# Introduction to Northwest Tech

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I. Introduction to Northwest Tech

A. Letter from the President

Welcome to one of the most successful colleges in the State of Kansas! For over half a century, Northwest Tech has been a leader in offering relevant, timely and in-demand technical education to our students. As a college fully accredited by the Higher Learning Commission of the North Central Association and numerous program-level accreditations, students can know with certainty they are receiving a top-notch education.

Upon completion of their program of study, our graduates are prepared to enter the workforce and head directly into high-demand and high-wage careers. Our faculty members are among the best and have come to us with real-world experience in business and industry. They do not just teach material out of a book; they have lived it. Their talents and skills provide a priceless experience and ensure Northwest Tech students have an industry-proven and quality hands-on education.

Northwest Tech is the only publicly funded technical college in the state to offer the full college experience. With campus housing, 16 academic programs, 10 athletic programs, service learning opportunities and a host of student life experiences, we are an excellent choice for students’ looking to experience all that college has to offer!

We have a longstanding philosophy of “Head, Hand and Heart”. As part of this way of thinking, we expect our students to be smart, work hard and do the right thing. When our students enter the workforce, we prepare them to be difference makers and critical thinkers. We expect them to be good citizens and engage in the development of their community; both while students at Northwest Tech and wherever they choose to start their careers.

At Northwest Tech, we are about more than just teaching students; we are about changing lives and changing communities. Whether you are a prospective student, community member, friend of the college or an alumnus, we hope you will join us on this journey!

Ben Schears
President, Northwest Kansas Technical College
B. History of Northwest Tech
Northwest Kansas Technical College was established in 1964 as a Public Area Vocational Technical School by the Kansas State Department of Education. The school operated under the names of Northwest Kansas Area Vocational Technical School and Northwest Kansas Technical School until March of 2001 when it became Northwest Kansas Technical College. After the rebranding initiative in 2010, the college became known as Northwest Tech.

The college is governed by a nine-member Area Board of Control with a chairman, vice chairman, treasurer, secretary, and five board members who are sub-chairpersons of committees: faculty, building and grounds, curriculum, public relations, and student welfare. Additionally, 15 advisory board members are appointed to the area board by local school districts and are granted voting privileges. There is also a designated representative from Sherman County. These 25 board members come from the 17 counties that are within Northwest Kansas Technical College's service area.

C. Mission, Vision, Values & Goals
Mission Statement
The mission of Northwest Kansas Technical College, as an institution of higher learning, is to prepare individuals for gainful employment in technical and professional careers, productive personal lives, and lifelong learning.

Mission Purposes
Northwest Kansas Technical College will fulfill its mission by:

i. Offering associate of applied science degrees and technical certificates upon completion of technical programs designed to meet student and employment needs.

ii. Providing educational opportunities that enhance technical experience, problem solving, communication, and human relations skills.

iii. Providing relevant learning experiences supported by qualified and experienced faculty and staff, modern technology, and physical facilities designed to enhance the learning environment.

iv. Ensuring technical programs, curriculum, and teaching methodologies are continually updated through interaction with business and industry, advisory councils, specialized accreditation, certification agencies, and through the assessment process.

v. Promoting diverse opportunities for leadership and personal growth through student organizations.

vi. Maintaining a program of guidance to enhance the student’s decision-making abilities in both career and personal goals.

vii. The college will develop articulation agreements with other colleges and universities to provide seamless transfer of credits.

Vision
The vision of Northwest Kansas Technical College as a forward thinking, premier leader in career and technical education is to maximize learning through progressive
technology and facilities, collaborations, and professional experiences that foster lifelong learning in a diverse global society.

Values
Northwest Kansas Technical College affirms the following values and beliefs as we pursue our vision and achieve our mission.

Commitment to Learning
We believe that students can achieve their personal and professional potential through higher education. We assume responsibility for providing varied general education, technical, and training experiences that will cultivate lifelong learning. We are committed to a program of faculty development that fosters growth and academic freedom to assure high-quality and relevant instruction and training.

Commitment to Quality
We believe that high-quality educational and technical programs, excellent student services, and well-qualified faculty and staff contribute to the successful achievement of our students’ educational and career goals.

Commitment to Integrity
We recognize the importance and value of our institution demonstrating honesty and fairness in all of our programs and services. We will strive to develop integrity and strong work ethics in our students by modeling ethical and professional behavior throughout the institution. We are committed to forging strong relations with our local community, regional businesses, and industries.

Commitment to Service
We are committed to “student centered” service by providing support to meet their individual differences and needs. We will strive to serve local and regional businesses and industry by providing well-educated students to meet employment needs. We are committed to involve students, faculty, staff and administration in community service.

Commitment to Diversity
We recognize the value of different student learning styles and the benefit of utilizing a variety of teaching methodologies to enhance learning. We are committed to provide for student diversity through the general education curriculum, technical programs, and the use of a variety of teaching methods. We have an appreciation and encouragement of diverse student, faculty, and staff population.

Board Goals
The overall objective of Northwest Tech is a commitment to carrying out the mission and purposes of the college through the following goals.
1. Enrollment Growth
2. Teaching and Learning
3. Student Success
4. Alliances and Partnerships
D. Governance
The Area Board of Control governs Northwest Tech. Members are appointed by the twenty-four school districts in the seventeen-county service area and the Sherman County Commission. The local governing boards appoint members annually.

1. Area Board of Control Members

<table>
<thead>
<tr>
<th>District</th>
<th>Board Member Name</th>
<th>District</th>
<th>Board Member Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>USD 103 Cheylin</td>
<td>Jared Sowers</td>
<td>USD 293 Quinter</td>
<td>Giovani Caasi</td>
</tr>
<tr>
<td>USD 105 Rawlins County</td>
<td>Linda Vap</td>
<td>USD 294 Oberlin</td>
<td>Dan Wasson</td>
</tr>
<tr>
<td>USD 200 Greeley County</td>
<td>Shea Stewart</td>
<td>USD 297 St. Francis</td>
<td>Myra Douthit</td>
</tr>
<tr>
<td>USD 208 Wakeeney</td>
<td>Randy Balluch</td>
<td>USD 314 Brewster</td>
<td>Jessica House</td>
</tr>
<tr>
<td>USD 211 Norton</td>
<td>Frank Otter</td>
<td>USD 315 Colby</td>
<td>Kris Lemman</td>
</tr>
<tr>
<td>USD 215 Lakin</td>
<td>Dan Patterson</td>
<td>USD 316 Golden Plains</td>
<td>Paul Bruggeman</td>
</tr>
<tr>
<td>USD 241 Wallace County</td>
<td>Bruce Buck</td>
<td>USD 352 Goodland</td>
<td>Gennifer House</td>
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<tr>
<td>USD 242 Weskan</td>
<td>Greg Martin</td>
<td>USD 412 Hoxie</td>
<td>Billi Beckman</td>
</tr>
<tr>
<td>USD 274 Oakley</td>
<td>Anita Gabel</td>
<td>USD 466 Scott County</td>
<td>Eric Ervens</td>
</tr>
<tr>
<td>USD 275 Triplains</td>
<td>Mark Hanson</td>
<td>USD 467 Leoti</td>
<td>Tammy Simons</td>
</tr>
<tr>
<td>USD 281 Graham Co.</td>
<td>Brad Bucu</td>
<td>USD 494 Syracuse</td>
<td>Thad DeWeese</td>
</tr>
<tr>
<td>USD 291 Grinnell</td>
<td>Alan Suter</td>
<td>Sherman County</td>
<td>Richard Short</td>
</tr>
<tr>
<td>USD 292 Wheatland</td>
<td>TBA</td>
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2. Endowment Association Board of Trustees

<table>
<thead>
<tr>
<th>Trustee Name</th>
<th>City, State</th>
<th>Trustee Name</th>
<th>City, State</th>
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<tbody>
<tr>
<td>Bryce Cole</td>
<td>Goodland, KS</td>
<td>Eric Richardson</td>
<td>Burlington, CO</td>
</tr>
<tr>
<td>Tim Neitzel</td>
<td>Goodland, KS</td>
<td>Roland Query</td>
<td>Firestone, CO</td>
</tr>
<tr>
<td>Travis Daise</td>
<td>Goodland, KS</td>
<td>Clarence Redman</td>
<td>Syracuse, KS</td>
</tr>
<tr>
<td>Kirk Easterday</td>
<td>Atwood, KS</td>
<td>Bruce Buck</td>
<td>Sharon Springs, KS</td>
</tr>
<tr>
<td>Albert Rall</td>
<td>Brewster, KS</td>
<td>Jenifer Sanderson</td>
<td>Goodland, KS</td>
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<tr>
<td>Robert Loftin</td>
<td>Weskan, KS</td>
<td>Alan Townsend</td>
<td>Goodland, KS</td>
</tr>
<tr>
<td>Ron Kaus</td>
<td>Colby, KS</td>
<td>Jeff Cure</td>
<td>Burlington, CO</td>
</tr>
<tr>
<td>Justin Shiffman</td>
<td>Chicago, IL</td>
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E. Accreditation Statement
F. Program Accreditation

In addition to regional accreditation, industry-related associations individually accredit some programs at Northwest Tech to validate the learning outcomes and employability of graduates. The chart below outlines current program accreditations. Not all programs have related associations for program accreditation.

<table>
<thead>
<tr>
<th>Program</th>
<th>Accrediting Agency</th>
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<tbody>
<tr>
<td>Automotive Technology</td>
<td>National Automotive Technician Education Foundation (NATEF)</td>
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<tr>
<td>Auto Body (Automotive Collision &amp; Repair)</td>
<td>National Automotive Technician Education Foundation (NATEF)</td>
</tr>
<tr>
<td>Diesel Technology</td>
<td>National Automotive Technician Education Foundation (NATEF)</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>Commission on Accreditation of Allied Health Education Programs (CAAHEP)</td>
</tr>
<tr>
<td>Respiratory Therapy</td>
<td>Commission on Accreditation for Respiratory Care (CoARC)</td>
</tr>
</tbody>
</table>

G. Code of Ethical Practices

Northwest Tech continues to be committed to maintaining the highest level of business ethics and conducting business in an honest and forthright manner. The individual values and actions one applies each day within your area of responsibilities determine how people view the college. Performance with integrity is expected at Northwest Tech.

The Code of Ethical Practice applies to all employees, administrators, and members of the Area Board of Control.

Responsibilities of everyone subject to the Code of Ethical Practice are:

- Conduct all college business honestly and with the highest integrity
- Comply with all laws and government regulations applicable to your position within the college
- Learn and follow the college policies and procedures applicable to your position within the college
- Remind others of their responsibilities when they appear to be in danger of violating the law, the Code, or other college policies
- Promptly report all violations of the law, the Code, and college policies, and truthfully cooperate in investigations of violations
- Do not retaliate against anyone for reporting or cooperating in investigations
- Avoid illegal, unethical, and other situations that might reflect unfavorably on you or the college
- Conduct yourself in a professional manner whenever you are identifiable as an employee of the college
- Lead by example, using your own conduct as a model for others
The college encourages you to speak up if you have questions or concerns about the Code or other college policies. You should seek advice from your supervisor or others if you are unsure about the right course of action.

You may report violations orally or in writing and in most cases you will not be required to identify yourself. However, in some cases it may be necessary for you to identify yourself for the college to resolve your concern. Violation reports should be made to the president of the college unless the violation involves the president of the college, and then and only then, the report should be made to the Chairman of the Area Board of Control.

No employee, administrator, member of the Area Board of Control, or other person subject to the Code will be permitted to retaliate or take adverse action against anyone for reporting a violation of the law, the Code, or other college policy. All reported violations of the Code will be investigated as promptly as reasonable possibly.

While the college cannot guarantee complete confidentiality, we will investigate all reported violations as confidentially as permitted by the circumstances. If you report a violation or are involved in an investigation, you must not discuss the situation with anyone other than those authorized to investigate and those with a need to know.

College employees regardless of their position in the college, who violate the spirit or letter of the Code or other college policies, are subject to discipline up to and including termination of employment. Certain violations may also result in criminal penalties and civil judgments.

H. Statement of Nondiscrimination
Northwest Kansas Technical College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, color, religion, national origin, gender, gender identity, gender expression, sexual orientation, age, marital status, disability, veteran status or Limited English Proficiency (LEP). Northwest Tech respects the legal rights of each person to work and learn in an environment that is free from unlawful sexual discrimination, including sexual harassment and sexual violence. Concerns regarding disability or race, color, or national origin should be referred to Section 504 Coordinator/ADA Coordinator/Title VI Coordinator, Dean of Academic Advancement. All other concerns should be referred to the Title IX Coordinator/Age Act Coordinator, Dean of Student Advancement. Both Coordinators are located at the Northwest Kansas Technology College Administration Building, 1209 Harrison, Goodland, KS 67735. (785-890-3641)

I. Accessibility Statement
Interested persons can obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by disabled persons by
contacting the SECTION 504 COORDINATOR/ADA COORDINATOR, 1209 Harrison, Goodland, Kansas 67735 (785-890-3641).

J. Academic Calendar
Northwest Tech maintains the academic calendar on the college website for convenient access to start dates, add/drop dates, certification dates, mid-term dates, withdraw dates, and semester end dates. These dates may vary depending on the program or course. The academic calendar also includes the holiday break schedule. To access the official academic calendar, please visit: 
http://www.nwktc.edu/academics/academic-calendar

K. Campus Directory
Northwest Tech maintains a current campus directory complete with contact information for academic departments and student support services on the college website. The directory is available under the About Northwest Tech tab: http://www.nwktc.edu/about-us/directory/departments

L. Personnel
A list of personnel with contact information is available on the Northwest Tech website under the About Northwest Tech tab. http://www.nwktc.edu/about-us
a. Administration: http://www.nwktc.edu/about-us/directory/administration
b. Faculty: http://www.nwktc.edu/about-us/directory/faculty
c. Staff: http://www.nwktc.edu/about-us/directory/staff

M. Faculty Credentials
Northwest Tech hires qualified faculty with appropriate educational and career experience. A full list of faculty with academic credentials is listed on the college website at the following link: http://www.nwktc.edu/about-us/directory/faculty

N. Data Integrity Policy
Northwest Tech assures all data it makes public are accurate and complete, including those reporting on student achievement of learning and student persistence, retention, and completion. Data reported in college documents are consistent with the official data reported to the Kansas Board of Regents and IPEDS. Institutional data on assessment of student learning, student retention, persistence and completion are accurate and address the full range of students who enroll.
O. Student Success Data
Northwest Tech is committed to student educational and career success. The college continually assesses key outcome measurements including student retention, graduation, and licensure or certification exam passage rates.

<table>
<thead>
<tr>
<th>Cohort Year (Data Source: IPEDS)</th>
<th>Graduation Rates – First-time, Full-time Completers within 150% of Normal Time</th>
<th>Graduation Rates – First-time, Full-time Transfer-Out Students</th>
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</thead>
<tbody>
<tr>
<td>2010 (10-11)</td>
<td>62%</td>
<td>6%</td>
</tr>
<tr>
<td>2011 (11-12)</td>
<td>61%</td>
<td>5%</td>
</tr>
<tr>
<td>2012 (12-13)</td>
<td>58%</td>
<td>9%</td>
</tr>
<tr>
<td>2013 (13-14)</td>
<td>47%</td>
<td>20%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cohort (Data Source: IPEDS)</th>
<th>Retention Rates – First-time, Full-time</th>
<th>Retention Rates – Part-time, Full-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2012</td>
<td>66%</td>
<td>50%</td>
</tr>
<tr>
<td>Fall 2013</td>
<td>60%</td>
<td>50%</td>
</tr>
<tr>
<td>Fall 2014</td>
<td>66%</td>
<td>25%</td>
</tr>
<tr>
<td>Fall 2015</td>
<td>57%</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*Full-time/First-time Degree/Certificate Seeking Undergraduate Students
*4-year average Student Right-to-Know Completion or Graduation Rate Calculation = 57 - (Total Completers within 150% / Adjusted Cohort)

*4-year average Student Right-to-Know Transfer-out Rate Calculation = 10 (Total Transfer-out Students / Adjusted Cohort)

<table>
<thead>
<tr>
<th>Licensure and/or Certification Exam Pass Rates</th>
<th>Program</th>
<th>Licensure or Certification Exam</th>
<th>2013-2014 Pass Rate</th>
<th>2012-2013 Pass Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Auto Body (Automotive Collision &amp; Repair)</td>
<td>NATEF Mechanical and Electrical (End of Program Assessment)</td>
<td>33%</td>
<td>93%</td>
</tr>
<tr>
<td></td>
<td>Auto Body (Automotive Collision &amp; Repair)</td>
<td>NATEF Non-Structural Analysis and Damage Repair (End of Program Assessment)</td>
<td>23%</td>
<td>82%</td>
</tr>
<tr>
<td></td>
<td>Auto Body (Automotive Collision &amp; Repair)</td>
<td>NATEF Painting and Refinishing (End of Program Assessment)</td>
<td>23%</td>
<td>73%</td>
</tr>
<tr>
<td></td>
<td>Auto Body (Automotive Collision &amp; Repair)</td>
<td>NATEF Structural Analysis and Damage Repair (End of Program Assessment)</td>
<td>33%</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td>Automotive Technology</td>
<td>NATEF Automatic</td>
<td>95%</td>
<td>90%</td>
</tr>
<tr>
<td>Field of Study</td>
<td>Program Area</td>
<td>Percentage</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>---------------------------------------------------</td>
<td>------------</td>
<td>-----</td>
<td></td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>Transmission/Transaxle (End of Program Assessment)</td>
<td>80%</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>NATEF Brakes</td>
<td>66%</td>
<td>62%</td>
<td></td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>NATEF Electrical/Electronic Systems</td>
<td>100%</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>NATEF Electrical/Electronic Systems (End of Program Assessment)</td>
<td>74%</td>
<td>80%</td>
<td></td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>NATEF Engine Performance</td>
<td>100%</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>NATEF Engine Performance (End of Program Assessment)</td>
<td>62%</td>
<td>85%</td>
<td></td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>NATEF Engine Repair (End of Program Assessment)</td>
<td>86%</td>
<td>92%</td>
<td></td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>NATEF Heating and Air Conditioning (End of Program Assessment)</td>
<td>91%</td>
<td>80%</td>
<td></td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>NATEF Manual Drive Train and Axles (End of Program Assessment)</td>
<td>78%</td>
<td>80%</td>
<td></td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>NATEF Suspension &amp; Steering</td>
<td>100%</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>NATEF Suspension &amp; Steering (End of Program Assessment)</td>
<td>74%</td>
<td>84%</td>
<td></td>
</tr>
<tr>
<td>Business Technology</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Carpentry</td>
<td>OSHA 10 Examination</td>
<td>100%</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Computer Graphics Technology</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Cosmetology</td>
<td>Kansas Cosmetology Theory and Practical Examinations</td>
<td>82%</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Crime Scene Investigation Technology</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Diesel Technology</td>
<td>NATEF Brakes - Diesel</td>
<td>59%</td>
<td>36%</td>
<td></td>
</tr>
<tr>
<td>Diesel Technology</td>
<td>NATEF Diesel Engines</td>
<td>83%</td>
<td>72%</td>
<td></td>
</tr>
<tr>
<td>Diesel Technology</td>
<td>NATEF Electrical/Electronic Systems</td>
<td>86%</td>
<td>78%</td>
<td></td>
</tr>
<tr>
<td>Diesel Technology</td>
<td>NATEF Steering &amp; Suspension - Diesel</td>
<td>71%</td>
<td>43%</td>
<td></td>
</tr>
<tr>
<td>Electrical Technology</td>
<td>Kansas Journeymen’s Exam</td>
<td>50%</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Electrical Technology</td>
<td>OSHA 10 Examination</td>
<td>100%</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Engineering Technology</td>
<td>OSHA 10 Examination</td>
<td>100%</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>American Association of Medical Assistants Examination</td>
<td>82%</td>
<td>54%</td>
<td></td>
</tr>
<tr>
<td>Mobile Application &amp; Gaming Development</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Precision Ag</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Respiratory Therapy</td>
<td>National Board For Respiratory Care</td>
<td>90%</td>
<td>67%</td>
<td></td>
</tr>
</tbody>
</table>
II. Admissions

A. Admission Requirements
Northwest Tech is an open enrollment, public college. Students must meet one of the following requirements for admission:

- Graduated from an accredited high school
- Earned a General Education Development (GED) Diploma
- Enrolled as a high school junior or senior with written permission from the high school principal
- Enrolled as a high school freshman in a recognized gifted program with an individual education plan (IEP) and written permission from the high school principal

Northwest Tech reserves the right to deny admission or readmission to a student if it is determined to be in the best interest of the college to do so or if the college is unable to provide the services, courses, or program(s) needed to assist the student in meeting educational objectives.

1. Special Student Status
Students who do not meet the above requirements may request admission as a special student. To request a special student status, contact the Dean of Student Advancement.

Applicants with special student status are considered non-degree seeking students. Special student status may be changed to degree seeking status upon graduation from an accredited high school, successful completion of the GED examination, or completion of six (6) hours of college credits applicable to a degree or certificate offered by Northwest Tech with a minimum GPA of 2.0. A student admitted under the special student status are not eligible for federal financial aid and must follow all college policies and regulations, pay all fees, attend class, and maintain satisfactory progress.

B. Admission Procedures for New Students
Students applying for admission to Northwest Tech—who have not completed previous coursework with the college—should complete the following steps:

1. Complete and submit an application for admission either online or at the admissions office. Electronic applications are available on the college website (http://www.nwktc.edu/admissions/apply-now) and paper applications are available through the admissions office.
2. Pay the $25 Application Fee.
3. Request an official high school transcript, including final grades and graduation date, or GED examination results be sent directly to the Registrar’s Office, PO Box 668, Goodland, KS 67735.

4. Request official transcripts from all previously attended post-secondary institutions be directly sent to the Registrar’s Office, PO Box 668, Goodland, KS 67735. College transcripts will be evaluated in their entirety to determine the transfer of credit on the semester hour system.

5. Request ACT, COMPASS, or SAT scores, taken within the last three years be sent to Admissions, PO Box 668, Goodland, KS 67735. The COMPASS test is available at Northwest Tech. Contact the admissions office to schedule a test time and date.

6. Submit the Federal Application for Student Financial Aid and enter the corresponding school code (005267), if applicable.

To ensure a smooth transition to Northwest Tech, the required documents must to be on file prior to the beginning of the semester. If the admissions requirements are not met, enrollment in the following semester may be denied and an academic hold is placed on the student account so no transcript of completed work will be released.

C. Admissions Procedures for Transfer Students

Students transferring to Northwest Tech from another postsecondary institution must request a high school transcript or GED examination scores as well as official post-secondary transcripts from all institutions previously attended. The transcripts must be sent to the Registrar’s Office, PO Box 668, Goodland, KS 67735.

Transfer credits will be evaluated on a course-by-course basis subject to the policies outlined in the Academic Advising and Course Registration section of the college catalog. Credits will be converted to the semester credit hour system, if applicable.

