2025

GOODLAND, KS

COLLEGE CATALOG

www.fhnw.edu

FORT HAYS TECH
NORTHWEST

Introduction to Fort Hays Tech | Northwest

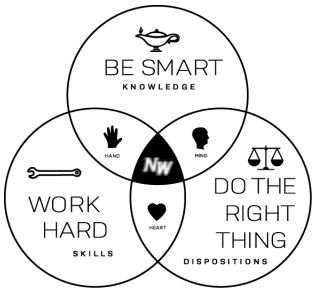
Welcome from the President

Welcome to one of the most successful colleges in the state of Kansas! For over half a century, *Fort Hays Tech | Northwest* has been a leader in offering relevant, timely and in-demand technical education to our students. Our college is fully accredited by the Higher Learning Commission 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 *Fort Hays Tech | Northwest* students have an industry-proven and quality hands-on education.

Fort Hays Tech | Northwest is the only publicly funded technical college in the state to offer the full college experience. With campus housing, 18 academic programs, 10 athletic programs, 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 *Fort Hays Tech | Northwest* and wherever they choose to start their careers.

At Fort Hays Tech | Northwest, 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, *Fort Hays Tech | Northwest*

History of Fort Hays Tech | Northwest

Fort Hays Tech | Northwest 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, Northwest Kansas Technical School, Northwest Kansas Technical College, and is now known as *Fort Hays Tech | Northwest*.

In the beginning
Long before legislation was drafted to create technical colleges in the state, the citizens of Northwest Kansas recognized a need to provide technical education to the region. The early 1960's was a time of national, social and

economic turmoil, yet change was on the horizon, and amidst growing industry demand for skilled workers, a vision began to form. It was a vision of an educated workforce, of young entrepreneurs learning a trade and opening businesses, and of the creation of an institution of higher learning for the future of Northwest Kansas

The vision began to take shape with the help of the Vocational Education Act of 1963, which provided congressional support for the establishment of vocational/technical schools across the nation. On August 28, 1964, the vision finally became a reality when Northwest Kansas Area Vocational Technical School opened its doors for the first class of students. With over 105 students studying both full-time and part-time during the first year, and eight technical programs tailored to address workforce needs in the area, the school was well positioned to have an immediate impact on the local and regional economy.

Over the years
School enrollment multiplied during the late 1960's and leveled off during much of the 1970's with enrollment running steadily around 350 students taking courses each year. During this time the footprint of the college grew, and numerous new buildings were added to accommodate the growth of enrollment.

The addition of housing transformed the campus from a commuter school to a residential school and provided more significant opportunity for recruiting students who were looking for a traditional campus experience and a technical education.

A new era begins
By the late 1990's and early 2000's the higher education landscape in Kansas was changing, especially for technical schools. In early 1999, the Kansas Legislature enacted Senate Bill 345, which would move the two-year colleges and technical schools out from under the purview of the Kansas Department of Education to that of the Kansas Board of Regents.

Only two short years later, in early 2001, the legislature passed House Bill 2001, which changed the name of Northwest Kansas Area Vocational Technical School to Fort Hays Tech | Northwest. In addition to the name change, the legislative action also required each of the technical colleges in the state to pursue accreditation through the Higher Learning Commission.

After applying for candidate status and completing all of the rigorous requirements necessary for regional accreditation, on May 15, 2007, Fort Hays Tech | Northwest received regional accreditation from the Higher Learning Commission. This transformative moment catapulted the reputation and image of the college and allowed for the offering of fully accredited Associate of Applied Science degrees and technical certificates.

By 2010, enrollment from regional high schools was beginning to wane in response to declining community populations. To help address the decline, the college decided to add an NJCAA athletic program to the institutional portfolio. By launching an official athletic program, Fort Hays Tech | Northwest became the first (and currently only) technical college in the state of Kansas to have collegiate-level athletics.

Today
Fort Hays Tech | Northwest, as it is more commonly known today, is among the most successful two-year colleges in the nation in our ability to graduate students. Few other colleges are as successful as *Fort Hays Tech | Northwest* in bringing students all the way from their first day at freshman orientation to the stage at graduation.

Business and industry have always been the driving force behind the story of *Fort Hays Tech | Northwest*. With over 95% of our graduates being placed in high-wage, high-demand jobs, that driving force continues to steer our course into the future

Mission

The mission of *Fort Hays Tech | Northwest*, as an institution of higher learning, is to prepare individuals for gainful employment in technical and professional careers, productive personal lives, and lifelong learning.

Fort Hays Tech | Northwest will fulfill its mission by

- Offering associate of applied science degrees and technical certificates upon completion of technical programs designed to meet student and employment needs.
- Providing educational opportunities that enhance technical experience, problem solving, financial literacy, communication, and human relations skills.
- Providing relevant learning experiences supported by qualified and experienced faculty and staff, modern technology, and physical facilities designed to enhance the learning environment.
- 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.
- Promoting diverse opportunities for leadership and personal growth through student organizations.
- Maintaining a program of guidance to enhance the student's decision-making abilities in both career and personal goals.
- The college will develop articulation agreements with other colleges and universities to provide seamless transfer of credits.

