students do not meet this minimum score, the student will continue to take the course as planned for the semester.
 - b. If students achieve the minimum score or higher, the student will pass the course with the corresponding letter grade earned from the test out exam. The student is not required to attend the course for the remainder of the semester.
6. Instructors will submit official records of the names and results for each student tested to the Registrar and to the Business office for proper processing within three business days of the test date.
7. Instructors shall retain the graded exam taken by the student for two years.

Policy Title: Tobacco Policy

Responsible Division: Student Advancement

Last Reviewed: June 2022

Tobacco Policy

Applicability: This policy applies to all Northwest Tech students, employees and visitors with respect to use of Tobacco and Smoke Products.

Definitions: “Tobacco and Smoke Products” include, but are not limited to cigarettes, cigars, chewing tobacco, snuff, electronic or “E” cigarettes, nicotine or chemical vaporizing devices and other forms of chewing or smoking devices as defined by state and federal law.

Tobacco and Smoke Free

The College supports a tobacco and smoke-free learning and working environment. Use of Tobacco and Smoke Products is prohibited in any College building or anywhere on college property.

Although not encouraged, use of Tobacco and Smoke Products is permitted in the individual’s automobile. However, cigarette butts, smokeless tobacco, nicotine cartridges and/or any other types of Tobacco and Smoke Product waste must be disposed of inside the vehicle. Any violation of this policy shall be dealt with in accordance with student and employee handbook disciplinary proceedings.

Policy Title: Transfer Credit

Responsible Division: Academic Advancement

Last Reviewed: September 2023

Background

The Kansas Board of Regents has established at least two avenues for ensuring transferability of college credit: The statewide seamless transfer system (SWT) and the Technical Education Authority’s Program Alignment process.

The SWT applies to NWKTC general education courses.
https://www.kansasregents.org/transfer_articulation?highlight=WyJzd3QiXQ==

The TEA’s Program Alignment process applies to designated NWKTC programs.
https://www.kansasregents.org/workforce_development/program-alignment

Northwest Tech adheres to an internal review process to ensure that incoming transfer credits demonstrate

equivalence with our own courses required for that program before being applied toward degree requirements

For an official evaluation of transfer credits, students are encouraged to apply for admission at Northwest Tech and submit official high school and post-secondary transcripts.

Purpose

The purpose of the Transfer Credit policy is to inform students and other stakeholders of the criteria used to accept incoming transfer credits, how these credits are reported on the transcript and whether the grades for these transfer credits impact the student’s GPA. This policy will also address issues regarding outbound transfer credits (when students wish to transfer to another institution).

Definitions

“**Incoming transfer credit**” refers to credits that a student wants to transfer from some other college or university to NWKTC

“**Outbound transfer credit**” refers to NWKTC credits that a student wants to transfer to another college or university

“**Reverse transfer**” refers to credits earned at another college or university after a student has left NWKTC without completing the AAS degree; these credits may be retroactively applied to fulfill NWKTC degree requirements

Policy Statement

Northwest Tech shall participate in and comply with the Kansas Board of Regents statewide seamless transfer system program, ensuring that designated NWKTC courses meet the Kansas Core Outcome Group course competencies and are eligible for outbound transfer.

Courses approved by the Kansas Board of Regents for guaranteed transfer among all Kansas public postsecondary institutions are denoted with this icon in the college catalog:



Further, Northwest Tech will participate in and comply with KBOR’s Technical Education Authority’s program alignment policies, ensuring that designated program courses meet the credits and course competencies established by the program alignment working groups.

Northwest Tech proactively pursues transfer equivalency agreements and articulation agreements to promote transfer opportunities to benefit our students.

It is the policy of Northwest Tech to accept incoming transfer credit under the following conditions:

- An official transcript from the credit-granting institution must be sent to the NWKTC Registrar for review.
- Incoming transfer credits come from a regionally accredited college or university.
- Incoming transfer credits are equivalent to NWKTC program requirements.
- Incoming transfer credits for general education courses must be passed with a “C” grade or better

Procedures

Students who have completed college coursework at other post-secondary institutions may request official transcripts through an e-script service, or request transcripts to be sent to:

NWKTC Registrar
1209 Harrison PO Box 668
Goodland, KS 67735

OR email to: registrar@nwktc.edu

Incoming transfer credits are counted towards the NWKTC AAS degree but the grades are not computed in the student’s GPA.

Transferring NWKTC credits to another institution

- The technical courses from Northwest Tech may or may not be transferable to a four-year college/university.
- The authority for determining whether credits are acceptable rests with the four-year college or university.
- Most general education courses offered at Northwest Tech are eligible for transfer to a number of institutions.