Transfer students with academic sanctions from previous institutions may enroll at Northwest Tech under a probationary status to ensure student success. Transfer students filing for federal financial aid must submit all college transcripts prior to packaging and awarding financial aid to ensure compliance with all regulations.

D. Admissions Procedures for High School Students

Northwest Tech adheres to the eligibility guidelines established by concurrent credit partnerships in relation to enrolling secondary students in post-secondary coursework. High school sophomores, juniors, and seniors enrolled in public, private, or homeschool institutions may enroll in college courses with written permission from the high school principal. All high school students must achieve a minimum 2.5 GPA or higher as well as meet established course pre-requisites and/or minimum test scores. All courses use college syllabi and students are responsible for obtaining the appropriate textbooks. Annual cooperative agreements with the school district or homeschool are required for college credit to be granted. Individual student permission forms must be submitted each semester enrolled. Students and parents may contact
the high school counselor, high school concurrent credit coordinator, or Northwest Tech Dean of Academic Advancement for more information.

E. Admissions Procedures for Gifted High School Students
High school students with freshman status who are also enrolled in a recognized gifted program may enroll in college courses at Northwest Tech. Written permission from the high school principal is required along with a copy of the student’s individual education plan (IEP) on file at the college in order for credit to be granted. The IEP must be renewed annually. Students below the freshman grade level are not allowed to enroll in or audit college courses.

F. Admissions Procedures for International Students
Northwest Tech welcomes international students. Students outside the United States must contact the Director of Admissions and complete all admissions requirements a minimum of six weeks prior to the semester start date. International students are required to provide the following documentation:

Official Translated (English) Transcript

- Submit an Application for Admission electronically through the Northwest Tech website.
- Pay the $25 Application Fee.
- Submit an Official Credential Evaluation.
- Transcripts that are not in English must be translated officially and sent to Northwest Tech by a third party. **(DO NOT SEND THE TRANSCRIPT YOURSELF)**
- If you send a 7th Semester Transcript (before you graduate), you will have to send a final translated transcript after your graduation date.
- Students must also provide a copy of their Official Diploma.

Submit Official Test Scores

- **English Proficiency:** Students whose country’s official language is not English must document their English Proficiency in one of the following ways:
  - TOEFL: iBT (internet-based test): minimum score of 61
  - TOEFL: CBT (computer-based test): 173
  - IELTS: 5.0
- Scores must not be less than 18 months old at the time of enrollment.
- Students that score lower than the minimum score must complete an English Immersion course at Northwest Tech before fall classes begin.

Regardless of student’s TOEFL scores, all new international students will be evaluated for English proficiency upon arrival via ACCUPLACER testing. This test determines whether students will be enrolled in English Language Learner (ELL) courses, developmental writing or developmental math courses.
• Students with low TOEFL scores will not be allowed to dual enroll in English coursework.

• In order to advance to the next level of English coursework, a student must meet the minimum test score of 69 using ACCUPLACER testing upon completion of ENGL 090 Fundamentals of English.

TOEFL scores will be waived for international students if their country’s official language is English. In country’s where the official language includes English, TOEFL scores may be required.

• Statement of Financial Support, (AFFIDAVIT) signed by both a financial sponsor (typically the parent or legal guardian) and by the student.

• Certified bank statement dated within six months of the semester start date showing a minimum balance of $15,000 USD—the approximate cost of one year tuition, books, fees, housing, and living expenses—to verify the sponsor has sufficient funds for sponsoring one year of study at Northwest Tech (institutional scholarships and aid may be applied to this amount to reduce the minimum bank balance required).

Copy of Passport

• Students must provide a copy of their Passport or Birth Certificate. This will be used to verify personal information listed on the application.

Upon receipt of the above documentation, a committee will review the information for an admission decision. If the committee decision is favorable, an I-20 form and official letter of admission will be mailed directly to the student at the address provided on the application for admission. These documents allow the student to apply to the nearest United States Consulate office for an F-1 non-immigrant student visa. Once obtained, the visa will permit the student to enter the United States and begin full-time study at Northwest Tech. It is advised to start the application process one year prior to the semester start date to allow enough time to complete the process.

G. Admissions Procedures for Returning Students

Northwest Tech students returning after a break of at least one (1) semester must submit a letter to the Registrar requesting re-admittance. In a program that requires licensure or certification in order to practice in the technical field, may be required to test-out of courses or retake past courses that were previously satisfactorily passed. The program faculty member and the Dean of Academic Advancement will evaluate the student file and determine which courses must be retaken, if any, in order to return to the technical program of study. Retaken coursework may not be eligible for federal financial aid.

Returning students applying for re-admission to the same or different program of study must meet the following standards:
• Student must submit a written request for re-admittance and schedule an appointment with the Registrar.
• Student must be in good academic standing at Northwest Tech.
• Student must not be in default of any student loans.
• Student must be in good financial standing at Northwest Tech.
• Student must have left the previous program of study according to established withdraw procedures.
• Student will not be allowed to take more than three different programs.

If a student is granted re-admission to Northwest Tech, the student must comply with the following conditions:

• Student must follow the academic plan of study as outlined by the Northwest Tech academic advisor or Registrar
• Student must maintain satisfactory academic progress in all enrolled classes

• Student must stay within all program attendance policies
• Student will stay current with all financial charges incurred during his or her program of study

Upon denial of re-admission to Northwest Tech, the student may appeal the decision through the Student Grievance procedure.

H. Admissions Procedures for Non-degree Seeking Students
Students may be admitted to Northwest Tech on a non-degree seeking student status. Non-degree seeking students are not required to meet admissions requirements and not eligible to receive federal financial aid. Pre-requisite course and/or minimum test score requirements apply. Students may change from non-degree seeking status to degree seeking status by meeting all admission requirements. These requirements must be complete before financial aid awards, including scholarships and grant aid, will be dispersed.

I. Program Change
A student may drop and enter a different program (space permitting) within two weeks of the semester start date. The tuition and fees shall transfer to the new program in full. The books, supplies, and tool costs are subject to the return policy at the bookstore if purchased from Northwest Tech. Personalized items and opened items are not eligible for a refund.

A student desiring to change programs after two weeks (10 days) of the semester start date shall formally withdraw from the original program and enroll in the desired program at the next available start date. Such student is responsible for all tuition and fees subject to the refund policy and shall be required to pay the enrollment fee prior to entering the new program. The books, supplies, and tool costs for both the previous
and new program are subject to the return policy at the bookstore if purchased from Northwest Tech. Personalized items and opened items are not eligible for a refund.

Students may be able to create a program of study for an Associates of Applied Science Degree in Technical Studies if the two programs are closely related and minimize the financial and academic loss that may occur when switching programs. Schedule an appointment with the Registrar for more information about the AAS in Technical Studies degree.

J. Additional Admissions Stipulations
The Kansas Board of Regents, Kansas Legislature, and program accreditation organizations require additional admissions stipulations.

1. Immunization Requirements for All Students
Meningitis: To reduce the spread of bacterial meningitis among the student population, the Kansas Board of Regents requires all incoming students residing in on campus housing to be vaccinated for meningitis or to sign a waiver indicating that they refuse to receive the vaccine. Non-compliant students will be placed on administrative hold following the first week of classes and remain on administrative hold until the compliance is documented with the Admissions Office. Students will be unable to enroll for the following semester until the hold is released. Northwest Tech encourages all students to consider vaccination as well as to become knowledgeable about meningitis and its symptoms in order to reduce their personal risk. The vaccine is available at the Sherman County Health Department or Goodland Regional Medical Center.

Tuberculosis (TB) Screening: All students are required by Kansas Statute 65-129e to complete TB screening before entering the Northwest Tech. The Dean of Academic Advancement is responsible for collecting and maintaining this documentation for a minimum of five (5) years.

2. Immunization Requirements for Medical Programs
The Medical Assistant and Respiratory Therapy programs require additional immunizations in order to work in a medical facility. Contact the Admissions Office for a full list of the program immunization requirements.

3. Background Check Requirements
Crime Scene Investigation Technology, Medical Assistant, and Respiratory Therapy students must complete a background check prior to admittance into the program because of the potential affect on employability in these fields. Students are responsible for the cost of the background check. Contact the Admissions Office for information on the background check procedure.
4. Minimum Age Requirements
Cosmetology students must be a legal United States citizen, obtain a high school diploma or GED prior to admittance, and be at least 17 years of age upon graduation. These stipulations are required to challenge the Kansas State Board examination and become licensed to work as a cosmetologist in the state of Kansas.

Medical Assistant students must be at least 18 years of age by the completion of the program of study.

Respiratory Therapy students must be at least 18 years of age prior to admittance into the program.

5. Pre-requisite Course Requirements
Respiratory Therapy students are required to have completed the following coursework from an accredited college prior to admission: Anatomy & Physiology (5 credits including lab) and Medical Terminology (3 credits). These courses must be taken within the past 5 years and students must earn at least a C or better in order to satisfy the pre-requisite requirements. Courses in the subject area not meeting the minimum credit hour requirements will not be accepted.

III. Academic Advising & Course Registration

A. Orientation
Freshman Orientation days are scheduled for the fall semester annually. All incoming students are required to attend orientation on one of the selected dates. Student services representatives will be available to meet with students individually to prepare students for the first day of class.

During Freshman Orientation, the students ordering tools, special clothing, books, or technology through the college bookstore are required to pay non-refundable deposits and/or fees for the supplies they will need for their program of study. Students will be provided with information about financial aid eligibility, academic advising, enrollment, and on campus housing. Housing contracts and deposits are required to reserve on campus housing.

Sophomore students must order books and supplies for the second year of their program prior to the end of the first year at Sophomore Survivor Day, a spring orientation tailored to second year students. Non-refundable deposits and fees are required at this event.

Registration events are scheduled prior to each semester for academic advising, enrollment, and student services.

1. Book Requirements
Book lists for courses and programs are available at the campus bookstore and through the Empower Student Information System. Books are required on the first day
of the course and must be paid in full. Students may pick up books and supplies upon full payment. Each program will have a scheduled time to pick up books and supplies at the bookstore during the first week. Spring semester books are available upon full payment on the first day of the semester.

2. Tool Requirements
An estimated cost for the proposed tools is provided on the estimated cost sheet. The three transportation programs of study: Automotive Technology, Auto Body/Collision Repair, and Kansas Institute of Diesel Technology will purchase their tools directly from the tool supplier. A list of tools and tool suppliers will be provided or can be obtained from the college web site. A tool show will be held during Freshman Orientation for the transportation programs.

Other programs of study will be given the option to purchase the tool kit from the college bookstore. A list of tools included in the tool kit will be supplied plus an estimated cost of the kit. **Tools are not sold individually.** Additional tool kits are not available to order or for sale during registration. Tool kits will be dispersed after full payment. Students are encouraged to make arrangements to purchase tool kits as soon as possible because tools are used in the classroom and shop/labs when classes start.

**SPECIAL NOTICE:** Prior to the program start date, the instructor must approve tool kits purchased from sources other than the bookstore.

3. Clothing Requirements
Students will order and pay for any special clothing that may require personalization that is not included in the flat tuition rate.

B. Academic Testing & Developmental Placement
Northwest Tech requires students to take the ACCUPLACER, COMPASS, ACT, or SAT test prior to admission. The test scores assist with placement into college courses and promote support student success. Students are tested in mathematics, reading, and writing. The tests are available at Northwest Tech and students may take the tests individually or as a group. To schedule a testing time, please contact the Admissions office.

Northwest Tech believes each student should achieve a minimum level of mathematics, reading, and writing skills to succeed in their occupation. Developmental coursework is designed to help students build their skills in these areas and prepare for college level coursework required for the Associates of Applied Science degree or Technical Certificate.
1. Placement Guide
Students will be placed in courses as outlined in the chart below. The minimum course requirement in Mathematics and English is established on the program level. Courses with numbers less than 100 do not count towards degree or certificate requirements, but may be necessary for success in the college level course.

<table>
<thead>
<tr>
<th>ACT</th>
<th>SAT</th>
<th>ACCUPLACER</th>
<th>COMPASS</th>
<th>Course Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math</td>
<td>Math</td>
<td>Arithmetic</td>
<td>Pre-Algebra</td>
<td>Prep Math</td>
</tr>
<tr>
<td>0-15</td>
<td>0-330</td>
<td>0-47</td>
<td>0-33</td>
<td>Prep Math</td>
</tr>
<tr>
<td>16+</td>
<td>340-420</td>
<td>48+</td>
<td>34+</td>
<td>Tech Math/Pre-Algebra</td>
</tr>
<tr>
<td>18+</td>
<td>430-600</td>
<td>79+</td>
<td>44+</td>
<td>Beginning Algebra</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Math</th>
<th>Elem. Algebra</th>
<th>Algebra</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>0-15</td>
<td>0-37</td>
<td>-</td>
<td>Pre Algebra</td>
</tr>
<tr>
<td>18+</td>
<td>430-600</td>
<td>38-59</td>
<td>0-45</td>
</tr>
<tr>
<td>21+</td>
<td>610+</td>
<td>60-80</td>
<td>46+</td>
</tr>
<tr>
<td>22+</td>
<td>620+</td>
<td>81+</td>
<td>50+</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>English</th>
<th>Writing</th>
<th>Sentence Skill</th>
<th>Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-17</td>
<td>310-420</td>
<td>0-68</td>
<td>0-68</td>
</tr>
<tr>
<td>18+</td>
<td>430+</td>
<td>69+</td>
<td>69+</td>
</tr>
<tr>
<td>0-36</td>
<td>310-800</td>
<td>0-120</td>
<td>0-100</td>
</tr>
</tbody>
</table>

The following Placement Guide will take effect for enrollment and advising beginning January 1, 2019
Placement

To ensure the success of students at Northwest Kansas Technical College, the college administers the ACCUPLACER Next-Generation placement test to evaluate student readiness to meet college-level mathematics, reading and writing requirements. Students who score below the minimum standards for college level courses will be required to take developmental course work. Developmental courses do not count toward graduation but will be figured in student’s GPA.

Placement in English and Math courses are determined by the highest ACT, SAT or ACCUPLACER score. In the absence of ACT, SAT or ACCUPLACER score the ACCUPLACER Next-Generation test will be given to all first-time, full-time students prior to enrollment. Placement testing is also required for part-time students prior to enrolling in their first English or math class.

Students must follow the sequence of developmental courses and pass with at least a “C” to move to the next level, unless retest results indicate higher placement.

<table>
<thead>
<tr>
<th>ACT</th>
<th>SAT</th>
<th>ACCUPLACER</th>
<th>Next-Gen</th>
<th>Multiple Measures</th>
<th>Course Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math</td>
<td>Math</td>
<td>Arithmetic</td>
<td>Arithmetic</td>
<td>0-262</td>
<td>Prep Math/Pre Algebra</td>
</tr>
<tr>
<td>0-16</td>
<td>0-460</td>
<td>0-47</td>
<td>263+</td>
<td>B/Algebra 1/3.0</td>
<td>Prep Math/Pre Algebra</td>
</tr>
<tr>
<td>17+</td>
<td>470+</td>
<td>48+</td>
<td>263+</td>
<td>B/Algebra 1/3.0</td>
<td>Tech Math/Beg Algebra</td>
</tr>
<tr>
<td>Math</td>
<td>Math</td>
<td>Elem. Algebra</td>
<td>Quantitative</td>
<td>0-236</td>
<td>Pre Algebra</td>
</tr>
<tr>
<td>0-16</td>
<td>0-460</td>
<td>0-37</td>
<td>237-249</td>
<td>B/Algebra 1/3.0</td>
<td>Beginning Algebra</td>
</tr>
<tr>
<td>17-18</td>
<td>470+</td>
<td>38-59</td>
<td>250-262</td>
<td>C/Algebra 2/3.0</td>
<td>Intermediate Algebra</td>
</tr>
<tr>
<td>19-20</td>
<td>510+</td>
<td>60-80</td>
<td>263+</td>
<td>B/Algebra 2/3.0</td>
<td>College Algebra</td>
</tr>
<tr>
<td>21+</td>
<td>530+</td>
<td>81+</td>
<td>263+</td>
<td>B/Algebra 2/3.0</td>
<td>College Algebra</td>
</tr>
<tr>
<td>English</td>
<td>Writing</td>
<td>Sentence Skill</td>
<td>Writing</td>
<td>0-254</td>
<td>Pre Algebra</td>
</tr>
<tr>
<td>0-17</td>
<td>0-420</td>
<td>0-68</td>
<td>255+</td>
<td>B/English IV/3.0</td>
<td>English Comp I w/Review</td>
</tr>
<tr>
<td>18+</td>
<td>430+</td>
<td>69+</td>
<td>255+</td>
<td>B/English IV/3.0</td>
<td>English Composition I</td>
</tr>
<tr>
<td>0-36</td>
<td>200-800</td>
<td>0-120</td>
<td>200-300</td>
<td>H.S. Diploma</td>
<td>Technical Writing</td>
</tr>
</tbody>
</table>

Students may retake the ACCUPLACER test at the cost of $5.00 per section for the following reasons:

1. Student feels the placement results do not accurately reflect their abilities.
2. Student feels they have improved their skills through refresher work or previous developmental coursework.
3. Student feels the grade received does not reflect their abilities and/or they desire to advance in the course sequence.

Retesting is limited to twice per semester and a minimum 24-hour waiting period between tests.
2. Course Sequence
Students must follow the sequence of courses and pass with a grade of a C or better to move to the next course level, unless retest scores indicate higher placement.

<table>
<thead>
<tr>
<th>Course Sequence</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Pre-requisite</td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td>Minimum Score or Grade</td>
</tr>
<tr>
<td>College Algebra</td>
<td>ACCUPLACER Algebra or Intermediate Algebra</td>
</tr>
<tr>
<td>Intermediate Algebra</td>
<td>50+ or C or better in Intermediate Algebra</td>
</tr>
<tr>
<td>Beginning Algebra</td>
<td>ACCUPLACER Algebra or Beginning Algebra</td>
</tr>
<tr>
<td>Pre-Algebra</td>
<td>ACCUPLACER Algebra</td>
</tr>
<tr>
<td>Technical Math</td>
<td>ACCUPLACER Pre-Algebra or Fundamentals of Math</td>
</tr>
<tr>
<td>Fundamentals of Math</td>
<td>ACCUPLACER Pre-Algebra</td>
</tr>
<tr>
<td>COMMUNICATIONS</td>
<td></td>
</tr>
<tr>
<td>English Composition II</td>
<td>English Composition I</td>
</tr>
<tr>
<td>English Composition I</td>
<td>ACCUPLACER Writing or Fundamentals of Writing</td>
</tr>
<tr>
<td>Fundamentals of Writing</td>
<td>ACCUPLACER Writing</td>
</tr>
<tr>
<td>Technical Writing</td>
<td>ACCUPLACER Writing</td>
</tr>
</tbody>
</table>

3. Degree or Certificate Minimum Requirements
Students must meet the minimum requirements in Mathematics and Communications as outlined in the chart below. Students may fulfill the requirements with a higher-level course than required, for example, College Algebra instead of Technical Math or English Composition I instead of Technical Writing.

<table>
<thead>
<tr>
<th>Minimum Degree or Certificate Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATHEMATICS</td>
</tr>
<tr>
<td>Technical Math</td>
</tr>
<tr>
<td>Beginning Algebra</td>
</tr>
<tr>
<td>Intermediate Algebra</td>
</tr>
<tr>
<td>Auto Body (Automotive Collision &amp; Repair)</td>
</tr>
<tr>
<td>Engineering Technology</td>
</tr>
<tr>
<td>Business Technology</td>
</tr>
<tr>
<td>Automotive Technology</td>
</tr>
<tr>
<td>Respiratory Therapy</td>
</tr>
<tr>
<td>Crime Scene Investigation Technology</td>
</tr>
<tr>
<td>Crime Scene Investigation Technology</td>
</tr>
<tr>
<td>Carpentry</td>
</tr>
<tr>
<td>Mobile Application &amp; Gaming</td>
</tr>
<tr>
<td>Computer Graphics</td>
</tr>
</tbody>
</table>
4. Reading Instruction
The Student Success Seminar is delivered to all new students in the fall semester. The seminar teaches reading techniques, study skills, and college success strategies. Individual tutoring is available through the Academic Support Services Coordinator if a student needs additional reading instruction.

5. Testing and Placement Exceptions
Students exempt from placement testing include:

1. Students who have earned a Bachelor’s or Associate’s Degree.
2. Students who have successfully completed (“C” or higher) a 100-level or above course in English or Algebra.
3. Students who have taken the ACCUPLACER, ACT or COMPASS test within two (2) years prior to enrollment and have scores within the acceptable range are exempt from testing in that area only.

C. Adding and Dropping Courses
Students may add course(s) according to the schedule outlined in the chart below. Students must complete an Add/Drop Form in the Academic Affairs office. Please refer to the refund section of the College Catalog for more information on the financial implications of adding and dropping courses. After the established Add/Drop period, an official transcript record begins and students dropping courses after the period ends must be formally withdrawn.
Course Length | Add/Drop Period
---|---
16+ Weeks | 5 days
8-15 Weeks | 5 days
2-7 Weeks | 3 days
Less than 2 Weeks | No adds or drops after the first day of class

**D. Withdrawing from Courses**

Students may withdraw from courses after the expiration of the Add/Drop period outlined above up until 60% of the course is complete. The final withdraw dates for each term are indicated on the Academic Calendar available on the Northwest Tech website under the Academics tab. Drops completed during the refund period will not become a part of the transcript.

During this period the:

- Add/Drop/Withdrawal Form is completed by the student.
- Student is responsible for submitting the completed form to the Student Service Office prior to the close of business on the respective drop date.

A student who withdraws from a course after the final refund period must complete an Add/Drop/Withdrawal Form in accordance with the procedure stated.

- Withdrawals completed after the final refund periods are considered a withdrawal and there is no refund.
- Course(s) from which the student officially withdraws after the final refund periods will appear on the transcript as a “W”.
- Students enrolled in courses will be permitted to withdraw within 60% of the course.
- Discontinuing attendance in class without officially dropping/withdrawing may result in an “F” being recorded on the transcript. Failure to complete an Incomplete Contract Agreement will automatically result in an “F” being recorded on the transcript.

Students withdrawing from courses acknowledge the following:

a. Withdraws completed after the final refund period will not be eligible for a refund.
b. Withdraws are a part of the student’s official transcript and a grade of “W” is issued.

Students may be administratively withdrawn if they do not attend classes or participate in online classes by the final drop date. Students may also be administratively withdrawn for failure to comply with attendance or conduct policies.
E. Credit Hour Limit

Fall and Spring Term: Students may enroll in up to nine (9) additional credits beyond the technical program of study, including developmental and general education coursework. To enroll in additional credits, students must request a policy waiver in writing to the Registrar.

Summer Term: Students may enroll in up to nine (9) credit hours during the summer term. To enroll in additional credits, students must request a policy waiver in writing to the Registrar.