Vision

The vision of *Fort Hays Tech | Northwest* 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

Fort Hays Tech | Northwest 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 a diverse student, faculty, and staff population

Strategic Plan Pillars

The *FHT | NW* strategic plan is designed to chart our course into the future, based on the following pillars:

Pillar 1: Enrollment Growth and Sustainability
Pillar 2: Quality and Accessible Academics
Pillar 3: Improving Student Success
Pillar 4: Engage with the Community
Pillar 5: Maintain Fiscal Health
Pillar 6: Improve Facilities & Network
Pillar 7: Developing Employees
Pillar 8: Strengthen External Partnerships

Programs of Study

Fort Hays Tech | Northwest offers the following programs of study leading to either the certificate of completion, the technical certificate, or the Associate of Applied Studies (AAS) degree. These programs are approved by the Kansas Board of Regents.

- Applied Technologies (AAS)
- Application Development and Emerging Technologies (AAS; Technical Certificate)
- Automotive Technology (AAS; Technical Certificate)
- Business Technology (AAS; Technical Certificate)
- Certified Medication Aide (Certificate of Completion)
- Certified Nurse Aide (Certificate of Completion)
- Childcare Specialist (AAS; Technical Certificate)
- Civil Engineering Technology (AAS; Technical Certificate)
- Commercial Driver's License (Certificate of Completion)
- Construction Technology (AAS; Technical Certificate)
- Computer Graphics Technology (AAS; Technical Certificate)
- Cosmetology (AAS optional; Technical Certificate)
- Crime Scene Investigation Technology (AAS; Technical Certificate)
- Kansas Institute of Diesel Technology (AAS; Technical Certificate)
- Electrical Technology (AAS; Technical Certificate)
- (EMT) Emergency Medical Technician (Certificate of Completion)
- Mechanical Engineering Technology (AAS; Technical Certificate)
- Medical Assistant (AAS optional; Technical Certificate)

- Plumbing (AAS; Technical Certificate)
- Precision Agriculture (AAS; Technical Certificate)
- Respiratory Care (AAS; Technical Certificate)
- Welding (AAS optional; Technical Certificate)

Accreditation Statement

Fort Hays Tech | Northwest is accredited by the Higher Learning Commission (HLC), a regional accreditation agency recognized by the U.S. Department of Education.
230 South LaSalle Street, Suite 7-500
Chicago, IL. 60604
1-800-621-7440

To file a complaint, please follow the stated procedures at this link: https://www.hlcommission.org/Students-Communities/complaints.html

In addition, several academic programs are accredited or approved by the following accrediting bodies

- ASE Educational Foundation (formerly National Automotive Technician Education Foundation (NATEF)
- Commission on Accreditation of Allied Health Education Programs (CAAHEP)
- Commission on Accreditation for Respiratory Care (CoARC)

Accessibility Statement

Fort Hays Tech | Northwest is committed to providing reasonable accommodations for individuals with documented physical and learning challenges. Course content is accessible through our learning management system.

Information regarding the services, activities, and facilities that are accessible to individuals with disabilities is available from the Vice President of Student and Academic Advancement, 1209 Harrison, Goodland, Kansas 67735 (785-890-3641).

Statement of Nondiscrimination

Fort Hays Tech | Northwest 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).

Fort Hays Tech | Northwest 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, Vice President of Academic Advancement at 785.890.3641. All other concerns should be referred to the Title IX Coordinator/Age Act Coordinator, Vice President of Student Advancement at 785.890.3641. Both offices are located at 1209 Harrison, Goodland, KS 67735.

Governance and Affiliation

In the spring of 2023, House Bill 2290 was introduced into the Kansas Legislature to bring Northwest Kansas Technical College, North Central Kansas Technical College, and Fort Hays State University into a formal

institutional affiliation. The bill successfully passed both chambers of the legislature and was signed by the Kansas Governor on April 14, 2023.

In July 2024, following authorization from the Higher Learning Commission, Northwest Kansas Technical College was approved for a formal affiliation with Fort Hays State University. The name of the college was formally changed to Fort Hays Tech Northwest and governance transferred from the Northwest Tech Area Board of Control to Fort Hays State University subject to the rules and regulations and supervision of the Kansas Board of Regents (K.S.A. 73-32,469). A formal affiliation agreement, with support documents, was developed to serve as a guide for the day-to-day operations, set the vision for how the affiliation would operate, and delegate responsibilities back to the local Area Advisory Board. While no longer a governing board, the Area Advisory Board remains in place to serve as a local advisory board to the President of Fort Hays State University. (K.S.A. 73-32,469)

Two other significant changes occurred as a result of the affiliation process that help shape the day-to-day operations of the technical college, while also ensuring smooth continuity of governance. The President of Fort Hays Tech Northwest became an employee of the university and a direct report to the President of Fort Hays State University. The institutions also continue to maintain separate accreditation, finances, federal ID's, and funding streams. Roles and responsibilities were crafted to ensure communication, authorizations, and the governance process remain clear and clean. (Affiliation Agreement-Exhibit C)