F. Transfer of Credits

General education course credits meeting the AAS degree requirements may be transferred from a regionally accredited college or university. All general education courses must be passed with a C grade or better to be transferred to Northwest Tech. An official transcript from the credit-granting institution must be sent to the Registrar for review.

Northwest Tech adheres to an internal review process for ensuring all courses transferred and applied toward degree requirements demonstrate equivalence with its own courses required for that degree or is of equivalent rigor. Northwest Tech refrains from transferring credit from other institutions that does not apply to the college’s program requirements.

Northwest Tech participates in the Kansas System-Wide Transfer agreement led by the Kansas Board of Regents to facilitate seamless transfer amongst Kansas higher education institutions. The college also proactively pursues transfer equivalency agreements and articulation agreements to promote transfer opportunities. More information on credit transfer is available through the Registrar or on the website under the Academics tab.

G. Credit for Prior Learning

Credit for Prior Learning (CPL), also referred to as Prior Learning Assessment (PLA), can expedite adults’ completion of postsecondary education programs by evaluating an individual’s existing knowledge and competencies and awarding college credit as appropriate.

Such credit may be gained through skills exhibited through work and life experiences, such as employer and military training programs, industry certifications, non-credit postsecondary-level courses, and civic or volunteer experiences. CPL encompasses both credit for prior learning and advanced standing for prior learning. Obtaining credit for prior learning is the optimal outcome of a prior learning assessment.

CPL credit may be awarded based on evaluation by trained faculty in the student’s program, awarded based on recommendations in the ACE Guide, and/or awarded as part of a student’s portfolio assessment, apprenticeship, 3rd party certification,
professional licensure, prior military credit, and challenge exams. *Challenge exams do not exist for all Northwest Tech courses.

CPL will be awarded only for degree seeking students who have enrolled. Northwest Tech will award up to 75% of the total program hours for CPL.

All credit for prior learning is recorded on student’s transcripts. All credit for prior learning will be denoted as CPL and will not be calculated into the cumulative grade point average.

No charges are assessed for prior learning credits.

1. Credit for Work Experience
The purpose of Credit for Work Experience (CWE) is to recognize significant technical training and competency attainment that adults have previously mastered through their employment in a technical field, and to award college credit for the competencies attained. Departments will decide which, if any, of their courses qualify for CWE. NWKTC does not accept credit awarded for work experience from other post-secondary institutions. Transferring post-secondary institution may make determination of transfer of CWE hours.

Award of College Credits: Students may receive 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. CWE must be compatible with courses meeting certificate or AAS degree requirements. Work experience must be within the last 3 years in order to be considered.
For more information, contact the Registrar’s Office at 785-890-1521.

2. Credit by Examination
Students who have knowledge or experience in an area paralleling instruction in a Northwest Tech General Education class may apply for credit by examination for any class to a maximum of nine hours of credit by examination per credential. This examination, developed by the program instructor(s), will be comparable to a comprehensive review of the class content and will be administered by a designated college official.

The credit by examination procedures will include the following:

- The student must be accepted for enrollment in a specified Northwest Tech technical certificate or degree program.
- The student may apply for a maximum of nine credit hours by examination.
- The student may seek credit by examination for any course providing the following criteria have been met:
  - Student has not previously failed course.
  - Student has not previously received credit for the course.
- Student must have completed the credit by examination successfully prior to the completion of 25% of the course.
- The student must complete an Application for Credit Examination, which includes permission/signatures from the Instructor and the Registrar.
- This form will be maintained in the student’s permanent file.
- The student will pay a credit by examination fee of $25 per course, plus all applicable tuition and fees, prior to the administration of the examination.
- The results of the exam will be given to the Dean of Academic Advancement who will notify the student of the results within five business days of the exam.
- The credit earned by examination will be shown on transcript as “pass”, or if examination is failed, course will be required to be taken.

3. Test Out Policies and Procedures

Eligible courses: Computer Fundamentals
Technical Math

Within the first week of the course, student enrolled in eligible general education courses have the option to attempt to test out of the course by following the steps outlined below:

1. 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.

2. Pay the business office the $25 test out fee. The fee cannot be charged to student accounts. Students must show proof of payment to the instructor prior to taking the examination.

3. Students must achieve a minimum of 75% on the examination. If students do not meet this minimum score, the student will continue to take the course as planned for the semester. The $25 test out fee is non-refundable.

4. Students achieving the minimum score on the examination will receive a P (pass) for the course. The student is required to pay the tuition for the course to have the credit transcripted, but the student is not required to attend the course for the remainder of the semester.

5. 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.

4. CLEP Testing
CLEP 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. Students must arrange for an official report of CLEP examination scores to be sent to Northwest Tech from The College Board in order to receive credit. Northwest Tech will grant credit to students who earn a score of 50 or higher on CLEP examinations. Northwest Tech will grant credits for an equivalent course when a CLEP examination covers material that is substantially similar to an existing lower division course. Equivalent course credits may be applied to certificate, diploma, and/or degree programs as either a required course or as an elective course. Northwest Tech will grant credits for an equivalent course when a CLEP examination covers material that is deemed to be college level and is substantially similar to an existing course. Elective course credits may be applied to certificate, diploma, and/or degree programs as either a required course or as an elective course.

5. Military Credits
Military Credits including military training will be evaluated according to the ACE Guide. For Military training, credit will be evaluated from the student’s military documents using the “ACE Guide to the Evaluation of Experiences in the Armed Forces”. For Army veterans, the Joint Services Transcript (JST) will provide a transcript of ACE credit recommendations for all coursework completed while in service, the military occupational specialties (MOSs) held, and examinations passed.

Official test scores or transcripts of prior learning credit should be forwarded to:
Registrar’s Office
PO Box 668
Goodland, KS 67735

H. Residency Requirement
Northwest Tech requires a minimum of 25% of the degree requirements be earned from Northwest Tech on campus or online courses.

I. Auditing a Course
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 if a course may be enrolled in for audit purposes. If an individual wish to enroll to audit a course, they are required to complete the enrollment process.

Tuition and fees for audited courses are the same as those for credit courses and payment is due in full on the day enrollment occurs. Financial aid does not pay for audited courses. Credit enrollment cannot be converted to audit status at any time and audit enrollment cannot be changed to credit enrollment.
J. Adult Education Classes
Various adult education classes are held on campus throughout the college year and give students the opportunity to enroll in classes that may enhance their technical program. Classes will be offered if sufficient interest exists.

K. 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.

L. 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.

M. 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 student records clerk in writing. Forms are available through the Office of the Registrar.

N. 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.

O. Ethical Standards in Privacy of Personal Information Policy
The Health Insurance Portability and Accountability Act (HIPPA), Gramm-Leach-Bliley Act (GLB, 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 Dean of Academic Advancement.

P. Transcript Services Guarantee
Northwest Tech maintains timely and accurate transcript and records services through continuous assessment.

IV. Financial Information

A. Cost Sheet
The current cost sheet is available under the Admissions tab on the Northwest Tech website: http://www.nwktc.edu/admissions/estimated-program-cost. The costs are estimated for the following year.

B. Tuition/Fees & Refunds
All students who attend Northwest Tech are required to pay tuition. Tuition for each payment period (semester) is due and payable the first day of the semester. Any student entering a program within a given fiscal year shall be charged the tuition rate as approved by the Kansas Board of Regents. Estimated costs for students are available on the NWKTC website. Students may use federal financial aid, or set up an approved payment plan for college costs. Differential tuition may be charged for high cost programs or specialized training classes.

All students pay various required fees to cover many activities and expenses throughout the year. Examples of fees include activity fees (sports and student life), technology fees (campus wide technology access), lab fees (program specific supplies and materials), and career services.

1. Clothing Fees
Students pay a non-refundable CLOTHING FEE as required by their program of study for specific department shirts or coveralls. During Freshman Orientation students will order and pay the appropriate clothing fee, if applicable. Sample sizes will be available for students to order the correct size.

Laundry service is provided for students in Kansas Institute of Diesel Technology. All others are responsible for their own laundry.
2. Transcript Fee
Student academic transcripts are official, permanent record of all the college courses you have taken while attending Northwest Kansas Technical College. In accordance with the Public Information Act and Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, student academic records are classified as confidential and may be released only with the student’s written authorization and signature. No one else (including family members, spouses, parents, etc.) can request transcript for you. Northwest Kansas Technical College has authorized Docufied by Parchment to manage the ordering, processing, and secure delivery of student transcripts. Docufied will charge a fee of $7.55 per transcript.

Students may obtain their transcript by going to the college website: www.nwktc.edu, select Alumni & Friends tab, and Request a Transcript.

3. Records on Hold
Transcripts will not be issued if there is a Hold on your account at Northwest Kansas Technical College. All Holds must be resolved before a transcript will be released. Please contact the Business Office at (785) 890-1503 if you have a Hold on account with Northwest Kansas Technical College.

4. Photo IDs
Students receive a photo identification card at the beginning of their program, which is good for the entire length of the program of study. The student I.D. may be used to help open a bank account in Goodland, for student identification at business locations that provide for student discounts, for proof of photo identification if requested by law enforcement officials, to use as a second form of identification and for admittance into Northwest tech student life and sporting events. The I.D. pictures are taken during registration. If your I.D. is lost, stolen, or destroyed contact the Admissions Office for the specific dates I.D. pictures are taken. There is a $5.00 fee to replace the Student I.D. Card.

C. Refunds
Students withdrawing are eligible for a refund according to the following refund schedule:

For 8-16+ Week Credit Courses, (Full Term Classes), • Prior to and including the first five (5) days of class - 100% refund of tuition & refundable fees • Six (6) or more calendar days after 1st day of Class – Based on prorated refund schedule.

For 2-7 Week Courses Week Credit Courses, • Prior to and including 1st day of class - 100% refund of tuition & refundable fees • After 1st day from the beginning of the course - Based on prorated refund schedule.
For Courses less than Two (2) Weeks • Prior to 1st day of class- 100% refund of tuition & refundable fees.
  • After classes have began- Based on prorated refund schedule,

NO REFUNDS DUE ONCE STUDENT HAS MET 60% OF ENROLLMENT.

If tuition and refundable fees are collected in advance of the start date of a program and Northwest Tech cancels the course, 100% of the tuition and refundable fees collected will be refunded. The refund will be made within forty-five (45) days of the planned start date. Refunds, when due, will be made within forty-five (45) days of the last day of attendance if written notification of withdrawal has been provided to the Student Services Office by the student.

D. Prorated Refund Schedule
Federal regulations regarding repayment of Federal Financial Aid is the formula for calculating the amount of aid a student and the college may retain when a student withdraws. The refund policy will apply to students who pay their institutional fees with or without the use of Title IV financial aid prior to completing 60% of an enrollment term. For refunds to students paying fees without Title IV financial aid, the refund will be payable directly to the student. Further details may be obtained from the Northwest Tech Financial Aid office.

Students who withdraw from all classes prior to completing more than 60% of an enrollment term will have their eligibility for federal aid recalculated based on the percentage of the term completed.

The calculation is as follows:

Number Of Days Completed by the Student
Total Number of Days in the Term

The total number of calendar days in a term excludes any scheduled breaks of more than five days.

Unearned federal aid (the amount that must be returned to the appropriate financial aid program) will be returned as specified in the federal regulations.

Students withdrawing from classes prior to completing 60% of an enrollment term may be required to repay a portion of their federal aid. No return or refunds due once student has met all or completed 60% of course.

E. Overpayment
In the event a student has received funds for living expenses and an overpayment occurs, Northwest Tech will notify the student of the overpayment. It is the student’s
responsibility to return the overpayment to the proper financial aid program. Students who fail to repay overpayment may not be eligible for additional financial aid funds at any institution until the overpayment has been satisfied.

F. Federal Financial Aid
Financial aid advising clearly and comprehensively reviews students' eligibility for financial assistance and assists students in a full understanding of their debt and its consequences.

Students applying for Federal Financial Aid (FFA) must provide Northwest Tech with an Official High School Transcript (accredited High School or GED) and Official College Transcripts from all higher education institutions attended. Credit hours shall be frozen on the census day of each semester to determine financial aid eligibility or continued eligibility.

The financial aid process starts by completing the FAFSA (Free Application for Federal Financial Aid) either on the web or by appointment with the Financial Aid Office. This is the first step in the financial aid process and will determine what eligibility a student has for Pell Grants, SEOG Grants, Federal Work Study, and Direct Loans, etc.

1. Grants

i. Federal Pell Grants
The Pell Grant is a federally funded program assisting students in meeting educational expenses that have not earned a bachelor’s or professional degree. Grant amounts range between $555 and $5,854 per year and are income dependent. The maximum award is determined every year by their EFC (Estimated Family Contribution) and their enrollment status for each semester they attend. This grant money is to be used toward education-related expenses. Students are eligible to receive a Pell Grant for up to 12 semesters or the equivalent. If the student has exceeded the (12) semester maximum they will lose eligibility for additional Pell Grants beginning with the 2012-13 academic year.

ii. Federal Supplemental Educational Opportunity Grant (SEOG)
This grant is for undergraduate students who have not earned a bachelor’s or professional degree and with a high need may be eligible for a SEOG grant. That amount is determined by available funds and number of high-need students.

Financial Aid Recipients Note:
Special withdrawal requirements apply to students who receive federal aid classified as “Title IV” funds. Title IV funds include awards such as Federal Pell grants, Federal Supplemental Educational Opportunity Grants (SEOG), Federal Direct Loans, PLUS loans, and other Federal awards. A federal formula dictates the amount of Title IV aid that must be returned to the federal government by the College and the student. This
formula applies to a student who is receiving Title IV funds, if that student withdraws from the College or stops participating from class on or before the 60% point of time in the term. Students must attend classes to remain eligible for federal financial aid.

2. Work-Study Program

i. Federal Work-Study Program (FWS)
The Federal Work-Study Program provides on and off-campus jobs for students who qualify for the FWS program through the financial aid process. Some of these jobs include: library, office, departmental aides, and tutoring. Students who qualify for this program work up to ten hours per week. Students have an opportunity to gain experience, work with other students, and earn money for college. Routine evaluations of work performance will be conducted. Students must submit application for consideration of employment. FWS program is available though competitive a process. Not all applicants will be accepted into the program.

3. Loans

i. Federal District PLUS Loan (Parent Loan for Undergraduate Students)
The Federal Direct PLUS loan program is a variable interest rate installment loan to help parents pay for their dependent students’ educational expenses. A parent may be able to borrow up to the cost of attendance for their dependent student less the amount of financial aid that has been awarded to their student.

ii. Subsidized Loan
Up to $3,500 for first-year students and up to $4,500 for second-year students. Depending upon eligibility, a student may obtain a subsidized loan. Interest accrues at the beginning of the grace period. Standard repayment period is 10 years.

iii. Unsubsidized Loan
Dependent students may borrow up to $2,000 and Independent students (or dependent students whose parents are unable to obtain a PLUS loan) may borrow up to $4,000 per year based on determined need. Funds are disbursed in two payments. Interest does accrue on the principal of the loan from the time funds are disbursed to the school. Interest payments may be made while in school or deferred until repayment begins.

iv. Alternative Loan
Alternative student loans are specialized college student loans designed to provide supplemental funding to cover unmet need. Alternative student loans can be used for any education-related expenses including tuition, books, transportation and room and board. Approval is generally based on your and your cosigner’s credit and should be considered after all federal student loans, grants and scholarships have been exhausted. Contact Northwest Tech Financial Aid Office for more information.
4. Scholarships

i. Northwest Tech Scholarships
Northwest Tech offers many scholarships through the Endowment and other associations. Scholarship categories include Endowment, athletic, activity and Community scholarships.

To be considered for any of these scholarships, a student must submit a complete scholarship application. Priority deadline is March 1. The form may be obtained from the college website.

5. Other Financial Support Options

i. Bureau of Indian Affairs
Students may check the Bureau of Indian Affairs website at: http://www.doi.gov/bureau-indian-affairs.html for eligibility guidelines.

ii. Kansas Board of Regents, Foster Care Tuition Waiver
ELIGIBILITY GUIDELINES FOR FOSTER CHILD EDUCATION ASSISTANCE PROGRAM AS PROVIDED IN K.S.A. 32, 161 and 75-53,111 et seq.
WHAT BENEFITS ARE AVAILABLE:
K.S.A. 32, 161 and 75-53,111 et seq. provides an opportunity for foster care children (1) in the custody of the Secretary of the Kansas Department of Social & Rehabilitation Services and in a foster care placement; at age 18; or (2) released from custody of the Secretary prior to their 18th birthday, after having graduated from high school or having completed their General Educational Development (GED) while in foster care placement and in the custody of the Secretary or (3) adopted from foster care on or after the age of 16; or (4) left foster care placement on or after age 16 subject to guardianship under Chapter 38 or 59 of K.S.A., to enroll in Kansas educational institutions without payment of tuition and required fees. Enrollment without payment of tuition and required fees means that an eligible student will be allowed to enroll without payment of tuition and required fees required of all students at the time of enrollment. The student will be responsible for other charges associated with the student’s academic program and living costs, such as books and room and board. The applicant may be eligible for assistance for other costs of higher education through Social and Rehabilitation Services. This program provides for undergraduate enrollment of eligible applicant through the semester applicant attains 23 years of age.

Where May Eligible Students Enroll:
Enrollment without charge of tuition and fees will be possible at Kansas educational institutions including: area vocational schools, area vocational-technical schools, community colleges, the municipal university, state educational institutions or technical colleges.
Who is eligible to apply:
An eligible applicant must meet the following eligibility requirements:

- Eligible applicant enrolls in a Kansas educational institution on or after July 1, 2006; and
- The applicant was in custody of the Secretary of the Kansas Department of Social and Rehabilitation Services and in a foster care placement on the date such applicant reached 18 years of age; or
- Released from custody of the Secretary prior to age 18, after having graduated from high school or fulfilled the requirements for a GED while in foster care placement and in the custody of the Secretary or
- Adopted from a foster care placement on or after applicant’s 16th birthday; or
- Left a foster care placement subject to a guardianship under chapter 38 or 59 of the K.S.A. on or after applicant’s 16th birthday.

The Kansas Department of Social and Rehabilitation Services Central Office must verify the applicant’s eligibility status prior to enrollment.

Requirements of Eligible Students:
Students who have been granted tuition waiver shall remain in good academic standing at the Kansas educational institution where the eligible applicant is enrolled and shall make satisfactory progress toward completion of the requirements of the educational program in which the eligible applicant is enrolled.

WHEN MAY ELIGIBLE STUDENTS ENROLL: Foster Child Education Assistance Program will be possible for eligible individuals who enroll in a Kansas educational institution on or after July 1, 2006.

Kansas Educational Institutions:
All students who are accepted and enrolled through the Foster Child Education Assistance Program, Kansas educational institutions shall provide a list of current students enrolled in their institution within 60 days from the start of classes to Program Manager for Independent Living, Kansas Department of Social and Rehabilitation Services (SRS) at 915 S.W. Harrison, 5th Floor, Topeka, KS 66612 or by fax at (785) 368-8159.

iii. Max Jones Loan

- Loan funds are to be used for student emergencies.
- Maximum to borrow is $50. Not every student will be granted a $50 loan.
- Maximum length for repayment is 30 days. Not every student will be allowed the maximum repayment period.
- If payment is late, $1 per day late fee will be charged.

NO EXCEPTIONS!
• The loan will be posted to the student account as well as any late charges.
• If the student is delinquent in repayment, no future Max Jones loans will be granted.
• Maximum number of Max Jones loans for each year is three per student.
• No Max Jones loans will be granted to students who are 30 days from completion of their program.
• No Max Jones loans will be granted to students who have exceeded 50% of their allowable time missed in each program.

iv. SER Corporation
SER Corporation is funded by the Department of Labor and there is no charge to the client for this service. To be eligible for funding you must have worked in farm related occupations within the past two years, be 19 years of age, and meet certain income guidelines. Visit the SER Office in the Resource Center for more information.

v. Veteran’s Education Benefits
Veterans and eligible dependents may use educational benefits through the Department of Veterans’ Affairs at Northwest Tech. Contact your VA representative for appropriate application forms.

vi. Vocational Rehabilitation
Payment of tuition fees, books, supplies and housing is made to eligible students with handicaps or disabilities (i.e. medical condition or individualized education plan (IEP) in school.) Contact local SRS/DHHS office for a Vocational Rehabilitation representative near you.

vii. Workforce Investment Act (WIA)
Students may be eligible for assistance with tuition, books, and supplies. Applicants must apply for assistance before enrolling and meet financial guidelines established by WIA. Typically, targeted individuals are dislocated workers, displaced homemakers, single parents, low-income family, and non-high school graduates. Contact the Financial Aid Office for further information.

6. Aid Disbursement
All aid will be applied to charges on the student’s account in the order in which it is received. Excess aid over and above the student’s Northwest Tech charges will be refunded in accordance with federal regulations. Excess aid may be retained on the student’s account against future expenses with the student’s written authorization.

7. Satisfactory Progress Rating System and Procedures
Section 668.16 (e) of the Student Assistance General Provisions mandates postsecondary institutions establish minimum standards of “satisfactory progress” for
students receiving Federal Financial Aid. At Northwest Kansas Technical College these standards apply to SEOG, Pell Grants, Federal Work-Study, Student Loans, PLUS Loans, and the Department of Veterans Affair Benefits.

To receive financial assistance from any of these aforementioned programs a student must (1) be enrolled as a student in a particular program of study, (2) be in satisfactory standing in that program if already attending classes, and (3) continue to make satisfactory progress.

A student will be eligible to continue to receive financial aid as long as he or she maintains enrolled status and is making satisfactory progress. Remedial or repeated courses are not considered eligible programs. Students taking more than one program will be eligible for financial aid on a program-by-program basis.

A student may receive aid for a maximum of three full programs within five years of enrollment in those three programs.

A student must maintain satisfactory progress according to the college point-value grade system.
(See grading system in the Academic Information section.)

8. Maintaining Satisfactory Progress
Once student eligibility has been determined, a student must meet the following criteria to be eligible for Federal Student Aid:

- A student must maintain a cumulative GPA (Grade Point Average) of a 1.75 by the mid point of their first year.
- A student must maintain a cumulative GPA (Grade Point Average) of a 2.0 by the end of their first year of a two-year program.
- A student must maintain a cumulative GPA (Grade Point Average) of 2.0 during the entire period of their second year.
- A student referred to a developmental course must be attending and in good standing in their progress.

Students who do not fulfill this obligation will be suspended from receiving Financial Aid until the eligibility standards are met. Students will be notified in writing of the suspension of financial aid.

Any student receiving an “I” (Incomplete) rating for a progress reporting period will be ineligible to receive further financial assistance until the incomplete rating has been changed to another rating and a review of the rating is made.

9. Suspension from Financial Aid-Appeal Process
A student not maintaining satisfactory academic progress will be suspended from receiving financial aid.
Students may appeal financial aid suspensions to the Financial Aid Appeals Committee. The student is required to submit his/her appeal to the Financial Aid Office in writing within five days of receipt of the written notification of suspension of financial aid. The appeal committee will meet within two days after receipt of the submission of the student appeal to review the request. The hearing committee consisting of three members will review any appeal. The hearing members will not be the instructors in the program of study in which the student requesting the appeal is enrolled. All decisions made by the committee will be final.

10. Mitigating Circumstances
Satisfactory Academic Progress may be reviewed and evaluated on a case-by-case basis due to mitigating or extenuating circumstances. Examples of mitigating or extenuating circumstances may include serious illness of the student or immediate family member, an accident seriously injuring the student or an immediate family member, death within the student’s immediate family, pregnancy, and childbirth. Mitigating or extenuating circumstances must be requested in writing and will be reviewed by the Appeals Committee at Northwest Tech.

V. Student Support Services
The Student Services staff along with administration and instructors at Northwest Kansas Technical College is always open to any student who desires to visit regarding personal problems, progress in individual program of study, or any other area. It is the college’s desire to help students with problems, which might arise during their stay at the Northwest Tech. Please come in to visit with us anytime. We are available to assist you and ensure your success as a student.

A. Student Success Seminar
All new students at Northwest Tech are required to enroll in a one credit hour Student Success Seminar course. This course orients students to Northwest Tech and college life. Students are instructed in study skills, reading skills, interpersonal skills, financial management, healthy behaviors, proper technology use, organization, and time management. Students also learn about the student support services available at the college.

B. Academic Support
Northwest Tech is committed to student success. Academic support services, including tutoring, are available at the Max Jones library. The Student Success Seminar teaches key concepts for academic and personal success in college to all incoming students.
C. Policy for Providing Accommodations, Adjustments, or Aids to Students with Disabilities

Northwest Kansas Technical College provides and coordinates services to students with disabilities in order to accommodate their disability and promote equal access to educational opportunities. Information regarding accommodations for students with disabilities is available from the Section 504 Coordinator/ADA Coordinator/Title VI Coordinator, Dean of Academic Advancement. Accommodations are provided on an individualized, as needed basis, after the student requests assistance. Students requesting assistance are encouraged to complete an intake interview with the 504 Coordinator. The Coordinator’s Office is located at the Northwest Kansas Technology College Administration Building, 1209 Harrison, Goodland, KS. (785-890-3641)

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) regarding the nature of his or her disability and the need for any requested academic adjustment or auxiliary aids. If a student does not request an accommodation, Northwest Tech is not obligated to provide one.

Upon receiving a request for assistance, the Coordinator will respond by granting or denying the request of assistance after meeting with the student to discuss the request, the student’s history and experiences and reviewing the documentation provided by the student. The college may request a separate evaluation at the college’s expense.

Upon granting the request, the Section 504 Coordinator will:
1. Prepare a written document, signed by the Coordinator and student, which specifically list the request(s) and how the college will provide the accommodations, adjustment, or aid to the student with the disability.
2. Forward a written notice of specific accommodations and adjustments to the faculty who teach the student. Any questions regarding these instructions will be directed to the 504 Coordinator.

Upon denial of the request, the Section 504 Coordinator will:
1. Prepare a written document explaining the reason(s) of the denied request and forwarding that recommendation to the College President for a final decision by the President within 10 college days.
2. 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.
3. 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 Student Discrimination Action Procedure beginning with Step 6.
i. Vocational Rehabilitation
Many states provide services for students with disabilities. Services may include career counseling, financial assistance, tutoring, and personal counseling.

D. Counseling and Referral Services
Northwest Tech provides basic counseling and referral services to students. Professional resources in the Goodland community are available for help with specific problems such as drug, alcohol, and mental illness so that Northwest Tech can provide the best learning environment. The Dean of Student Adv can make referrals to these resources.

i. AA Support Groups
Alcoholics Anonymous (AA) and Narcotics Anonymous (NA) group meetings are held throughout the Goodland area. A list of the times and locations is available through the Dean of Student Advancement.

E. Career Services & Placement
The placement of graduating students into full-time jobs related to their area of study is important at Northwest Tech. Assistance is always available at Northwest Tech to present or past students who desire assistance with career planning and placement. Northwest Tech has a career services coordinator who is responsible for job development with business and industry. Of primary importance to this individual is the coordination of the abilities and interests of each graduate to the job opportunities, which come from prospective employers. The college will assist alumni with job placement when needed. Job openings are posted on the Career Services page of the college website for review by both current students and alumni. Instructors are an excellent resource for job placement. Prospective employers routinely contact instructors about openings and student performance.

The Career Services Coordinator provides a mini-course on techniques for a job interview. Students learn how to begin a job search, develop a plan for securing their first job, and research information on employment opportunities. This course involves five hours for ALL graduating students attending Northwest Tech.

F. Graduate/Employer Follow-up Policy and Procedure
Purpose: The purpose of the Graduate Follow-up Surveys is to provide students, prospective students, policy makers and the general public with information about the employment and educational outcomes of graduates of Northwest Kansas Technical College.

Institution Responsibility: The College shall survey its graduates and employers annually to collect follow-up information according to prescribed standards. The college shall enter the graduate follow-up survey responses into the state placement report on an annual basis.
Procedure: Designation of responsibility
The Career Service Office has the responsibility for the development, dissemination, and analysis of college-wide surveys of graduates and their employers. Career Services will conduct surveys within six months of graduation. A concerted effort will be made to reach all available graduates for their participation, and to insure the highest rate of validity for this study. Contact may be made via phone, paper surveys or email. Follow up data from employer and graduates will be compiled and a report submitted to the Area Board of Control.

G. Student Life & Organizations
Northwest Tech facilitates student life and organizations to broaden the educational experience at the college.

1. Athletics
Each individual athletic program will have its own Policy Handbook and contract, which is disbursed to the athletes at first practice. Northwest Tech offers collegiate athletics such as:
NJCAA Men & Women's Basketball
NJCAA Men & Women's Soccer
NJCAA Men's Wrestling
NJCAA Men & Women's Track & Field
NJCAA Men & Women's Cross Country
Women's Softball

2. Intramural Athletics
An intramural program consisting of various competitive sports is offered for students during the college year. Students may sign-up to participate individually or as a department. Typical sports offered are volleyball, basketball, racquetball, and wiffle ball.

3. National Technical Honor Society
The National Technical Honor Society rewards excellence in workforce education, to develop self-esteem and pride and encourage students to reach for higher levels of achievement, to promote business and industry's critical work place values (honesty, responsibility, initiative, teamwork, productivity, leadership, and citizenship), to help schools build and maintain effective partnerships with local business and industry, and to champion a stronger, more positive image for workforce education in America.

Eligibility requirements for National Technical Honor Society for Northwest Tech are based on the student’s grade point average of 3.0 or above, a good academic standing, good attendance, eligibility for graduation in the current school year, and faculty recommendation. Qualifications further include, but are not limited to the student’s dependability, leadership, and desire to pursue a career in his or her field of study.
The selection process states that students are to be nominated by an instructor. Instructors may nominate up to ten percent of their graduating class meeting the NTHS requirements by completing the Candidate Instructor Nomination Form.

Following the nomination deadline, students will receive a letter notifying them of their selection. The student may either accept or decline the nomination. A nomination committee will interview each nominee the following week. Following the interviews and selection, the students will be notified. An induction ceremony and reception will be scheduled. The process is conducted prior to the May graduation.

4. Student Council
This is a student leadership organization with the following three purposes:
- To facilitate student events.
- To be an effective mediator between students and faculty.
- To work toward improved community relations.

The organization will meet two times per month to discuss and conduct business. Student Council will be composed of one member from each department.

Student Council is a student-based organization designed to help promote campus life and leadership among students. Students participating in all levels of the Council will maintain a high standard of personal conduct. Council members will demonstrate leadership qualities by serving as good examples of behavior through their ideas, words, and actions.

All Council members will be expected to participate in approved campus activities, which will serve to enhance the quality of student life of the college.

5. Skills USA
SkillsUSA is a partnership of students, teachers, and industry working together to ensure America as a skilled work force. SkillsUSA helps each student excel.

SkillsUSA is a national nonprofit organization serving teachers and high school and college students who are preparing for careers in trade and technical and skilled service occupations, including health occupations. It was formerly known as VICA (Vocational Industrial Clubs of America).

As a part of SkillsUSA, Northwest Tech students are involved with:

i. Technical Skill Development/Championships
Technical learning occurs within the class or lab. The SkillsUSA Championships or competitions allow students to test their technical skills against their peers and industry standards.

ii. Leadership Development
Developing leaders and responsible American citizens is the fundamental goal of SkillsUSA. Through campus activities managed and led by students, professional and leadership skills develop. Members can conduct campus wide professional development activities. They can participate in local, state and national leadership conferences, and participate in the Career Skills Education Program, an online curriculum.

iii. Community Service
Community Service plays a large part in developing leaders and a positive image of career and technical education. It also promotes character development for students. Consider a campus-wide project.

iv. Service Learning
Service Learning is where SkillsUSA happens directly within the program through experiential learning at a new level.

6. Circle K International
Northwest Tech Circle K club is organized and sponsored by Goodland Kiwanis club. CKI is a self-governing organization and elects its own officers, conducts its own meetings, and determines its own service activities. Circle K International (CKI) is the premier collegiate and university community service, leadership development, and friendship organization in the world.

i. Service
Service is the heart of CKI. Collectively, CKI members perform more than 1 million hours of service on their campuses and in their communities every year. Without service, CKI would be just another campus activity. Through service, college students are making the world a better place.

ii. Leadership
The potential of CKI lies in its ability to positively influence members of society who are facing ultimate personal decisions and those who will one day create the vision of mankind for generations to come. Leadership opportunities afford CKI members the resources and tools needed to become active citizens. Members can assume leadership responsibilities at all levels of the organization and through various experiential training conferences.

iv. Fellowship
CKI members experience fellowship and develop lifelong relationships with fellow collegians, advisors, Kiwanians, and citizens in their communities every single day. Whether a member is mentoring a child, networking with a businessman, or bowling
with members, he or she is developing social skills, meeting new people, and strengthening relationships.

v. Mission
Developing college and university students into a global network of responsible citizens and leaders with a lifelong commitment to service.

The objectives of Circle K shall be:

- To emphasize the advantages of the democratic way of life;
- To provide the opportunity for leadership training in service;
- To serve on the campus and in the community;
- To cooperate with the administrative officers of the educational institutions of which the clubs are a part;
- To encourage participation in group activities;
- To promote good fellowship and high scholarship;
- To develop aggressive citizenship and the spirit of service for improvement of all human relationships;
- To afford useful training in the social graces and personality development; and
- To encourage and promote the following ideals:
  - To give primacy to the human and spiritual rather than to the material values of life;
  - To encourage the daily living of the Golden Rule in all human relationships;
  - To promote the adoption and the application of high social, business and professional standards;
  - To develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship;
  - To provide through Circle K clubs a practical means to form enduring friendships, to render altruistic service, and to build better communities; and
  - To cooperate in creating and maintaining that sound public opinion and high idealism, which make possible the increase of righteousness, justice, patriotism and goodwill.

7. Departmental Clubs
Students in each program form a departmental club to help plan and organize activities, fundraisers, social events, and various student functions. A president, vice president, secretary, and treasurer are elected and hold meetings on a regular basis. Departmental clubs have been involved in hosting guest speakers, planning community service events, submitting articles for magazine publication, raising money for scholarships, and participating in job search activities. Funds raised by departmental clubs should be used on activities that benefit the club or college.
8. Departmental Ambassador
Each department selects two students to represent the department as an ambassador. These students will give tours and explain their department to prospective students.

9. Technical Veteran’s Association
The Technical Veterans Association is an organization designed to allow veterans to gather and unite to help better themselves, the college, and the community.

10. Gaming Club
Gaming Club offers a venue for game sharing, socializing, and competition. Weekly meetings are held in the Union and gameplay is open to any games that members wish to share. We use all TV screens in the Union, including the huge rear projection screen on occasion. Gaming Club also sponsors a number of tournaments each semester for games like HALO, Left 4 Dead, and Call Of Duty.

11. Clubs
Northwest Tech offers participation in various clubs such as the Gaming Club.

12. Campus Housing
Northwest Tech offers student housing both on and off-campus. All housing facilities fees include internet & utilities. A student handbook is provided to residents and is available upon request. Contact the Dean of Student Services for a current housing contract.

Housing policies are included in the Housing Contract and the Housing Handbook. The Housing Handbook is distributed to all on campus students in the first week of the term.

i. Village I
Village I units accommodate students in a ranch style, four to five bedroom unit which provides students with a shared bedroom and a meal plan through the Student Union Cafeteria. These units are partially furnished with twin bed. Students are responsible for cleaning their unit.

ii. Village II
Married/single students may live in Village II, which provides a single bedroom apartment, furnished living/dining room, kitchen, and private bath area. If a married couple or single parent should have a child born up to 18 months prior to entering the apartment or during occupancy, the couple or single parent will be permitted to reside in Village II. At least one person of the married couple must be officially attending Northwest Tech. Occupants will be responsible for their own meals, personal items, and cleaning the apartment. Residents of Village II may purchase meals, snacks, and other refreshments in the Student Union Cafeteria.

iii. Village III
Village III is a ranch style, three-bedroom unit that provides students with a bedroom, kitchen, and bath area. Students are responsible for cleaning their own unit.
iv. Maverick Suites
Maverick Suites is an off campus style apartment. There is not a kitchen in the Annex; a meal plan will be required. Students are responsible for cleaning their unit. Students are responsible for their own transportation to campus.

Room assignments are made on a first-come first-serve basis. Refused contracts will be returned to the applicant. Northwest Tech reserves the right to refuse any reservation/contract. A housing contract may be obtained from the student services or business offices. Students who choose to reside in the Village will help form a student Village council that is made up of a representative from each housing unit. The council meets quarterly with the Housing Manager and the Dean of Student Advancement. The council’s purpose is to help plan for better village living.

v. Addresses
Village I: 1104 East 13th, Apartment ____ Goodland, Kansas
Village II: 1204 East 13th, Apartment ____ Goodland, Kansas
Village III: 1200 East 13th, Apartment___ Goodland, Kansas
Maverick Suites
(West Unit): 822 West Highway 24, Apartment ____ Goodland, Kansas
(East Unit): 724 West Highway 24, Apartment ____ Goodland, Kansas

Laundry facilities are located within the Village complex on campus.

13. Memorial Student Union
The Memorial Student Union is the students place to relax and enjoy the company of others. Students have the opportunity to watch TV and listen to music. The union is open before college classes, during breaks, and after college classes throughout the college year.

i. Cafeteria
The Cafeteria is located in the Memorial Student Union and is open to Northwest Tech students & employees as well as members of the community. Cafeteria hours are posted at the facility.

Cafeteria Meal Plans for Village I, Village II, Village III and Maverick Suites

Students that reside in college-owned housing (as part of their housing contract) are required to purchase a meal plan. These plans are not transferable or refundable. Meals are credited on a weekly basis and expire at the end of each week.

Meal plans are a “use it or lose it “ agreement and may be used to buy someone else’s meals or snacks. Any meals for guests may be purchased at the cafeteria for cash.

Cafeteria Meal Cards General
Commuter students may purchase a Meal Plan. Meal Plans are sold on a semester basis only, or students may pay daily cash rates at the Cafeteria for meals as needed.
ii. Maverick Bookstore
The Maverick Bookstore is located in the Administration Building, located at 1209 Harrison. Bookstore hours will be posted at the facility.

Books, tools, and classroom supplies for each program are available in the Bookstore plus a variety of items from stamps to clothing. Some instructors require specific items for their class. Students may obtain books from the Bookstore or obtain elsewhere if they prefer. This will be noted on the checklist.

BOOKSTORE WITHDRAW PROCEDURES:
Withdraw first (5) business days from start date = 100% refund on books and tools (if no marks or writing in books, and if no name or initials engraved on tools, no used tools, no opened packages).
Withdraw 6th day or after from start date = No refund on books or tools.

iii. Lyons Room
The Lyons Room is located in the Memorial Student Union. This room is available for meetings and luncheons. Most student organizations will meet in this room for discussion.

15. Max Alderman Library & Resource Center
The library containing periodical, newspaper, and reference material related to the programs of study, a computer lab with Internet access for research purposes, access to personal email, and it provides a place to study for all students. Developmental, technical and/or general education classes may be held there. Library hours will be posted at the facility.

16. Murray Center
The Murray Center is a multi-purpose building used for the education of our students and the community. The center contains academic classrooms, an interactive television (ITV) studio, and instructors’ offices. Many general education classes for the Associate Degree are taught in the Murray Center.

Funds donated by Carl Murray, a lifetime farmer in Sherman County, assisted with the building of this facility in 1996.

17. Larry Keirns Fitness Center
The Keirns Fitness Center offers a variety of facilities including: a basketball court, racquetball courts, cable TVs, weight room including treadmills, stair gliders, elliptical machines, weight machines, free weights with bench, and squat rack.

Northwest Tech students and employees are eligible to use the Fitness Center. Non-students are welcome to observe activities such as intramural sports but are not allowed to participate on teams. Currently enrolled students may bring their parents to the Keirns Fitness Center at no charge. Fitness Center hours will be posted at the facility.
18. Dr. Guy E. Mills Athletic & Academic Center
The Dr. Guy E. Mills Athletic and Academic Center provides a state of the art wrestling and athletic facilities as well as program space. The Area Board of Control dedicated the building to Dr. Guy E. Mills in 2013 for his dedicated service as President.

VI. Academic Credentials and Programs
(Course Catalog & Program Handbooks)

A. Academic Introduction
The faculty and staff at Northwest Kansas Technical College are committed to offering quality technical and general education courses that prepare individuals to achieve their educational goals for employment and advancement in technical and professional careers.

Each program of study strives to provide the most current and technologically relevant education possible. Instruction reflects the working environments in which students will be employed upon graduation. The general education courses complement the technical education programs to enhance personal and professional growth.

B. AAS Degrees and Certificates
Northwest Kansas Technical College offers technical education programs of study and awards Associate of Applied Science Degrees, Technical Certificates, and Certificate of Completion under the authority of the Kansas Board of Regents and the Higher Learning Commission.

Associate of Applied Science Degree (AAS)
The AAS degree is awarded for successful completion of a technical program and general education classes intended for students who desire immediate employment upon graduation or plan to transfer to another institution of higher education. At Northwest Tech, the AAS program includes a minimum of (15) credit hours of general education courses in addition to its technical program requirements for a total of (60) credits minimum.

Any student desiring to pursue an Associate of Applied Science degree in a one-year program may do so by successfully completing the technical program and the additional general education requirements and internship if applicable. If a student is enrolled and taking a technical program the student may not enroll in more than nine (9) additional credit hours outside the program course of study without approval of the Registrar. This applies to remedial and general education coursework.

Enrollment in Summer Classes will be capped at (12) credit hours. If a student would like to take additional course, approval of the Registrar must be granted.
Students must complete a minimum of (3) credit hours from each of the following general education categories to be eligible for the Associate of Applied Science degree. General education classes meeting the AAS degree requirements may be transferred from an accredited college/university.

Communication: 3 Credit Hours
Mathematics: 3 Credit Hours
Applied & Natural Sciences: 3 Credit Hours
Electives: 6 Credit Hours
15 Total Credit Hours

Communication
Technical Writing
English Comp I
English Comp II
Speech

Mathematics
Technical Math
Beginning Algebra
Intermediate Algebra
College Algebra

Applied & Natural Sciences (Electives)
Computer Fundamentals & Applications
Biological Science
Physical Science
Earth Science
Chemical Science
Geological Science
Computer Science

Social & Behavioral Sciences (Electives)
Human Relations in Life & Work
General Psychology
Intro to Sociology
Developmental Psychology
American History
American Government
Modern Civilization
Geography

Humanities (Electives)
Ethics in the Workplace
Personal Wellness
Art Appreciation
Literature
Modern Languages
Multiculturalism
Music Appreciation
Philosophy
Theology
Additional courses may be approved by the Registrar.

One-year programs at Northwest Tech have additional requirements:

**Welding**: Completion of (5) credit hour internship and an additional (9) credit hours in the appropriate category from the list above must also be completed.

**Cosmetology**: An additional (9) credit hours in the appropriate category from the list above must be completed.

**Medical Assistant**: An additional (10) credit hours in the appropriate category from the list above must be completed.

**Stipulations for AAS Degree**
Must have completed high school or GED and successfully completed one of the technical programs of study at Northwest Tech.

The appropriate general education credit hours may be taken at Northwest Tech or be transferred to Northwest Tech for the associate degree from accredited colleges or universities. An official transcript for all general education courses must be sent to Northwest Tech for review.

The general education courses may be completed at any time before completing the technical program, while enrolled in the technical program, or within completion of the program. The Respiratory Therapy Program has prerequisite courses of Anatomy and Physiology and Medical Terminology that must be completed satisfactorily prior to the beginning of the program.

Technical education credits older than (5) years require an affidavit/letter verifying employment in a related field for (3) of the last (5) years.

A general education credit hour is based on (15) clock hours per semester credit. Students must complete the program of study with a “C” grade (2.0 GPA) or higher to earn the Associate of Applied Science Degree.

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.
If a student is pursuing the AAS degree and transfers credits to Northwest Tech, a minimum of (15) credit hours must be earned from Northwest Tech in order to receive an AAS degree.

***An official transcript for all general education courses along with a course syllabus must be sent to Northwest Tech for review. Only 100 level or higher course will be considered***

Northwest Tech has based the AAS degree on recommendations from the Advisory Council members who represent the departments at Northwest Tech.

Technical Certificates
Northwest Kansas Technical College awards a technical certificate to students satisfactorily completing a program of study. To receive a technical certificate, a student must attain a grade point average of 2.0 or above. Students who are rated below a 2.0 will receive a transcript. Neither the transcript nor the technical certificate will be given to the student until all fees and bills owed to the college have been paid. A certificate of completion will be issued to students completing a program of 16 or less credit hours.

Students in the Cosmetology department are required to take and pass the Kansas State Board of Cosmetology Written Examination prior to being awarded the technical certificate from Northwest Kansas Technical College.

Each student completing at least nine weeks of the requirements in a program of study will be entitled to receive a Northwest Kansas Technical College transcript. The transcript will list the student’s completed classroom/lab activities and the progress attained in each area of instruction.

Certificates are awarded to students who successfully complete a program of study that provides the knowledge and skills needed to enter the workforce. Students working for a technical certificate must successfully complete the course requirements and program specific competencies with a 2.0 or higher GPA.

Certificate of Completion: a program that is less than 16 credit hours.
Technical Certificates:
Certificate A: >16 <30 Credit Hours
Certificate B: >30 <45 Credit Hours
Certificate C: >45 <60 Credit Hours
AAS Degree: 60 - 77 Credit Hours
For more detailed program information, see Programs of Study in the Course Catalog.

C. General Education Philosophy
Northwest Kansas Technical College believes that general education is a crucial component to a student’s education. We acknowledge that students will be employees, citizens, family members, consumers, and lifelong learners. Therefore, we seek to instill in our students an understanding of the cultural, economic, intellectual,
and social dimensions of their world. Students will learn technical theory and application, which will make them successful in their careers, and they will also learn to analyze problems, ideas, and values, which will enable them to be full participants in their communities. With this statement as a guide, we stress the acquisition of knowledge and skills which prepare students to be successful, educated people. We endeavor that each student:

- Demonstrate the values of diversity, integrity, responsibility, perseverance, and strong work ethics.
- Read, write, speak, and listen on a level that facilitates the ability to work in a chosen field and be an active citizen.
- Perform mathematical operations necessary to be competent in personal and professional settings.
- Use computer technology applications in personal and professional settings.
- Use systematic methods of inquiry, critical, and creative processes to identify problems and make informed decisions.
- Recognize strengths and weaknesses as a learner and develops strategies for time management, documentation, evaluation processes, and personal improvement.

D. Occupational Work Experience, Internship or Practicum
Students in Computer Graphics Technology, Engineering Technology, Medical Assistant and Welding have the opportunity to be involved in on-the-job training at a business location as part of the curriculum in their program. Assistance in arranging these jobs is coordinated through the instructors, the student, and the business. Northwest Tech has formal and written current agreements for managing any internships and clinical placements included in its programs.

The Occupational Work Experience portion of the program is a privilege provided to some students, not a requirement for all students.

QUALIFICATIONS
Type of acceptable employment: The job duties required for occupational experience shall be in the area of your program of study or an area directly relating to the student and departmental occupational objectives. All jobs must be full-time with a minimum of forty (40) hours per week and must meet all criteria on this page as well as criteria listed in the college handbook and be approved by the department faculty.

- All required courses will have been satisfactorily complete before the student will be deemed eligible for employment.
- The student shall have passing grades in all subjects required within the department program and an overall GPA of 2.0 or higher.
- The student shall agree to fill out the necessary required forms and return them to the department as required along with weekly reports and a
comprehensive final item report describing the job duties and other related
topics.
• The student and employer shall agree that the student return for graduation
exercise.

All parties participating in OWE phase of the program must agree to all of the above
criteria. The instructor(s) may, if they deem it necessary, decide NOT to allow individual
students to participate in the OWE phase of the program.

The department faculty will set dates for individual OWE. Every hour the student has
been absent will result in later eligibility date for the OWE part of the program.

E. Kansas Board of Regents Approved Degrees and Certificates

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<td>B, C</td>
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<td>(CMA) Certified Medication Aide</td>
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<td>Medical Assistant</td>
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<td>Precision Ag</td>
<td></td>
<td>A, B</td>
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</tbody>
</table>
### F. Program Descriptions

#### 1. Auto Body (Automotive Collision & Repair)

The Auto Body (Automotive Collision & Repair) program is designed for the student to learn basic concepts and skills during the first year. Examples of some of these skills are windshield replacement, MIG welding, minor metal straightening, basic refinishing, and minor electrical repair. These basic skills are the foundation for the more advanced areas of the trade, which the second year student will encounter. Some examples of these advanced areas are major collision, color matching, basic wheel alignment, and advanced welding.

The curriculum is directly related to trade standards and employment opportunities. As repair methods change, the curriculum is continually updated to provide instruction on the safe and proper use of the latest tools, equipment, products, and procedures currently being used in the industry. Instruction includes both shop and classroom situations with the emphasis on the actual “hands-on” experiences. Applied shop instruction involves individualized live work on customer and students' vehicles, shop projects, and demonstration mock-up tasks. Related classroom instruction includes lectures, text and workbook material, collision manuals, parts books, videos, and guest speaker presentations.

**NATEF Certification**

By meeting strict industry related standards, the Auto Body (Automotive Collision & Repair) program became a certified program by the National Automotive Technician Education Foundation (NATEF) in 1992. NATEF is a part of the Automotive Service Excellence (ASE), which is the organization that tests and certifies technicians in this trade.

**Program Learning Outcomes**

Upon successful program completion, students are able to:

- Demonstrate safety procedures involved in the collision repair industry.
- Diagnose and make proper structural/nonstructural repairs.
- Replace and make adjustments of stationary and moveable glass.
- Refinish auto to OEM standards.
- Analyze mechanical, electrical, and electronic components.
- Identify and solve problems, applying knowledge in a critical, creative, and ethical manner.
- Perform basic welding skills.
- Perform safe disarming, handling, and installation of airbags.
- Track material costs, and provide accurate estimates.
- Evaluate and use information technology effectively.
• Demonstrate effective reading, writing, speaking, listening, and time management skills.
• Demonstrate mathematical skills.
• Operate basic computer program.

Program Schedule
Students will attend class from 7:00 a.m. – 3:30 p.m., Monday through Friday on the Northwest Tech campus. Both the freshman year and the sophomore year will be 10 months long. During the sophomore year the students may participate in the Occupational Work Experience (OWE) four weeks before the ending date of the program with Instructor approval.

2. Automotive Technology
The Automotive Technology programs is an A.A.S. degree program which allows students to start with and develop the basic fundamentals and advance to the necessary job skills and related work procedures to gain employment in the automotive profession. This will include use of technical service manuals, testing equipment, electronic ignition systems, rear, front and four-wheel drive, and power steering and brakes. As advanced technology is introduced with new automobiles each year, our program is continually updated. Electronics are used in brakes, transmissions, steering systems, and a variety of other components. Students will use the latest in infrared engine analyzers and computerized diagnostic devices. This enables students to work with the same type of tools and equipment they will find in industry.

The shop training is set up very similar to repair bays in an automotive dealership. We schedule customer work that provides the learning environment for job training. Students will learn actual on-the-job procedures for trouble shooting, looking up parts, figuring a job sheet, and dealing with customers. Class time will include lectures, text and workbook material, technical manuals, videos, and guest speaker presentations.

NATEF Certification
This Automotive Technology program is certified in the eight required areas needed to meet the strict industry standards for Automotive Service Excellence (ASE) Master certification. ASE is a national non-profit organization which tests and certifies automotive repair technicians. The National Automotive Technicians Education Foundation (NATEF) has evaluated and approved our program for certification, meeting the standards of excellence in the following areas: Automatic Trans/Transaxle, Brakes, Electrical Systems, Engine Performance, Engine Repair, Heating and Air Conditioning, Manual Drive Train and Axles, Suspension and Steering. This certification program ensures that “top notch” technicians will be entering the work force.

Program Learning Outcomes
Upon successful completion of this program, students will be able to:
• Accurately diagnose, repair and service suspension and steering systems.
• Diagnose and repair fuel injection and emissions system.
• Demonstrate the ability to troubleshoot and repair electronic systems and components.
• Diagnose and repair drive train system components and transmissions.
• Accurately diagnose, repair, and service brake systems.
• Service and repair heating and air-conditioning systems according to state, local, and federal guidelines.
• Diagnose and repair individual engine component systems.
• Demonstrate effective reading, writing, speaking, listening, and time management skills.
• Demonstrate mathematical skills.
• Operate basic computer programs.

Program Schedule
Students will attend class and lab from 8:00 a.m. to 2:30 p.m., Monday through Friday.

3. Business Technology
The two-year Associate of Applied Science degree in Business Administration provides a broad base in theory and practical business knowledge. Coursework will provide exposure in many facets of business operations and communication, with an emphasis in accounting, PC software, management, marketing, finance, and business law. Students will develop basic computer skills needed by industry. To be successful in the business area, a strong mathematics background is essential.

The business classes combined with core general education requirements will provide students with the knowledge to assist with employment or for transfer to a four-year institution.

Program Learning Outcomes
Upon completion of program, students will:
• Manage software/hardware processes.
• Demonstrate administrative office procedures.
• Demonstrate keyboarding skills.
• Perform manual accounting applications.
• Utilize effective writing, reading, speaking, and listening skills.
• Demonstrate effective time management and problem solving skills.

Program Schedule
Full time students will attend class from 8:00 a.m. to 2:30 p.m., Monday through Friday. Part-time students may choose to take only the course of interest, providing there is space in the course. Please contact the Business Department for the course schedule.
4. Carpentry
Carpentry is a practical technical program that will enable a student to develop the necessary job skills and related technical information used in the construction and cabinet-making trades. The program is designed to give the student the opportunity to become familiar with all phases of residential carpentry. Depending upon the individual, students will have the capability to enter the trade at a level above beginner, with the opportunity to advance to levels of master or journeyman tradesman.

The related job skills will be learned through a variety of situations including the construction of a complete residential home, remodeling work, on/off-campus jobs, and shop projects. Students will be exposed to solar theory and design, concrete form setting, flatwork, and sheetrock/drywall applications. Under supervision, the students will do figuring, layout, cutting, and assembling. Each phase of construction work is preceded with classroom information to prepare the student for actual work experience. Related class instruction includes lectures, textbook material, video, and demonstrations.

Program Learning Outcomes
Upon successful completion of the program, students are able to:

- Demonstrate knowledge of safety involved with the building construction industry.
- Demonstrate knowledge and skills to properly operate manual and power tools used in residential construction.
- Possess knowledge to perform tasks of entry-level building construction employment.
- Demonstrate proficiency of layout and assembly of framing.
- Demonstrate mathematical and reasoning skills.
- Demonstrate effective reading, writing, speaking, listening, and time management skills.

Program Schedule
Students attend class from 7:00 a.m. to 3:30 p.m., Monday through Friday on campus at Northwest Tech. The program starts in August of each year and is a 9 month program, ending in May.

5. Computer Graphics Technology
Businesses use graphic designers to create new innovative ways to communicate ideas, enhance their image, and sell their products and services. Graphic designers provide a wide range of services from print design mediums such as advertisements, packaging, and publications to electronic design mediums like web and video to meet this demand.

The Computer Graphics Technology program is a comprehensive curriculum that merges art and technology into communication and commerce tools for businesses.
Using a unique combination of real life projects, an on-the-job atmosphere, and lab instruction this program helps students acquire the necessary skills to succeed in the graphics industry.

Students learn how to solve design problems using analysis and creative solutions of design and communication to generate the best possible solutions. By working in teams and individually students gain the ability to evaluate their own and others work. To prepare them for working in different environments; students learn to work in a variety of industry software on both MAC and PC platforms with confidence.

**Program Learning Outcomes**
Upon successful program completion, students are able to:

- Analyze and create designs and communication solutions to generate the best possible solution to design problems.
- Work individually and in teams using the ability to constructively evaluate their own and other's work.
- Design various types of print projects, functional multi-page website, and a short commercial or video using a variety of design programs.
- Organize and maintain records, multiple projects, and effectively use time management skills.
- Demonstrate effective mathematical, reading, writing, and presentation skills.
- Develop a traditional portfolio, a web portfolio, and a CD portfolio.
- Construct a resume; perform various types of job searches, and complete interviews.

**Program Schedule**
Students attend class from 8:00 a.m. - 2:30 p.m., Monday through Friday. This is a 10-month program of study with classes starting in August and concluding in June.

**6. Cosmetology**
The Cosmetology Program is a glamorous, practical, and immediately applicable technical program designed to teach the art of cosmetics for the skin, hair, and nails, and the proper applications of products to individual patrons. Because the cosmetology field involves many different areas, students will be exposed to a wide variety of situations including manicuring, facial massages, scalp treatments, permanent waving, hair tinting and bleaching, and business salesmanship to name a few. The curriculum is directly related to the Kansas State Board of Cosmetology laws and licensing. As styles and fashions change and new regulations and hour requirements change, the curriculum is continually updated.

In the first two months of the program, the instructors introduce various subjects and techniques through lecture, textbook material, and demonstrations. The remaining 1180 hours will provide students the opportunity to gain practical experience working with the public in actual job situations. This “hands-on” instruction involves receptionist desk management, appointment scheduling, student and mannequin practice, daily
customer appointments, dispensary procedures and proper use of equipment. Students also learn sales techniques, customer relations, Kansas State Board of Cosmetology Rules & Regulations, and business training.

During the remaining seven-month period, students perform practical services for customers and perfect their skills. Each student will keep a daily record of the number and type of services provided. This progress record will be submitted to the Kansas State Board of Cosmetology at the conclusion of the program as the official report of hours and services.

Licensing
Students should be prepared to complete the Kansas State Board of Cosmetology licensing requirements by taking a written exam and a practical exam.

Program Learning Outcomes
Upon successful completion of the program, the student will be able to:

- Apply the theory of Cosmetology to specific clients using critical thinking/reasoning.
- Analyze the hair, scalp, and facial shape.
- Perform various haircuts.
- Demonstrate proper permanent waving procedures.
- Perform various color applications.
- Demonstrate hairstyling techniques.
- Perform facials, makeup, and facial hair removal.
- Perform proper manicuring and artificial nail procedures.
- Demonstrate effective reading, writing, speaking, listening, and time management skills.
- Demonstrate mathematical skills.
- Operate basic computer programs.

Program Schedule
Students attend class from 7:00 a.m. to 3:30 p.m., Monday through Friday. Students must complete 1500 hours of instruction to be eligible for the Kansas State Board License. When students miss hours they must make them up at the end of their 10-month program.

i. Cosmetology Instructor Training
The Cosmetology Instructor training is a 300 hour, 9 credit program. This program is designed for those desiring to become a Cosmetology Instructor. Interested applicants for this program are required to possess a valid Kansas Cosmetology license. Upon completion of course, students are eligible to sit for the State Board of Cosmetology Instructor exam.

ii. Nail Technician
The Nail Technician program is an 11 credit hour program, and 350 clock hours to be certified. The nail course is offered as part of the cosmetology curriculum, but is
offered as a separate certificate of completion for those that only want or need certification as a Nail Technician.

7. Crime Scene Investigation
Utilizing modern methods used in the field and laboratory for forensic identification, the Crime Scene Investigation Technology program will prepare students with competencies in the areas of locating, preserving, developing, collecting, analyzing and presenting physical evidence.

The program will provide learning opportunities to develop academic, occupational and professional knowledge and skills required for job acquisition. A combination of Criminal Justice and Forensic Lab theories and practical application will develop necessary skills needed for employment. Graduates of the program will receive a Crime Scene Investigation Technology associate of applied science degree. Entry-level persons will be prepared to pursue various opportunities in the field of criminal investigation.

Program Learning Outcomes
Upon successful completion of the program, the student will be able to:
- Display knowledge of the basic concepts of criminal and forensic investigation and the functions of a crime scene investigator.
- Identify crime scene considerations and determine different crime scenes.
- Properly collect, preserve, document and transport all evidence identified at the crime scene.
- Conduct the proper method of crime scene measuring.
- Develop a crime scene matrix.
- Test body fluids using proper test procedures and protocols.
- Display use of a digital camera, flash and close up photography.
- Demonstrate the ability to use the Photoshop software program to print, enlarge and photograph crime scene evidence.
- Identify drugs and their effects.
- Recover deleted files and data remnants.
- Exhibit the proper method of presentation of evidence, photographs and charts in the courtroom.

Program Schedule
Students attend class from 8 a.m. - 2:30 p.m., Monday through Friday. This is an 18-month program of study with classes starting in August and concluding in May.

8. Kansas Institute of Diesel Technology™
Kansas Institute of Diesel Technology™ is a practical and in-depth technical program, designed to provide students with the skills necessary to successfully gain employment as a diesel technician. The majority of the program is devoted to training that is necessary to attain employment in a farm implement dealership or a truck repair shop. The curriculum is also structured to allow students to seek job opportunities in industrial/heavy equipment, general diesel repair, or as a farm mechanic.
Students are exposed to a wide variety of situations, including use of electromechanical testing equipment, diesel calibration instruments, and a variety of farm power machinery. Students will study all phases of heavy-duty truck and tractor repair including electrical systems, various transmissions, suspensions, braking, and other related areas. Instruction will also include complete engine overhaul, diesel, gasoline, and natural gas fuel systems, hydraulic systems and air-conditioning.

As repair methods change, the curriculum is continually updated to provide instruction on the latest tools, equipment, new job procedures, as well as the older models and methods. Instruction includes both shop and classroom situations with the majority of time devoted to actual hands-on experience. Applied shop instruction involves individualized live work on customers’ truck and farm equipment. Related class instruction includes lectures, text and workbook materials, technical manuals, videos, and guest speaker presentations.

**Program Learning Outcomes**
Upon successful completion of the program, the student will be able to:

- Demonstrate knowledge of safety practices, tools, fasteners, and fittings related to diesel mechanics.
- Apply the theory of diesel mechanics to specific jobs.
- Diagnose and repair electrical systems.
- Diagnose charging, starting, and ignition systems.
- Diagnose and repair fuel systems.
- Diagnose and repair electronic systems.
- Diagnose and repair heating and air conditioning systems.
- Diagnose and repair hydraulic systems.
- Diagnose and repair small engines.
- Diagnose repair and rebuild large engines.
- Diagnose and repair valve systems.
- Diagnose and repair cooling and lubrication systems.
- Diagnose and repair power train, clutches, transmission, and final drives.
- Diagnose and repair suspension and steering systems.
- Diagnose and repair brake systems.
- Demonstrate effective reading, writing, speaking, listening, and time management skills.
- Demonstrate mathematical skills.

**Program Schedule**
Students attend class at 7:00 a.m. to 3:30 p.m., Monday through Friday. This 20-month course begins in August each year and runs through the end of June. Freshman students have two months off before starting their sophomore class in August.

**9. Electrical Technology**
Electrical Technology is a two-year A.A.S. degree program that provides instruction to develop basic electrician skills, technical knowledge, and related occupational
information to prepare an individual for initial employment in the electrical trade. The class will begin with the basic fundamentals of electricity and progress through all types of residential, commercial, and industrial wiring, including the most advanced solid-state motor controls. Throughout the program, instruction will include class work, shop projects, on-the-job service work, and the school residential house project. The class time will be comprised of textbooks, films, slides, demonstrations, and lectures.

The actual “hands-on” training is very essential because it allows students to learn by gaining job experience combined with the related technical information. Applied training will include off-campus service calls in motor control repairs, industrial maintenance, and new or existing commercial/residential wiring. Students also become familiar with various electrical systems through on-campus electrical maintenance.

**Licensing**

Electrical Technology students will gain a thorough knowledge of the National Electric Code. Students will prepare for and will develop the competency to pass the state-prescribed Journeyman test. A Journeyman’s Electrician license will be awarded to the student upon receiving a passing grade on this exam. Students must also complete the work experience as required by the licensing state for their Journeyman’s Electrician license.

**Program Learning Outcomes**

Upon successful program completion, the student will be able to:

- Demonstrate safety while working with electrical equipment.
- Analyze schematics and blueprints.
- Perform installation of electrical equipment and materials in residential, industrial, and commercial.
- Apply the theory of electrical technology to specific jobs using critical thinking/reasoning.
- Diagnose and install motor control centers.
- Utilize trouble-shooting techniques.
- Demonstrate knowledge of NEC.
- Demonstrate mathematical and reasoning skills.
- Demonstrate effective reading, writing, speaking, listening, and time management skills.
- Demonstrate basic computer skills.

**Program Schedule**

Students attend class from 7:00 a.m. to 3:30 p.m., Monday through Friday. This is a 20-month program both years starting in August and running through the month of June. Students may participate in an Occupational Work Study (OWE) during the last 12 weeks with instructor approval.
10. Engineering Technology

The Engineering Technology Program is designed to provide students a well-balanced curriculum in engineering technology areas and related subjects. Students will have the opportunity to develop the necessary job skills and related technical information in an on-the-job atmosphere similar to an actual engineering firm. The four basic areas of mechanical, civil, architectural, and computer-aided drafting are covered.

The Engineering Technology program is well suited for those students with previous drafting classes (high school or college) or the individual with little, if any, prior drafting background. Students will train on the same type of advanced technical equipment, drafting boards, computers and software that industry uses. The applied drafting subjects such as Geometric Construction, Mechanical Drafting, Architectural Drafting, and CAD (Computer Aided Design) provide the necessary job skills for the graduate to be successful.

The related subjects supplement and reinforce the applied classes. Related classes such as Fundamentals of Mathematics, Civil Engineering Mathematics, Computer Laboratory, and Mathematical Spreadsheets will prepare the student to become a well-rounded technician. Mathematical applications are used throughout the various subjects and applied in actual job situations. This is in sharp contrast to the theoretical approach used in many academic post-secondary institutions. Mathematical applications are introduced in basic and intermediate forms and expanded to higher levels throughout the course of study.

Students are encouraged to use other reference books to supplement information given by the instructors in the form of class discussion, individual instruction, or handout materials. The program will also include lectures, text, and material research, field trips, guest speakers, group and individualized drafting projects, and outside surveying work.

Program Learning Outcomes

Upon successful completion of the program, the student will be able to:

- Apply the theory of engineering to specific jobs using critical thinking/reasoning.
- Draw multi-view projections.
- Apply geometry to geometric designs.
- Draw prints from sectional views.
- Develop and prepare drawings for intersecting and transitional pieces.
- Analyze and perform surveying procedures.
- Apply architectural commands for office design.
- Prepare drawings in mechanical, civil, and architectural areas.
- Demonstrate mathematical and reasoning skills.
- Demonstrate effective reading, writing, speaking, listening, and time management skills.
Program Schedule
Students will attend class from 7:00 a.m. – 2:30 p.m., Monday through Friday on the Northwest Tech campus. Both the freshman year and the sophomore year will be nine months long. During the sophomore year students may participate in the Occupational Work Experience (OWE) as early as six weeks before the end of the program.

11. Medical Assistant
The Medical Assistant program prepares competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

The Medical Assistant program is designed to provide students with the necessary job skills and related technical information to work as an assistant in a medical facility. Students will learn to perform clerical functions such as: scheduling and receiving patients, obtaining and maintaining patient data, completing insurance forms, medical transcription, telephone etiquette, arranging for hospital admission and laboratory services, billing, collection, and bookkeeping. Students will also learn the correct format for typing and keyboarding of letters, reports, and manuscripts.

The clinical functions students will learn to perform include: taking and recording vital signs and patient histories, performing height and weight measurements for infants through adults, screen visual acuity and color vision acuity, assisting with examinations, treatments and office surgery, collecting of specimens through venipuncture, and performing simple lab tests and electrocardiograms. Students will also learn about sterilization procedures, instruments and equipment, disposal procedures for contaminated supplies, patient preparation procedures for X-ray and laboratory examination, drawing of blood, removing of sutures, and how to perform basic first aid and CPR procedures.

Accreditation
The Northwest Kansas Technical College Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
1361 Park St.
Clearwater FL, 33756
727-210-2350
www.caahep.org

Program Learning Outcomes
Upon successful program completion, students will be able to:
- Demonstrate professionalism.
- Demonstrate Transcription Techniques.
• Demonstrate ICD and CPT coding procedures.
• Demonstrate phlebotomy and entry-level laboratory testing.
• Comply with principles of aseptic techniques and infection control.
• Demonstrate proficiency in medical office applications.
• Prepare patients and assist physicians with medical procedures.
• Perform reception and administrative duties.
• Demonstrate knowledge of Pharmacology.
• Apply ethical concepts in the field of medicine.
• Demonstrate mathematical and reasoning skills.
• Demonstrate effective reading, writing, speaking, listening, and time management skills.
• Construct a resume.

Program Schedule
Students will attend class Monday through Friday from 7:00 a.m. to 2:00 p.m. The program starts in August each year and is a 10-month program ending in June. Students are required to have an unpaid practicum during the last six weeks. Students will be assisted in finding their practicum sites. The Medical Student is required to complete 200 hours of supervised unpaid practicum hours. Students will be under the direct supervision of practicum site supervisor. Upon completion of practicum, students will be eligible to apply the CMA (AAMA) certification examination. Applicants can contact CMAExam@aama-ntl.org for more information.

Students in the Medical Assisting Program are required to register and pass either the Certified Medical Assistant examination through the American Medical Association of Medical Assistants or the Registered Medical Assistant examination through the American Medical Technologists. Either certification will be required prior to the release of a Degree Award for the Certificate in Medical Assisting or the Associate Degree in Applied Science in Medical Assisting. The Register office will release all documents upon receipt of notification from either Credentialing Board that the students have obtained applicable certification.

12. Mobile Application & Gaming
The iOS architecture is one of the fastest growing technology opportunities in modern history. Our Mobile App and Entertainment Development program will enable students to create apps and games for the iPhone, iPod Touch, and iPad and to build cross-platform, mobile web-apps that will run on nearly any modern smart-phone platform including iPhone, Android, Blackberry, Windows Mobile, Symbian and more.

This program utilizes the flipped classroom format, which is a blended learning environment that uses technology to leverage the learning in the classroom. This enables the teacher to spend more time interacting with students instead of lecturing.

Program Learning Outcomes
Upon successful completion of the program, the student will be able to:

- Design and build, from scratch, apps and games for iPhone, iPod Touch, iPad and other iOS devices.
- Create cross-platform, mobile web-apps that are accessed from iOS, Android, Blackberry, Symbian and other smart-phones.
- Solve real-world problems in a variety of industries with native iOS apps and specialized web-apps.
- Simplify existing processes in information gathering and management.
- Use APIs to connect app or game to existing IT and entertainment infrastructures as well as other iOS apps such as Mail, Calendar, Contacts, and Music.
- Design games from turn-based or real-time strategy to live action.
- Provision devices for a local install base to test apps and games before and after deployment.
- Integrate iOS devices in to existing businesses information infrastructures. Use devices for a local install base to test apps and games before and after deployment.

**Program Schedule**

Students will attend class at 8:00 a.m. and dismissed at 2:30 p.m., Monday through Friday. This is a nine-month program of study that starts in August each year.

**14. Precision Agriculture Technology**

The Precision Agriculture Technology program will be utilizing modern farming technology and methods used in the field and office for precision farming operations. The Precision Agriculture Technology program will prepare students with competencies in the areas of geospatial science, agronomic and geospatial data collection, Geographic Information Systems, spatial analysis, operations management, computer systems, tractor guidance technology, implement and application control, water management systems, and sustainable agriculture practices.

The program will provide learning opportunities to develop academic, occupational, and professional knowledge and skills required for job acquisition. A combination of precision farming and sustainability theories and practical applications will develop necessary skills for employment. Entry-level persons will be prepared to pursue various opportunities, including the fields of precision farming operations, precision agriculture technicians, and agronomic support technicians.

**Program Learning Outcomes**

(1) Display knowledge of the basic concepts of precision farming and sustainable agriculture.

(2) Identify field, crop, and regional considerations, and the technologies best suited for addressing various agronomic and farming operation challenges.
Program Schedule
Students will arena class and lab from 8:00 am to 3:30 pm Monday through Friday.

15. Respiratory Therapy
The Respiratory Therapy program is designed to provide students with the necessary
skills and related technical information to work as a therapist in the medical field. The
curriculum is directly related to career standards and employment opportunities.
Instruction includes both lab and classroom situations with the emphasis on the clinical
component. Related instruction includes lectures, text, and guest speaker
presentations.

Respiratory Care is a health profession that engages in the evaluation, treatment,
management, and care of patients with heart and lung problems. Respiratory therapists
are involved in many specialty areas such as:
Adult Intensive Care
Neonatal and Pediatric ICU
Pulmonary Function Laboratory
Sleep Laboratory
Home Care
Rehabilitation

Accreditation
“Northwest Kansas Technical College holds a certificate of accreditation by the
Committee on Accreditation for Respiratory Care (CoARC) (www.coarc.com).”
**Program Learning Outcomes**

Upon successful program completion, students will be able to:

- Demonstrate professionalism.
- Apply standard medical terminology to define and translate common medical terms.
- Demonstrate knowledge of laws, theories, concepts and/or principles to clinical situations.
- Demonstrate basic patient assessment skills to include vital signs, breath sounds, palpation, percussion, and patient interview.
- Identify and explain the functions of anatomical structures.
- Demonstrate laboratory and clinical proficiency in selection, assembly, application, monitoring, and troubleshooting various pieces of respiratory therapy equipment.
- Demonstrate mathematical and reasoning skills.
- Demonstrate effective reading, writing, speaking, listening, and time management skills.

**Program Schedule**

Students’ daily schedule will vary. Clinicals will be arranged off campus with participating hospital.

16. Welding

The Welding Program is designed to teach specific skills in all aspects of the welding trade. This includes arc welding, oxyacetylene welding, TIG, MIG, brazing, and semi-automatic cutting. Other related areas of study will include blueprint reading, job layout, shop math, hard surfacing (ARC as well as powder torch), and pipe welding. Students learn welding processes that allow them to work with mild steel, cast iron, brass, aluminum, stainless steel, and some alloy metals. The curriculum is directly related to the welding industry and employment opportunities for graduates. As the technology advances with new materials, fabrication procedures, equipment, tools, and new design methods, the curriculum is continually updated to provide the latest in training.

Instruction will include in-shop training, on-the-job site, and classroom situations, with the majority of the program devoted to actual “hands-on” experience. Each student will have the opportunity to get involved in-group welding projects and individualized projects. Applied work situations will allow students to use the portable welder service truck in a variety of off-campus projects. Related classroom time includes lectures, videos, guest speakers, and text and workbook material.

**Program Learning Outcomes**

Upon successful completion of the program, the student will be able to:

- Demonstrate welding safety and proper use of shop tools.
- Demonstrate oxy-acetylene and cutting skills.
- Demonstrate shielded metal arc welding skills.
- Demonstrate gas metal arc welding skills.
- Perform braze welding.
- Demonstrate gas tungsten welding.
- Demonstrate mathematical and reasoning skills.
- Demonstrate effective reading, writing, speaking, listening, and time management skills.

Program Schedule
Students will attend class at 8:00 a.m. and dismissed at 2:30 p.m., Monday through Friday. This is a nine-month program of study that starts in August each year.

i. Pipe/Plate Welding Specialist
The Pipe/Plate Welding Specialist program is designed to teach specific skills in aspects of the welding trade. The pipe/plate program is an intensive 18-week course designed specifically for the students who wish to pursue a career in pipe and plate welding pertaining to the construction & maintenance of processing plants.

The curriculum is directly related to career standards and employment opportunities. The curriculum is continually updated to provide safe and proper use of the latest tools, equipment, products and procedures currently being used in the industry. Instruction includes both shop and classroom situations with the emphasis on the actual “hands-on” experiences during the shop components. Applied shop instruction involves individualized live work or mock-up projects. Related classroom instruction includes lectures, text and guest speakers presentation.

Program Learning Outcomes
Upon successful program completion, students will be able to:
- Demonstrate welding safety and proper use of shop tools
- Demonstrate cutting processes
- Demonstrate shielded metal arc welding skills on pipe and plate
- Demonstrate gas tungsten welding skills on pipe and plate
- Demonstrate gas metal arc welding skills
- Demonstrate pipe fitting skills

Program Schedule
Students will attend class at 7:15 a.m. and dismissed at 2:30 p.m., Monday through Friday. This is an 18-week program of study starting in January each year and ending in the later part of May.

G. Miscellaneous
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 Dean 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.

VII. Academic Policies
Program-specific policies are available in the course syllabi & program handbooks. Instructors communicate course requirements to students in writing and in a timely manner by distributing syllabi and program handbooks during the first week of the course.

A. Academic Integrity
Students who compromise the academic integrity of the classroom, laboratory, shop, internship or clinical areas will be subject to disciplinary action, which may result in grade loss, suspension and/or expulsion from Northwest Tech. Violations of academic integrity include, but are not limited to, cheating, plagiarism, falsification, forgery, or alteration of records.

B. Statement of Freedom of Inquiry and Expression (Rights to Privacy)
Northwest Kansas Technical College serves its constituents by providing programs of learning that enable students to pursue their educational and professional goals. Free inquiry and expression are crucial to the pursuit of these objectives. Fulfillment of this service requires the preservation of intellectual freedoms of teaching, expression, and debate. The right to search for truth, to support a position the searcher believes is the truth, and to disagree with others whose intellect reaches a different conclusion is the fiber of America’s greatness. Discussion and expression of all views within the college shall be limited only by civil and criminal law or publicly acceptable means of communications.

Students and student organizations shall be free to examine and to discuss all questions of interest to them, and to express opinions publicly and privately. They must always be free to support causes by orderly means, which do not disrupt the regular and essential operation of the college. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves.

C. Grading Policy
Instructors have authority for the assignment of grades. At the end of each academic semester, students receive a grade in every credit hour course in which they were enrolled. A grade report is issued to each student using the following grading scale.

The grade of “I” is given only in cases of illness or other extenuating circumstances, which make it impossible to complete all work, by the close of the semester. In the event the student fails to fulfill the terms of the incomplete grade contract within the
timeframe, the grade of “I” will be changed to the earned grade on the student’s permanent record. Instructors must provide the Registrar with copies of incomplete grade contracts by the established semester deadline for grade submission.

Grade Point Average Calculation
A student’s grade point average (GPA) will be calculated and reported to the student at the end of each grading period/semester. Cumulative grade point average (CGPA) is calculated and reported on grade reports.

Grade point calculation:
Example:
5 credit hours course with A grade (4 pts.)
5 x 4 = 20 quality points

3 credit hours course with B grade (3 pts.)
3 x 3 = 9 quality points

3 credit hours course with C grade (2pts.)
3 x 2 = 6 quality points

2 credit hours course with D grade (1 pt.)
2 x 1 = 2 quality points

13 Total Credit Hours
9 + 20 + 6 + 2 = 37 quality points

37 (total quality points) ÷ 13 (total credit hours) = 2.77 GPA
D. Grade Appeal Policy
The grade appeal procedure is available only for the review of allegedly capricious grading and not for review of the instructor’s evaluation of the student’s academic performance.

Appeal Procedure
1. The student should first discuss the course grade fully with the instructor of the course. This must be done within 30 calendar days of the final class.

2. If the matter cannot be resolved by the consultation with the instructor, the student may appeal to the Division Chair. If the dispute involves the department chair, the student should direct the appeal to the Dean of Academic Advancement. The appeal consists of a letter clearly describing the grounds for the appeal, together with unaltered copies of any relevant examinations or assignments. If the dispute involves a grade for an entire course, the appeal must be given to the chair or Dean of Academic Advancement, within 30 calendar days after the course grade is posted in the Office of the Registrar. If the dispute concerns a grade for work done within a course, the appeal must be done within 30 calendar days after the student receives the grade.

3. The chair (or Dean of Academic Advancement) shall notify the faculty member of the appeal and shall seek to mediate the dispute.

4. If the dispute involves work done within a course, the decision of the chair is final. If the dispute involves a grade for the entire course, the student may further appeal to the
Dean of Academic Advancement with 30 calendar days. In this case, the decision of the Dean of Academic Advancement is final.

5. In all cases, the Dean of Academic Advancement will be responsible for notifying the Registrar of any changes in course grades resulting from a grade appeal.

**E. Academic Renewal Grade Forgiveness “Repeat”**
Northwest Kansas Technical College has elected to provide students that have received a substandard grade in a class or classes the avenue to elevate substandard grades in order to proceed with academic and program goals.

The purpose of these policies is to provide current students a second academic chance. Academic Repeat Students have the option (by petition at NWKTC) to repeat courses and have only the second grade earned count in the Overall GPA.

- Applies to a maximum of four courses, not to exceed 18 hours.
- Grade forgiveness is limited to courses where a grade of “D” or “F” was earned. Courses with a grade of “C” or better will not be granted grade forgiveness.
- Both attempts are recorded on the transcript, but only the second grade earned is used in calculation of Overall GPA.
- If an individual course is repeated more than once, all grades earned – with the exception of the first – are used to calculate the Overall GPA.
- Students repeating courses beyond the first four courses or 18 credit hours may do so with the original grades and repeat hours averaged.
- On the third attempt of the course, permission of the instructor and Registrar is required.
- Courses that are taken under this policy may or may not be eligible for Financial Aid. Each request will be evaluated on a case-by-case basis; the student is encouraged to contact the Financial Aid office about the possible financial consequences.
- The student has 3 semesters immediately following the “D” or “F” grade earned, to repeat the course and improve a grade.
- Grade forgiveness is not permitted for courses in which the original grade was the result of academic dishonesty.
- Courses where curriculum requires repeats such as sports and independent studies will not be eligible for grade forgiveness.
- A student will be permitted a maximum of two withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for the course. Withdrawing from the course is considered an attempt.
- Petition must be submitted to the Office of The Registrar.

**F. Academic/Attendance Alert**
Instructors will use academic/attendance alert forms if student performance is considered unsatisfactory.
G. Academic Probation Procedures
The following policy is a minimum-grading standard. Departments may choose to enforce a stricter grading standard upon recommendation of the departmental advisory committee and the approval of the Dean of Academic Advancement.

Students not maintaining a satisfactory GPA at any point within the program may be placed on academic probation.

Students not maintaining a GPA of 1.75 at the end of the first semester or a GPA of 2.0 for succeeding semesters will be placed on academic probation. Instructor(s) will issue a probation form to the student and make referral to the Dean of Student Advancement within three college days.

Students who are placed on academic probation will be given the next grading period or a date given by the instructor(s) to improve their GPA to a satisfactory level. If grades do not improve to a satisfactory level, the student will meet with the Dean of Academic Advancement and instructor to review that student’s future at Northwest Tech.

H. Electronic Days (eDays)
Electronic Days (eDays): eDays will occur during inclement weather and at times when class does not meet for extended periods of time. Students will need access to the Internet during this time and must complete any assignments given.

I. Field Trips
Most departments in the college may schedule various field trips throughout the college year to supplement the student’s in college experience. These field trips allow students to observe business and industry operations in an actual working environment. All students are expected to participate in such field trips as an educated experience scheduled for the department. Individual departments will set up the rules and regulations for department field trips.

J. Intellectual Property Rights
Northwest Kansas Technical College is committed to protecting the intellectual property rights of all college employees and students. The purpose of this policy is to develop clarity and a procedure that fosters free and creative expression and exchange of knowledge, preserves academic freedom for intellectual property, and ensures intellectual property rights of employees and students.

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. Intellectual property created on college time with the use of college facilities or financial support is defined as college property.
Intellectual works created by an employee or student that are:

- Unrelated to the employee’s job responsibilities and made no more than incidental use of college resources
- Professional or student authored scholarly, educational (i.e. course materials), artistic, literary, or architectural work and deemed as a “scholarly work”, will be owned by the employee or student and any revenue derived from such works shall belong to the creator

K. 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.

A student may release and authorize the college to use his or her intellectual property for other reasons by completing the Student Project Release Form obtained from college personnel.

L. Graduation
Commencement exercises are held in May and are designed to give the graduating students the recognition deserved for completing a technical certificate program and/or an AAS Degree at Northwest Kansas Technical College. Students completing their education and leaving during the calendar year are encouraged to participate in the May graduation. Following the May commencement, the actual certificate or degree will be mailed to students who graduated prior to May and to students who graduate after the May commencement. A student must have an overall GPA of 2.0 or better, for the entire program of study, to receive the technical certificate or degree.

All graduating students on occupational work experience (OWE) are expected to return to the college in May as designated within each department for final visitation with instructors and graduation. The graduation exercise will be held on Friday, May 15, 2015 at 1:30 PM (MT) in the Max Jones Fieldhouse.

Graduation Follow-Up Report
In order to comply with state and federal regulations and to assist with program evaluations, Northwest Tech Career Services performs an annual follow-up study. The study is done for those students who graduate in the fiscal year between July 1 and June 30. The results are gathered and compiled in the fall of the academic year following June 30. The Graduate Follow-up Reports for the three most recent surveys are available upon request.

VIII. Student Conduct

A. Maverick Student Code
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 it’s objectives.

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 Dean of Student Services 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, are also 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.

A student who is expelled from college under the terms of this policy may be re-admitted at the next available beginning date of that program or enrolled in a new program. 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 a designated representative of the college.

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 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.

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

**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
Violations of the Maverick code may lead to but are not limited to the following:
• Suspension
• Expulsion
• Community service
• Restitution
• Loss of extracurricular activity privileges

Hours lost because of suspension will count against student’s program hour’s requirements, and coursework missed will count against a student’s grades. It is up to the instructor if work can be made up.

Community Service will be served on the day and time specified by Northwest Tech.

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.

Right to appeal
Please refer to the Grievance Procedure in the College Catalog for appeal processes.

B. Student Attendance Policy
Attendance of students in each program offered at Northwest Kansas Technical College is of vital importance to the student and to the college. When a student is absent or tardy for any reason, valuable instruction and experience. The college views absences and tardiness as lost production in the educational process.

A student’s absences and tardiness may affect the evaluation for the grading period in which such absences/tardiness occurs. The instructor(s) may be giving assignments, tests, or other types of evaluations that would lower grades as a result of being absent/tardy.

Each individual department will develop procedure for handling absenteeism and tardiness. When a department has more than one instructor, the procedure on treatment of absences and tardiness, including allowing or disallowing make-up time for students who have been absent or tardy, shall be consistent among all instructors from that department. A permanent record of all absences shall be maintained by
instructor(s) for recording on student records. Instructors will utilize the Academic/Attendance Alert system for unsatisfactory attendance.

C. Leave of Absence
An approved leave of absence may be granted to a student only once during a single 12-month period and may not exceed 60 days without special circumstances. It must be requested in writing and approved by the Dean of Student Services.

A leave of absence may involve additional tuition and fee charges. For refund purposes, a student on an approved leave of absence will not be treated as a withdrawal. Northwest Tech will consider a student who does not return from a leave of absence as a withdrawal. Northwest Tech will calculate a possible refund based on the earlier date: should a student not return, his or her withdraw date shall be the date of last attendance.

D. Military Service Policy
Currently Enrolled Students
Students who are currently enrolled and activated to military service (voluntary or otherwise) will be withdrawn from their program of study and granted credit for course work completed with performance of a “C” or higher (2.0 or above GPA). Students will be given a pro-rata refund for any course work that has not been attempted.

Upon return from military service, students will be re-enrolled at the earliest possible opportunity to continue work in their program of study. Advance standing will be given for any course work completed with a “C” or higher (2.0 or above GPA) in the program of study, and the student will not be required to repeat such course work.

Individuals on a Waiting List
Individuals who are on a waiting list to enter a Northwest Tech program who are called to military service will not lose their status on the waiting list. Individuals will retain their original position on the waiting list and will have a position reserved for them. Individuals who are passed over will be placed at the earliest entry position on the waiting list for the next program start date.

E. Student Appearance
It is the belief of the Area Board of Control of the Northwest Kansas Technical College, the administrators, and the faculty, that the education of students should develop the whole individual with skills and knowledge, which include personal habits such as (i.e. cleanliness, neatness in appearance, and good attitude toward accepted job standards in career field).

The student’s development of accepted habits of appearance and dress are necessary if that individual student desires to have the maximum opportunities for successful job placement.
All students are expected to appear in clean and appropriate attire as indicated by each individual department. Your instructors have every right to expect you to be clean, neat, and tidy.

Students will not be allowed to come into contact with or operate power equipment or other equipment that may be hazardous to the student’s safety, health, or welfare, because of length of hair, facial hair, loose clothing, jewelry, etc. Examples of such activities may include power sanders, power saws, electric drills, welders, lathes, etc.

The instructor(s) within each department will make the final decision relative to the individual student and whether or not the continuation of his or her usage of equipment and the involvement of other functions within the lab would be hazardous to the safety, welfare, and health of that student.

The student will be allowed to attend and participate in all other class activities with the exception of those determined dangerous activities until such time that the student’s safety standard for his department is met. The student’s appearance or actions shall not be disruptive to the instructional program.

Industry and business consider appearance important when hiring and evaluating employees. Students may expect to be evaluated on their appearance as they receive technical education at Northwest Kansas Technical College in preparation for working in business and industry.

F. Student Safety Requirements

Kansas Senate Bill 152, requires eye protection for every student and teacher in all schools, colleges, universities, and other educational institutions participating in any of the following courses of vocational, technical, or industrial arts shop or laboratory involving experience with:

- Any type of molten materials.
- Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials.
- Heat treatment or tempering of kiln firing of any metal or other materials.
- Gas, electric, welding, or other forms of welding processes.
- Repair or servicing of any vehicle.
- Caustic or explosive materials.
- Electrical wiring and piping.

All students involved with the above-mentioned hazards will, while attending Northwest Tech, wear an approved eye protective device, such device being purchased by each individual student, to be utilized during all such experiences. Students in Auto Body/Collision Repair, Automotive Technology, Diesel Technology, Welding, Carpentry and Electrical Technology shall wear safety glasses while working in the shop areas. This policy also applies to instructors, administrators, and visitors in the shop areas.
Approved safety glasses may be purchased in the college bookstore. Students wearing prescription glasses are asked to secure safety glasses with side shields prior to starting college. There will be NO EXCEPTIONS to this rule.

G. College Vehicle Use by Students
- Students must have a valid operator’s license. The license must be on file with the business office.
- Vehicles are to be driven via the most direct route to destination and return to college or job site also via most direct route. Students are not to drive a college vehicle between Arcade and Caldwell Streets on either 12th or 13th Street (high school area).
- Under no circumstances shall a vehicle be operated for personal use of students.
- Students shall drive vehicles with care and caution, and students shall obey all laws and regulations applicable to vehicle operation.
- The vehicle driver shall be responsible for any traffic violation tickets received while driving a college vehicle. Caution and defensive driving is encouraged.
- Vehicles shall not be driven outside city limits of Goodland without permission.
- Students found abusing or mistreating vehicles and/or violating traffic laws will no longer have the privilege of driving a college vehicle for the remainder of their stay in college. Further, a student may be suspended and/or expelled from college for improper use of vehicles.

College vehicles shall not be loaned or leased out for activities other than those sponsored by Northwest Kansas Technical College without President approval.

H. Crime/Criminal Activity Procedure
- 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 9-911
- Call the Business Office and advise them of the situation and remain where you are until contacted by an officer.
- In case of theft, property damage, or minor injuries, contact the Business Office to submit a report.

I. Civil Disturbances Procedure
- Notify the Business Office
- College personnel should attempt to isolate those causing the trouble.
- Under the discretion of the President, off-campus police authorities may be contacted.
J. 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.
K. CAMERA POLICY

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. We have added 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. 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. 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.

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 Dean of Student Service.

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

The Dean 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. The content of the video is a student and College record subject to administrative regulations regarding confidential student records. 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 Dean of Student Advancement to review the images from the camera. As circumstances require, the Dean 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 Dean 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 Dean of Student Advancement. Individual departments shall not store video surveillance recordings.

L. Suspension or Expulsion of Students
Amended Policy Approved 1/23/10 – Area Board of Control

The Area Board of Control authorizes any instructor to suspend a student up to three days. The President, the Dean of Student, or the Dean 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:

- Wilful 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 Dean of Academic Advancements office.

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

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M. Sexual Harassment Policy
Northwest Tech is committed to providing an environment free from sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Sexual harassment by and of Northwest Tech employees and students is prohibited, and may be subject to criminal investigation.

It shall be a violation of college policy to harass employees or students sexually or to permit the sexual harassment of an employee or student by any individual. Sexual harassment may take many forms, including, but not limited to:

- Verbal harassment or abuse, including sexually oriented communication
- Subtle pressure or request for sexual activity
- Persistent attempts to change a professional relationship to a personal one
- Requesting or demanding sexual favors accompanied by implied or overt threats concerning an individual’s employment or a student’s status
- Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to an individual’s employment or a student’s status
- Sexual assault

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.

Supervisors and administrators must report complaints to the Office of the Dean of Student Advancement immediately upon notification (including by email if after regular business hours), keep complaints confidential, protect the privacy of all parties involved in a complaint, and prevent or eliminate discrimination, harassment or retaliation; failure to do so is a violation of this Policy. Complaints must be filed within 60 (180 for sexual violence) calendar days of the alleged discrimination, harassment, or retaliation. Complaints are confidential and will not be disclosed to anyone who does not have a need to know – this requirement applies to complainants, respondents, witnesses, and any others involved with a complaint. The College cannot guarantee absolute confidentiality, although the College will protect the privacy of all parties to the extent possible – consistent with preventing future acts of discrimination, harassment or retaliation, providing a remedy to persons injured, allowing respondents to reply to a complaint if it warrants an administrative review, and complying with existing law.

An impartial Administrative Review Team (“ART”) consisting of a representative of the Office of Dean of Student Advancement and one or more Responsible Administrators will evaluate each complaint and, if warranted, conduct a thorough and objective administrative review. ART representatives receive annual training regarding this Policy and how to conduct investigations under it. If the ART decides to conduct an
administrative review, it will inform the complainant and respondent of the content of the complaint, allow each of them a full opportunity to be heard, and respond to questions concerning the progress of the review.

The ART shall perform a prompt, fair, and impartial investigation. The time required for reviews will vary; however, the goal is to complete reviews with 60 business days. Possible outcome of the review is either: (1) a find of no violation of this Policy; or (2) a find of violation of this Policy.

The ART will provide a report of its findings and recommendations to the complainant, respondent, and the Deciding Administrator.

Persons who violate this Policy are subject to sanctions, up to and including exclusion from the campus, dismissal from employment, or expulsion from the College. Remedial actions will be taken to restore any losses suffered as a result of a violation of this Policy.

Procedure for Reviewing Complaints

Step 1 – The Initial Report
Step 2 – Formation of the Administrative Review Team (ART)
Step 3 – Administrative Review Team’s Initial Evaluation of the Complaint
Step 4 – Written Complaint
Step 5 – Investigation
Step 6 – Determination and Written Report
Step 7 – Appeal if No Violation Found
Step 8 – Decision on Sanction if Violation Found
Step 9 – Appeal of a Sanction

PLEASE SEE COLLEGE WEBSITE FOR COMPLETE POLICY AND DEFINITIONS.
www.nwktc.edu

N. 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.
O. 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.

P. 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.

Q. Firearms/Weapons Possession

Possession of firearms, explosives, or other weapons on the college premises for any purpose is unlawful. Firing, displaying or threatening use of firearms to the extent allowed by law and except as otherwise provided herein, the campus of Northwest Tech shall be weapons-free. Main entrances to the campus shall be posted in accordance with K.S.A. 2007 Supp. 75-7c10, 75-7c11, K.A.R. 16-11-7, K.S.A. 21-4218 and K.A.R. 1-49-11, and amendments thereto. Additional signs may be posted as appropriate.

Nothing in this section shall be read to prohibit possession of weapons on campus by law enforcement officials in an official capacity.

For the purpose of this policy, “weapons” means:

- 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
- Any handgun, pistol, revolver, rifle, shotgun, or other firearm of any nature, including concealed weapons licensed pursuant to the Personal and Family Protection Act, and amendments thereto
- Any BB gun, pellet gun, air/C'02 gun, stun gun, or blow gun
- Any explosive, incendiary, or poison gas (A) bomb, (B) mine, (C) grenade, (D) rocket having a propellant charge of more than four ounces, or (E) missile having an explosive or incendiary charge of more than ¼ ounce
- Any incendiary or explosive material, liquid, solid, or mixture equipped with a fuse, wick, or other detonating device
- 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 purpose of this policy
- 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, falls, or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement
- 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 used solely in kitchens and dining rooms in the preparation of meals, with a blade no more than four inches in length, shall not be construed to be a weapon for the purposes of this policy
• Any martial arts weapon such as nun-chucks or throwing stars
• Any longbow, crossbow and arrows, or other projectile device that could cause serious harm to any person

R. Conceal Carry Policy

A. 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.

B. Definitions

For purposes of this policy:

1. The term “weapons” includes:
   a. 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.
   b. Any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature, including those that are concealed or openly carried;
   c. Any BB gun, pellet gun, air/C’O2 gun, stun gun or blow gun;
   d. 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;
   e. Any incendiary or explosive material, liquid, solid or mixture equipped with a fuse, wick or other detonating device;
   f. 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;
   g. 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;
   h. 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;
   i. Any martial arts weapon such as nun chucks or throwing stars;
   j. Any longbow, crossbow and arrows or other projectile that could cause serious harm to any person;
k. 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.

l. 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.

m. 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.

5. 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.

C. 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:

a. An individual in possession of a concealed firearm must be at least 21 years of age [K.S.A. 21-6302(a)(4)];
b. 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];
c. 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)];
d. 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)];
e. 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)];
f. A firearm cannot be carried by an individual who has been convicted of a felony crime [K.S.A. 21-6304];
g. An automatic firearm cannot be carried [K.S.A. 21-6301(a)(5)];
h. 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)];

i. Suppressors and silencers cannot be used with a firearm [K.S.A. 21-6301(a)(4)]; and,

j. 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:

a. Carry it concealed on or about their person in a manner that complies with this policy, or;

b. 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:

a. in any College classroom, lab, office, or facility;
b. 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;
c. in any non-privately owned or leased motor vehicle; or,
d. 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:

a. 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,
b. 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.
4. 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.

D. Reporting and Temporary Actions

All reports of suspected violation of the concealed carry policy are made to the Dean 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 Dean of Student Services, 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.

S. Lost/Stolen Items

The college suggests that students take the necessary precautions to prevent the loss of personal items from vehicles, tool chests, lockers, and etc. while in shops or parking
area of the college. The college shall not be responsible for any such items that are lost or stolen. Items found should be turned in to the administrative office so the rightful owner may be located. In the event you should have items stolen on or off campus, please contact the Goodland Police Department to file a report.

VII. Technology

A. Acceptable Use/Computer Ethics Policy
It is the intent of Northwest Kansas Technical College to provide a quality technological environment for the college community in which certain standards are observed. Use of college technology resources is a privilege, not a right. Use of the technology resources is limited to purposes related to the college’s mission of education. (Certain responsibilities accompany that privilege 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 Kansas Technical College students, faculty, administrators, staff and guest users, authorized to use Northwest Kansas Technical College computing facilities and services, are responsible for reading, understanding and complying with this policy.

All users of the College computer resources must 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.

B. Northwest Kansas Technical College Acceptable Use Policy
The purpose of Northwest Kansas Technical College’s Information Technology resources is to support education, research and communication. The following activities are acceptable uses of this information technology environment:

- Instruction of Northwest Kansas Technical College 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 Kansas Technical College Acceptable Use 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 Kansas Technical College 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 Kansas Technical College 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 Kansas Technical College 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 unless explicit permission has been granted 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.
C. Requirements for Use of College Technology Resources

Users Must:

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

D. 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

E. 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.
F. 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

G. Sanctions
Northwest Kansas Technical College, the Information Technology Center, and the Student Government Association endorse these computing policies. 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.

H. 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 Kansas Technical College 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.

I. Liability
Northwest Kansas Technical College hereby expressly and explicitly disclaims any liability and/or responsibility for violations of the policy stated above. Northwest Kansas Technical College 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.

J. Telephone Usage
College department phones are for college use only and not for student’s personal phone calls. Students will not be called from class to receive phone calls unless in an extreme emergency. Personal cell phones will only be used in classrooms and labs with instructor approval. Students will not be called from class to meet with insurance representatives, lawyers, landlords, sales representatives, and/or etc. Students may talk to any of these individuals during non-instructional time.

K. Authentication of Distance Education Students
(Effective 1/1/2010)
Northwest Tech utilizes a Learning Management System (LMS) through Moodle to authenticate distant education students.

Students are issued a user name and password, which is required to be used each time a student participates in coursework online. Passwords will be changed on a regular basis to help maintain student security.

In an effort to identify the student and to secure intellectual property, all final exams will be proctored. The process to communicate with students about proctoring of exams is provided by an email from the instructor and with a link on the college website. Students are responsible for finding and scheduling of the proctor of an exam and are also responsible for any fee associated with proctoring of the exam. Students must designate a proctor for each course. Instructors must approve all non-institution proctors. Approved proctors may include: faculty members of Northwest Tech on-line education unit, school or public librarian, teacher/professor from another institution, educational administrator (principal/superintendent), guidance counselor, or faculty of an institute of religion. A picture ID will be required to be presented to certified proctor at testing site to verify student ID. Exams will be emailed to the proctor. Completed exams will be submitted to the college system proctor via email.

VIII. Emergency Policies and Procedures

A. Emergency Action and Disaster Plan
Northwest Tech is committed to the safety of its students, employees, and the community-at-large. The Office of the President or designee is charged with planning, implementing, and communicating actions to be taken by employees and students in response to any number of possible emergencies. Detailed Emergency Action and Disaster Plan documents are available in all departments on campus.
Emergency Notification System:
The emergency notification system is messages sent by phone, text, e-mail, or push notification. All faculty, staff and students who are enrolled in the system will receive emergency action information once a threat is received or hazardous situation arise. 

PLEASE NOTIFY EMERGENCY MANAGEMENT TEAM, THEY WILL START EMERGENCY NOTIFICATION SYSTEM.

In the event of an emergency notify one of the following if it is safe to do so.

Emergency Personnel 911

Always alert emergency personnel first.

President (Ext 501)
Vice President for Operations (Ext 502)
Dean of Student Advancement (Ext 584)
Dean of Academic Advancement (Ext )
Director of Outreach (Ext )
VP for Information Technology (Ext 546)
Director of Building & Grounds (620)-660-1956

B. Crime Awareness and Security Policies
Northwest Tech shall comply with Title II of the Crime Awareness and Campus Security Act of 1990.

Crimes are classified in two categories:
- Crime against persons and
- Crimes against property

Crimes committed on campus shall be reported to Northwest Tech personnel. The 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 enforcement authority for the campus. Any student or employee of the college who observes criminal activity should immediately contact college personnel or the Goodland Police Department.

Northwest Tech shall collect data on designated crimes committed on-campus, which is reported to college authorities and/or local police agencies. 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 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.
Local law enforcement agencies will be contacted by Northwest Tech for data on any criminal offenses or arrests, which occur on the Northwest Tech campus during the annual reporting period.

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

Students and employees will be informed of these crime awareness and campus security policies in the administration and faculty handbook and catalog. The annual statistical data on reported crimes will be available on a separate form. 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.

C. Winter Storm Policy
Northwest Kansas Technical College, as a post-secondary institution, will hold classes each scheduled day of the college year if at all possible. A decision will be made by the administration between the hours of 5:00 and 6:00 a.m. MT on the morning of a winter storm with regard to the status of classes being held.

Students and staff should assume that classes will be held and plan to be in college if weather permits their making the journey from their home (be that from Goodland residence or their permanent home).

An announcement will be made over radio, email, TV and/or phone/text message at approximately 5:30 a.m. MT any morning in question relative to Northwest Kansas Technical College being in session. Unless announced, assume classes are to be held. eDays may be assigned to eliminate disruption of learning. Detailed eDay policies are available in academic program handbooks.

D. Tornado Drill
The college will conduct tornado drills periodically, and it is expected that all instructors and students shall participate in the procedure as outlined:

All students and instructors on campus shall, upon notification by the city’s continuous warning blast and/or the college's alarm system, proceed in an orderly fashion to the Student Union Emergency Shelter. Students and instructors from buildings on the west side of the campus will enter the shelter area through the west door. Instructors
and students from buildings on the east side of the campus shall enter through the east side. Proceed at once to the basement shelter area.

Students with physical disabilities are directed to the tornado shelter provided on the main level at the east entrance to the auditorium tornado area.

The Dean of Student Advancement or his designee will monitor the warning point during normal business hours and at times of incoming severe weather. The Dean or his designee is authorized to activate the emergency warning system (phone, email, test message and audio notification). All of the warning channels will be activated during tornado warnings only. The email system will be utilized during watches and severe weather warnings.

The following procedures will be followed during the event of a tornado warning during school hours.

1. Activate in-building alarms
2. Push notifications sent to iPad
3. Mass notification via email, text message, voice call (CODE RED)
4. Warning Point TV monitored, Radar scope on iPad monitored
5. Any damage to campus owned property would be reported to the National Weather Service Office at the earliest convenient time.
6. At the conclusion of a direct strike tornado incident, all students will report to the student union, or be directed by mass notification to a gathering point where a designated member of administration will take information of students to be reported to our website.

The following procedures will be followed in the event of a tornado warning after 5:00 PM.

- Push notifications sent to iPad
- Mass notification via email, text message, voice call (CODE RED)
- Warning Point TV monitored, Radar scope on iPad monitored by on duty security
- Any damage to campus owned property would be reported to the National Weather Service Office at the earliest convenient time.
- At the conclusion of a direct strike tornado incident, all students will report to the student union, or be directed by mass notification to a gathering point where a designated member of administration will take information of students to be reported to our website.

During sporting events the Dean of Student Advancement will communicate with the Athletic Director and game officials about the furtherance of any contest threatened by severe weather. It shall be the final determination of the Athletic Director as to whether or not any contest is continued or started. Evacuation points for on campus athletics will be the same as other on-campus classes or events. In the event of severe weather at the Max Jones Fieldhouse, all attendees will be directed by public address to the
E. Fire Drill
A fire drill will be carried out periodically. Students and instructors are requested to follow the procedure as listed below:

- All campus buildings are to have students exit at the nearest exit. All individuals are to walk briskly when the alarm has sounded. Exit from building so that all students may exit with ease.
- Each instructor is to have an agreed upon meeting place so that attendance may be taken to insure all students have exited the building. Instructors are to appoint a student leader to take attendance in the event the instructor is incapacitated or not available to take role.

The fire alarm in the main building will be an intermittent alarm sound. All other buildings will be involved with fire drills at the discretion of the departmental instructors by designated signal.

F. Emergency Procedures
This has been prepared to offer guidelines for events that are unusual to Northwest Kansas Technical College’s environment. Most disasters are caused by circumstances beyond our control, but with proper preparation, we will strive to minimize the inconvenience and danger to the user of Northwest Tech.

1. Tornado
   Watch: A tornado watch means weather conditions are ideal for the formation of tornadoes
   Warning: A tornado warning means that a tornado has been sighted in the local area

When the National Weather Service issues a tornado warning for Sherman County, and the siren sounds, everyone should take cover by going to the designated shelter area. If the warning occurs after 5:00pm or on a weekend, the housing manager will open the shelter area. The location of the shelter area is posted near the entrance of each building.

When a tornado is directly threatening the campus area, the siren will blow continuously until the immediate danger is over. Remain in a protected area until the storm is over. The Business Office or the housing manager will announce an all clear based on the National Weather Service information when warnings have been canceled or the time period has expired.

2. High Winds
Appropriate action will be taken when high winds are occurring. The siren may be activated. Everyone should go to an area away from glass.
3. Lightening

- Do not leave buildings during lightning.
- Bring inside any people who are outside.
- Keep as far away as possible from windows, outside doors, metal fixtures, and plug-in electrical appliances.
- If already in a vehicle, stay there.
- When leaving a vehicle or a building, avoid walking in puddles.

4. Fire

- Pull the fire alarm if it is not already sounding or call 9-911.
- When a fire alarm is activated in a building, maintenance personnel will respond.
- All people within the building will evacuate in an orderly fashion. Northwest Tech employees should assume the responsibility to assist any disabled people in their area.
- Walk to an area away from the building so as not to block drives. Instructors will take roll of students. Stay clear of the building until notified by proper authorities that it is safe to return.
- Call the Business Office.

5. Evacuation

The fire alarm or verbal notification will signal evacuation of the building.
Walk; do not run to the nearest exit.
Identify and assist those people who may need special assistance in evacuating the building. It is suggested that wheelchair occupants or people with mobility impairment should prepare for emergencies ahead of time by showing other classmates or instructors how to assist in case of emergency.
During an emergency, people who need special assistance should move to the nearest exit and ask for assistance from others.
Once outside the building, move away from the building to a distance of at least 500 feet to allow emergency crews to safely operate.
Notify the Business Office or emergency crews if you suspect that a person may still be in the building.
Do not return to the evacuated building unless directed to do so by public safety personnel.

6. Disaster Resources

Warning/Evacuation
- Fire Alarms
- Tornado Sirens

Personnel
- Business Office
- Maintenance
Agencies
• Police Department
• Fire Department
• Sherman County EMS

Emergency Treatment
  o Business Office
  o Sherman County EMS
  o Fire Department
  o Police Department

First-Aid Supplies
• All Departments

7. Emergency Shelter Areas
The basement in the student union has been designated as the primary emergency area for all emergencies that require evacuation or a storm shelter.

G. Medical Emergencies/Injuries
• Call 9-911 for injuries or medical emergencies requiring immediate action.
• If a person is seriously injured, do not move him or her unless there is a life-threatening danger (i.e. falling debris, fire, an explosion, etc).
• Call the Business Office to report the injury or medical emergency and to see if an ambulance is in route (when applicable).
• Remain with the victim until emergency crews arrive.

1. Accidents
A Northwest Tech accident report must be submitted to the Business Office within 24 hours of the accident, regardless of the severity of the injury. The term “accident” applies to any personal injury.

2. Serious Injury/Illness/Accident
• Call 911.
• Keep safety in mind, and assist the victim if possible.
• Keep others from crowding around the victim.
• When it is safe alert administration.
• Document the scenario including actions before, during and after the incident.
• Report to the Office of the President, extension 502.
• All requests from the media will be directed to the Office of the President.

3. Shock
Shock - (A collapse of circulatory function, caused by severe injury, blood loss, or disease) can be deadly.

• Signs of shock are:
• Skin is pale and cold to the touch.
• Skin may be moist and clammy.
• Victim is weak and may faint.
• Pulse is rapid (more than 100 beats per minute) and faint.
• Rate of breathing is increased and shallow.
• Victim may be restless and complain of thirst.
• Victim may be nauseated and may vomit.

Keep victim lying down. Elevate feet 12” if there are no signs of head or back injuries. Cover only enough to keep him or her from losing body heat.

4. Sprains and Fractures
It is usually impossible to tell the difference between a sprain and a closed fracture without an x-ray. Signs include swelling, tenderness, pain from movement, discoloration of the skin, or deformity. Treat for shock and seek medical attention.

5. Objects in the Eye
Objects in the eye usually lodge in the inner surface of the eyelid.

To remove such an object:
• Have the victim look down (up if the object is in the lower eyelid).
• Grasp the edge of the upper lid.
• Apply slight pressure to the surface of the eyelid with a small, blunt object.
• Turn the inner surface of the lid outward.
• If you see the object on the inner surface of the lid, remove it by touching it with the corner of a cloth. Never touch the eyeball.

Never rub the eye as rubbing may cause a loose object to scratch the eye or it may cause an embedded object to do more serious damage.

Washing eyes with water flushing from nose outward for 15 to 30 minutes should treat chemical burns to the eye. Seek professional help as soon as possible.

6. Burns
There are three types of burns: first, second, and third degree.

• A first-degree burn is the reddening of the skin’s surface, such as sunburn. Relief can be obtained by applying cool water.
• Second-degree burns have blisters on the skin. Putting the affected area in cool water until medical help is obtained can treat these burns. Cover with sterile dressing after treatment.
• Third-degree burns are much more serious, characterized by charred skin. Gently flush with cool water and cover with sterile dressing. Medical attention should be sought immediately. Do not put salves
or ointments on any burns, and don’t pull away clothing that sticks to burn unless the cloth is still burning.

Using lots of running water to flush chemicals from the skin should treat chemical burns. Keep flushing with water for 15 to 30 minutes. Seek treatment immediately.

7. Electrical Burns
Check for downed power lines and electrical cords. Be sure power source is disconnected. Watch for shock and get help immediately.

8. Seizures
Seizures are very common occurrences, but they are not completely understood. They may be caused by a temporary problem such as insulin shock, high fever, viral infections of the brain, head injuries, or drug reactions. Epilepsy seizures usually do not require professional treatment. Protect the victim from injury but do not restrain. Do not place any object between victim’s teeth.

9. Hazardous Material
High Hazmat Incident
In a high risk HAZMAT incident, with a large spill of potentially toxic, flammable, explosive, or reactive material, the fire alarm will initiate the evacuation of the building(s).

- Evacuate to a safe area at least 500 feet away from the building.
- Assist disabled people in evacuation. Instructors will take roll of students.
- Do not return to the building until you are instructed to do so.
- Call 9-911.

Low Hazmat Incident
In a low or moderate risk Hazmat incident with an incidental spill of insignificant toxic, flammable, explosive, or reactive material, you will be asked to evacuate the building at the discretion of the instructor/supervisor.

Proper authorities will notify you when it is safe to return to the area.

Internal Gas Leaks

- Notify the Business Office
- Evacuate the building if necessary
- Notify maintenance personnel
- The Business Office and maintenance personnel will determine if the fire department should be notified.
- If necessary, the Business Office and maintenance personnel will notify the proper college officials for a decision to cancel activities in a building or section of campus.
H. Hostile Situations

1. Bomb Threat
If received in the form of a phone call: The person receiving the call should try to keep the caller on the line to obtain voice qualities, speech patterns, age, sex, and mental condition, and try to obtain the following information:

- Ask the caller to repeat the message. For example, tell the caller you don’t understand.
- Keep the caller engaged in conversation as long as possible.
- Ask questions: Where is the bomb, when will it detonate, why did you place the bomb, what does it look like, what kind of bomb is it.
- Listen carefully to responses and record callers answers.
- Get as much information as possible.
- While engaged in conversation, if possible, alert another staff member by writing on paper to call police and emergency management team.
- If the caller is offering information voluntarily, give them every opportunity to do so before asking the next question.

After accepting the call, complete the following steps:
- Call the Business Office
- Be prepared to give your name, phone number, and exact location details of the threat
- If you should spot a suspicious object, package, etc., report it to the Business Office; do not move it in anyway.

The Business Office, in consultation with the program faculty, will give the order to evacuate the buildings/campus if necessary.

At the discretion of the President, neighbors near the college will be notified.

2. Active Shooter/Violent Individual
The threat of violence is a possibility anywhere, and the suspect can be anyone. There is usually little or no warning before the violence and complete confusion and chaos during. If you are alerted of an active shooter or violent individual do the following:

If escape is possible:
- If it is safe to escape from building, do so.
- Seek cover as far away from the threat as possible.
- Keep as many objects between you and the threat as possible.
- Run in zigzag patterns and do not escape in groups, make yourself a hard target.
- Once safe, call 911 and give as much information as possible.
- Be mindful of approaching emergency personnel.
• To the police you are a threat until your actions prove otherwise.
• Keep your hands in plane sight and follow directions given by police.
• Police will not stop to talk or take your information; they will proceed forward until there is no longer a threat.

If escape is not possible:
• Lock and secure your office, classroom, building, or area.
• Once you are secure call 911, and then if possible call the administration office so that others may be warned.
• If you can do so safely allow others to take shelter with you.
• Rescue attempts should only be attempted if they do not endanger the lives of those already in a secure area.
• The violent offender may bang on the door and yell for help like a victim, they will look like everyone else. If there is any doubt do not open the door.
• Block doors and windows with whatever is available to you.
• Take cover behind anything available to you.
• Occupants should not group together. Remain Spread apart.
• Turn off all radios, speakers, computer monitors, or anything else that would draw the offender’s attention.
• Silence cell phones.
• Remember police will not know whether or not you are a threat.
• Follow all directions from police.
• Do not make sudden moves and keep your hands visible and empty at all times.
• Plan on having guns pointed at you and being searched.
• Remember police will not help the injured or move you until the threat is neutralized.
• Remain calm and stay still until police tell you to move.
• Never endanger your personal safety.

3. Hostile Person
• Remain calm and let the person say what they have to say.
• Clear room, fewer people in harms way.
• Call 911.
• Report to the office of the President, extension 502.
• Direct person to administration.
• Use voice tones and action to deescalate the situation.

4. Death/Homicide/Suicide
Determine if the situation warrants evacuation, if so report to emergency management team.
• Call 911.
• Help the victim if it is safe to do so.
• Give victim room, move those in building/room to another location.
• Wait with victim until emergency personnel arrive.
• Document and report to the Office of the President, extension 502.

In case of fatality:
Law enforcement official will notify family of fatalities. Accommodations will be made for any person who was disturbed by the events. All media requests are to be sent to the Office of the President.

IX. Grievance Policies and Procedures
Northwest Tech aims to provide clear information regarding its procedures for receiving complaints and grievances from students and other constituencies, responds to them in a timely manner, and analyzes them to improve its processes.

Northwest Tech personnel shall maintain records of formal written student complaints, which will be filed with the Assistant to the President. These records will include information about the disposition of the complaints. These records will be kept on file, for possible review, for a minimum of two years past the disposition date of the case(s).

Northwest Tech has established this process to address student issues, problems, and concerns relating to college facilities, services and academic functions.

A. Student Complaint/Grievance Procedure
In the event that a student may feel the need to voice a complaint or concern regarding a college employee, or an educational activity associated with the college, the student is directed to use the procedure outlined below. (An exception to this procedure would involve complaints of a sexual assault/harassment or one of a discrimination nature. Those complaints should be directed either according to the procedure below or to the Dean of Student Advancement and/or another NWKTC mandatory reporter as indicated in NWKTC’s sexual assault/harassment/anti-discrimination policy).

First Step: Direct Discussion With Employee. The first step normally should be to discuss the concern/complaint directly with the employee. Students are encouraged to talk to the employee as soon as possible. Many situations can be satisfactorily addressed, or misunderstandings clarified, at this level. When this occurs, no further action is called for.

Step 2 (If Step 1 does not resolve complaint/grievance): Division Chair 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 contacting the Division Chair. To do so, the student should submit a written statement.
Written Statement. The written statement should identify the student, employee, course or activity, a factual description of the problem, and any other relevant information such as past efforts to address the problem.

Employee Response. Normally, the Division Chair will ask the employee to review the written statement of complaint and to file a written response. The Division Chair may also meet with the employee to discuss the situation and to review any related materials that may be relevant. This must be completed or moved up the process within three (3) business days.

Division Chair. Following his or her review, the Division Chair is authorized to undertake whatever action and/or discussion may be called for per relevant College policies and procedures. That action may involve denying the complaint, working out a solution with the employee, referring the matter to another office, or other appropriate action. The Division Chair action will be communicated in writing to the student and the employee. A copy of this response will also be submitted to the Dean of Student Service’s Office.

Step 3: Dean of Student Service Review. In the event that the student or the employee is dissatisfied with the resolution at the division level, he or she may appeal the decision to the Dean of Student Services. A student wishing to pursue this level of appeal should submit a written statement to the Dean of Student Services accompanied by a complaint form. The Dean of Student Service will review the complaint and the record of review at the division level and will adjudicate the case within ten (10) business days. Any appeal made in writing to this point or beyond is to be considered a formal complaint/grievance.

Step 4: Dean of Academic Advancement Review. Any appeal of the decision made by the Dean of Student Advancement Services shall be done in writing and be accompanied by complaint form and shall be filed within ten (10) business days of the decision letter. The Dean of Academic Advancement will then adjudicate the appeal in writing within ten (10) business days and supply a copy of the adjudication to the Office of the President.

Step 5: Presidential Appeal. Should the student deem it necessary he or she may appeal in writing the decision of the Dean 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.

Step 6: Student Welfare Committee Review. Should the student desire to appeal the review of the President’s decision, 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 Student Welfare Committee. The Student Welfare Committee Chairperson will then arrange to hear the grievance 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.

**Step 7 (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 hear the grievance 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.

**B. Policy for Providing Accommodations, Adjustments, or Aids to Students with Disabilities**

Northwest Kansas Technical College provides and coordinates services to students with disabilities in order to accommodate their disability and promote equal access to educational opportunities. Information regarding accommodations for students with disabilities is available from the Section 504 Coordinator/ADA Coordinator/Title VI Coordinator, Dean of Academic Advancement. Accommodations are provided on an individualized, as needed basis, after the student requests assistance. Students requesting assistance are encouraged to complete an intake interview with the 504 Coordinator. The Coordinator’s Office is located at the Northwest Kansas Technology College Administration Building, 1209 Harrison, Goodland, KS. (785-890-3641)

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) regarding the nature of his or her disability and the need for any requested academic adjustment or auxiliary aids. If a student does not request an accommodation, Northwest Tech is not obligated to provide one.

Upon receiving a request for assistance, the Coordinator will respond by granting or denying the request of assistance after meeting with the student to discuss the request, the student’s history and experiences and reviewing the documentation provided by the student. The college may request a separate evaluation at the college’s expense.

Upon granting the request, the Section 504 Coordinator will:
3. Prepare a written document, signed by the Coordinator and student, which specifically list the request(s) and how the college will provide the accommodations, adjustment, or aid to the student with the disability.
4. Forward a written notice of specific accommodations and adjustments to the faculty who teach the student. Any questions regarding these instructions will be directed to the 504 Coordinator.

Upon denial of the request, the Section 504 Coordinator will:
4. Prepare a written document explaining the reason(s) of the denied request and forwarding that recommendation to the College President for a final decision by the President within 10 college days.

5. 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.

6. 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 Student Discrimination Action Procedure beginning with Step 6.

**C. Sexual Assault Policy**

**Compliance to 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./Sherman County Sheriff | 911, 785-890-4575 |
| Dean of Student Advancement                  | (785) 890-1584   |
| College Nurse                                | (785) 890-4888   |

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 the attacker.
  
  b. Call 911 off campus
  c. Prompt reporting will assist in helping the police gather evidence and in catching your assailant.
  d. You have the right to decline formally reporting the assault to authorities, but continue to have access to other support and counseling services.
  e. Seek medical assistance at a hospital emergency room
  f. Do not shower or change your clothes until a medical professional has examined you. This prevents valuable evidence from being destroyed.
  g. Protect your health, as there is always a threat of sexually transmitted disease, pregnancy and other physical injuries.
  h. Take advantage of services available from the Student/Academic Affairs Office and Student Health
  i. The College will make every effort to protect your confidentiality.

**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. For more information, contact the Dean of Student Services at 785-890-1584.
WHO TO CALL:
Dean of Student Advancement
785-890-1584
Family Crisis Center
800-794-4624

Policy Prohibiting Discrimination, Harassment, Sexual Violence, and Stalking

Northwest Kansas Technical College will maintain academic, housing, and work environments that are free of discrimination, harassment (including sexual harassment and sexual violence), retaliation, and stalking. Discrimination based on race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status is prohibited. Retaliation against a person for reporting or objecting to discrimination or harassment is a violation of this Policy, whether or not discrimination or harassment occurred. This Policy is not intended for, and will not be used to, infringe on academic freedom or to censor or punish students, faculty, employees, or staff who exercise their legitimate First Amendment rights.

This Policy covers employees, students, applicants for employment or admission, contractors, vendors, visitors, guests, and participants in College-sponsored programs or activities. The academic or work relationship sometimes extends beyond the College campus and after College work and class hours. Therefore, in some situations, this Policy may apply to allegations of discrimination, harassment or retaliation for behavior that occurs off campus or during after-hours functions sponsored by the College. Off campus occurrences that are not related to College-sponsored programs or activities are investigated under this Policy only if those occurrences relate to discrimination, harassment, or retaliation alleged on campus.

Supervisors and administrators must report complaints to the Office of the Dean of Student Advancement immediately upon notification (including by email if after regular business hours), keep complaints confidential, protect the privacy of all parties involved in a complaint, and prevent or eliminate discrimination, harassment or retaliation; failure to do so is a violation of this Policy. Complaints must be filed within 60 (180 for sexual violence) calendar days of the alleged discrimination, harassment, or retaliation. Complaints are confidential and will not be disclosed to anyone who does not have a need to know – this requirement applies to complainants, respondents, witnesses, and any others involved with a complaint. The College cannot guarantee absolute confidentiality, although the College will protect the privacy of all parties to the extent possible – consistent with preventing future acts of discrimination, harassment or retaliation, providing a remedy to persons injured, allowing respondents to reply to a complaint if it warrants an administrative review, and complying with existing law.
Complaint information may be disclosed to state or federal anti-discrimination agencies for investigations and during litigation. Where the College has knowledge of alleged behavior which, if true, may violate this policy, and the alleged victim does not file a complaint, the College may conduct an administrative review if it has reason to believe a review is necessary to resolve a report of discrimination, harassment, or retaliation.

An impartial Administrative Review Team (“ART”) consisting of a representative of the Office of Dean of Student Advancement and one or more Responsible Administrators will evaluate each complaint and, if warranted, conduct a thorough and objective administrative review. ART representatives receive annual training regarding this Policy and how to conduct investigations under it. If the ART decides to conduct an administrative review, it will inform the complainant and respondent of the content of the complaint, allow each of them a full opportunity to be heard, and respond to questions concerning the progress of the review. Complainants, respondents, and witnesses are generally not permitted to have an individual accompany them to interviews with the ART. If sexual violence or another crime addressed by this policy is alleged, then the complainant and respondent may be accompanied to any related meeting or proceeding by an advisor of their choice. The complainant and respondent shall provide prior notice to ART or Dean of Student Advancement that an advisor will attend and whether their advisor is an attorney. Advisors (including attorneys) are not permitted to participate during the interview, other than to speak to their advisee. An advisor who disrupts the process (as determined by the ART) may be excluded from the interview.

The ART shall perform a prompt, fair, and impartial investigation. The time required for reviews will vary; however, the goal is to complete reviews within 60 business days.

Possible outcome of the review is either: (1) a finding of no violation of this Policy; or (2) a finding of violation of this Policy.

The ART will provide a report of its findings and recommendations to the complainant, respondent, and the Deciding Administrator.

Persons who violate this Policy are subject to sanctions, up to and including exclusion from the campus, dismissal from employment, or expulsion from the College. Remedial actions will be taken to restore any losses suffered as a result of a violation of this Policy. Examples of remedial actions include, but are not limited to, reevaluation of a grade, an evaluation completed by someone other than the respondent, reconsideration of an application for employment, placement in a position, back pay and lost benefits, withdrawal of a disciplinary action, alteration of class schedule, or a change of housing. With respect to alleged sexual violence, the College offers reasonably available changes to academic, living and working situations if requested by the complainant, regardless of whether the complainant
chooses to report the crime to police or the alleged act took place more than 180
days before reporting.

All persons covered by this Policy are required to fully cooperate in administrative
reviews and to provide information, including official personnel or student files and
records, and other materials necessary to complete a thorough review of complaints.
Any person who knowingly files a false complaint, who knowingly provides false or
misleading information, or who violates the confidentiality provisions of this Policy, is
subject to disciplinary action. No action will be taken against an individual who makes
a good faith complaint, even if the allegations are not substantiated.

The college will provide education to promote the awareness of rape, acquaintance
rape, domestic violence, dating violence, sexual assault, and stalking to incoming
students and new employees, as well as ongoing campus-wide prevention and
awareness campaigns regarding sexual violence.

Procedure for Reviewing Complaints

Step 1-The Initial Report. Any person covered by this Policy may either (a) report the
complaint to the head of the department or unit in which the conduct occurred, but if
that person’s conduct is the reason for the complaint, then report the conduct to the
next higher level of supervision; or (b) report the complaint to the Dean of Student
Advancement. It is important for all persons to preserve any relevant evidence related
to the complaint.

The initial report may be oral or written. The initial report should include as much
information as possible regarding the alleged conduct or incidents, including but not
limited to: the dates and locations of the conduct; the effect the conduct has had on
employment, learning or living environment or the complainant’s ability to participate
in college programs or activities; and the name and title of the person alleged to have
engaged in the conduct.

If a complainant believes that criminal conduct has occurred, then the complainant
should make a criminal complaint to the police. The criminal justice system and this
Policy are separate procedures, however, and reports must be made under both
procedures if a complainant wishes that both go forward. Complainants may also
request a protection from abuse order under the Protection from Stalking Act, K.S.A.
60-31a01, et seq. Goodland Police Dept. and Sherman County Sheriffs Office will
enforce such orders on campus.

If the Dean of Student Advancement determines either that it has no jurisdiction to
investigate a complaint made under this Policy, or that the alleged conduct, even if
true, would not constitute a violation of this Policy, then Dean of Student
Advancement will notify the complainant that the complaint does not warrant further
review under this Policy. That notice will explain the Dean of Student Advancement decision and refer the complainant to the appropriate college office, if any. This determination by the Dean of Student Advancement is not subject to appeal.

**Step 2-Formation of the Administrative Review Team (ART):** The administrator who receives the report will inform the Dean of Student Advancement of the report. Likewise, the staff member who receives the report will inform the head of the department or unit, unless that person’s conduct is the reason for the complaint. The Dean of Student Advancement will then ask the President and the Dean of Academic Advancement to designate the Responsible Administrator to serve on the ART. The staff member and the Responsible Administrator(s), and Dean of Student Advancement become the ART for the complaint.

**Step 3- Administrative Review Team’s Initial Evaluation of the Complaint:** The Dean of Student Advancement will interview the complainant as soon as possible after the report so that the ART members hear the complaint and get sufficient information to decide how to process the complaint. If the ART determines that the alleged conduct, even if true, would not constitute a violation of this Policy, then the ART will notify the complainant that the complaint does not warrant further review under this Policy. That notice will explain the ART’s decision and refer the complainant to the appropriate college office, if any. This determination by the ART is not subject to appeal. A complainant’s failure or refusal to participate in the ART process may prevent the ART from investigating the alleged conduct. To the extent possible, the ART will proceed with an investigation if a report alleges conduct that would constitute a violation of this Policy.

**Step 4-Written Complaint:** If the complaint warrants further review, the ART will accept a written complaint, or will draft a complaint based on information obtained during the interview. In the latter case, the ART will ask the complainant to read and, if necessary, to make corrections for accuracy and sign the complaint.

**Step 5-Investigation:** With or without a signed complaint, the ART will:
- Meet with the respondent to provide a copy of the complaint, explain procedures, caution against retaliation, ask the respondent to provide an oral or written response within ten (10) calendar days, and inform the respondent that the review will proceed with or without the response;
- Receive, clarify and evaluate the respondent’s response to the complaint, if a response is made; and
- Interview any persons with specific knowledge of the alleged incident(s) and review relevant policies, procedures, files, documents, and records.

**Step 6-Determination and Written Report:** The ART will consider all of the information it gathered and decide whether or not the respondent violated this Policy, based on the preponderance of the evidence. If the ART determines that the respondent did not violate this Policy, it will provide the complainant, the respondent, and the Deciding Administrator a written report that describes the review, makes
findings of fact and any recommendations, and describes what the complainant must do to file an appeal. If the ART determines that the respondent violated this Policy, it will prepare a written report to the Deciding Administrator that describes the review, makes findings of fact, and provides recommendations for sanctions (and, if appropriate, remedial actions, referrals, and follow-up). The complainant and the respondent shall be provided a copy of the written report at the same time as the Deciding Administrator.

**Step 7-Appeal if No Violation Found:** If the ART determines that there was no violation of this Policy, then the complainant may submit an appeal to the Deciding Administrator. That appeal must be submitted in writing to the Deciding Administrator within ten (10) business days from the date the ART’s determination letter was issued. The appeal must state every ground on which the appeal is based.

On appeal, the Deciding Administrator does not conduct a new investigation. The Deciding Administrator may only decide, based upon the information presented, whether the ART’s determination was “clearly erroneous” (i.e., plainly in error). The Deciding Administrator will defer to the ART for all credibility decisions (e.g., who is telling the truth). If an error(s) was made that would not have changed the determination (i.e., “harmless error”), then that error must be disregarded. In the event that a Deciding Administrator decides that an ART finding is clearly erroneous, the Deciding Administrator shall refer the matter back to the ART for further investigation and shall provide the ART with a specific written basis for the “clearly erroneous” determination. If the Deciding Administrator determines that the ART’s findings are not clearly erroneous, then the Deciding Administrator’s determination is final and not subject to further review within the college.

The Deciding Administrator should rule on an appeal in a timely fashion, preferably within thirty (30) calendar days after receipt of the appeal. Rulings should be made in writing, with copies to the complainant, respondent, and the Dean of Student Services.

**Step 8-Decision on Sanction if Violation Found:** If the ART determines that this policy was violated, then the ART will make a recommendation regarding sanctions. The Deciding Administrator decides the sanctions. Within ten (10) business days from the date the ART’s determination letter was issued, the complainant and respondent may submit written comments to the Deciding Administrator regarding the ART report. Decisions on sanctions should be made in a timely fashion after the expiration of the ten (10) day comment period, and preferably within thirty (30) business days after receipt of the ART’s report. Once sanctions are decided, they shall be implemented immediately, regardless of whether the complainant or respondent intends to appeal.

If the Deciding Administrator determines that the ART’s violation determination was clearly erroneous, as described in Step 7, then the Deciding Administrator shall remand the matter back to the ART for further investigation and shall provide the ART
Step 9-Appeal of a Sanction: If the Deciding Administrator imposes a sanction, then a written appeal may be submitted to the Appeal Administrator within ten (10) business days from the date of the Deciding Administrator’s written decision.

A respondent’s appeal must be in writing and the appeal must state every ground on which the appeal is based. A complainant’s appeal must be in writing, must state every ground on which the appeal is based, and may appeal only the severity of the sanction. The appeal does not involve a new investigation. The appeal may only decide, based upon the written information presented, whether the Deciding Administrator’s basis for imposing sanctions, and/or the sanctions themselves, was “arbitrary and capricious.” This means that there must be no reasonable basis, under circumstances presented, to uphold the sanctions imposed by the Deciding Administrator. The appeal must defer to the ART for all credibility decisions (e.g., who is telling the truth). A Deciding Administrator who follows the ART’s recommended sanction will be presumed not to have acted arbitrarily or capriciously, unless conclusively demonstrated otherwise. If the Appeal Administrator determines that the ART’s violation determination was arbitrary and capricious, then the Appeal Administrator shall remand the matter back to the ART for further investigation and shall provide the ART with a specific written basis for the “arbitrary and capricious” determination. The process then returns to Step 5. A decision to remand to the ART is not subject to appeal.

If the Appeal Administrator determines that the Deciding Administrator’s sanctions are arbitrary and capricious, then the Appeal Administrator shall refer the matter back to the Deciding Administrator for further review and shall provide the Deciding Administrator with a specific written basis for the “arbitrary and capricious” determination. The process then returns to Step 8. A decision to remand to the Deciding Administrator is not subject to appeal.

The Appeal Administrator should rule on an appeal in a timely fashion, preferably within thirty (30) business days after receipt of the appeal. Rulings should be made in writing, with copies to the complainant, respondent and the Dean of Student Service. A ruling by the Appeal Administrator that affirms the Deciding Administrator’s decision is not subject to further review within the College.

**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.
X. Warranties

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

The Area Board of Control, the administration, and the instructional staff of Northwest Kansas Technical College wish to provide a limited warranty 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.

B. Warranty Conditions
This limited warranty 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. 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. If an employer determines that a graduate is not able to perform at entry level, he shall immediately notify the college’s administration, the instructor, the employer, and the student all determine what jobs he or she does not perform at an entry level and how to provide retraining or additional training so that he or she may perform the job.

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.
C. Limited Warranty to Students
Northwest Tech has a reputation of placing graduates into employment. Although placement is not 100%, the goal of the college is to place in jobs 100% of graduates who meet these conditions.

- Complete a program of study with a 3.0 grade point average.
- Instructor recommendation.
- Complete a program of study within the attendance guidelines of the program.
- Work closely with the Career Services staff in accepting interviews and job interview preparation and completing the job preparation course with a minimum of a “C” grade.
- Student must be willing to relocate.
- Students meeting the above criteria are guaranteed job placement in a related field of study.

This document was last revised July 2018.