Area Advisory Board

Fort Hays Tech Northwest, Goodland, Kansas, was officially incorporated on April 13, 1964, in Sherman County, State of Kansas. The organizational structure, as outlined by the bylaws of Fort Hays Tech Northwest at the time, provided that each unified school district that signs a participating agreement with Fort Hays Tech Northwest has a representative on the Area Advisory Board. While the same process for nominating representatives remains in place, as a result of the affiliation, the President of Fort Hays State University provides the final affirmation of board members. The Area Advisory Board shall then annually elect nine officers and committee chairpersons elected at such annual meeting as follows:

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- Building & Grounds Committee, Chairperson
- Curriculum Committee, Chairperson
- Faculty/Staff Committee, Chairperson
- Public Relations Committee, Chairperson
- Student Welfare Committee, Chairperson

Upon selection of officers of the Area Advisory Board, the President of Fort Hays State University shall be informed. Any board related policies approved by the Area Advisory Board will receive final affirmation from the President of Fort Hays State University. It is the responsibility of the President of Fort Hays Tech Northwest to develop, review, and implement institutional policies and procedures. The Area Advisory Board will approve policy recommendations and revisions. The President of Fort Hays State University will be informed of institutional policy and procedure decisions. The chairpersons ofthe five committees and the four officers shall serve as a permanent committee on finance. Participating district agreements may be submitted to unified school districts on a regular basis. The district is required to pay $150 per school year to Fort Hays Tech Northwest in order to be a participating district with the college and have a representative on the Area Advisory Board. Members of the Area Advisory Board are to receive no compensation for serving on the board or committees of Fort Hays Tech Northwest. However, mileage (actual map miles) shall be paid to board members at the Fort Hays Tech Northwest approved rate, per mile, for attending official board meetings for the college.

Endowment Association

Fort Hays Tech | Northwest Endowment Association is a non-profit organization dedicated to providing financial and organizational support to *Fort Hays Tech | Northwest* in order to bring educational and lifelong learning opportunities to students.

Endowment Association Board of Trustees

Bryce Cole - Goodland, KS
Cara Daise - Goodland, KS
Josh Dechant – Goodland, KS
Katherine Franklin - Goodland, KS
Oura Garrett- Goodland, KS
Alissa James - Burlington, CO
Stephanie Kling - Goodland, KS
Robert Loftin - Weskan, KS
Frank Otter – Clayton, KS
Lissa Sexson - Sharon Springs, KS
Ben Schears - Goodland, KS
Kara Schields - Goodland, KS
Jonathan Spellmier – Goodland, KS
Alan Townsend – Goodland, KS
Delores Archer (Honorary Trustee)
Roland Query (Emeritus Status)
Bruce Buck (Emeritus Status)

Academic Calendar

Fort Hays Tech | Northwest maintains the academic calendar on the college website for convenient access to start dates, add/drop dates, mid-term dates, withdraw dates, and semester end dates. The academic calendar also includes the holiday break schedule. To access the official academic calendar, please visit:
https://www.FHNW.edu/students/academic-calendar

Campus Phone Directory

Fort Hays Tech | Northwest maintains a current campus directory complete with contact information for academic departments and student services on the college website. The directory is available under the About Fort Hays Tech | Northwest tab:
https://www.FHNW.edu/campus-phone-directory

Offices, Programs and Services

Admissions Office

Administration Building,
1209 Harrison
785-890-1505
The Admissions office processes applications for new students, facilitates new student enrollment, and assists students with course add/drop/withdraw.

Bookstore

Administration Building,
1209 Harrison
785-890-1550
In addition to selling textbooks, the bookstore also sells tools and other materials/supplies students may need for their classes. Tiger gear and sportswear is available, along with snacks and various sundries (single use aspirin, etc.)

Bookstore hours will be posted at the facility. Books, tools, and classroom supplies for each program are available along with a variety of items from stamps to clothing. Students may obtain books from the bookstore or elsewhere.

Business Office

Administration Building,
1209 Harrison
785-890-1504
The business office is where students are directed when they receive packages. The business office staff members are helpful to students in navigating the billing, payment plans, and financial aid processes.

Career Services

Administration Building,
1209 Harrison
785-890-3641
At *Fort Hays Tech | Northwest*, career preparation begins long before graduation. Career Services staff members assist students with resume and cover letter development, interview and job search skills. In addition, students are advised of entry-level job openings and interview opportunities.

A career services coordinator is responsible for job development with business and industry. The coordinator is also available to provide career planning assistance for current and former students. Job openings are posted on the Career Services page of the college website: https://www.fhnw.edu/career-services

Instructors are an excellent resource for job search assistance and letters of recommendation. Prospective employers routinely contact instructors about openings and student performance.

The Career Service Office also conducts 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 *Fort Hays Tech | Northwest*.

Counseling and Referral Services

785-890-1584
Fort Hays Tech | Northwest refers students to professional resources in the Goodland community for counseling and help with specific problems such as drug, alcohol, and mental illness. Students and/or advocates for students may contact the Vice President of Student and Academic Advancement for referrals to these resources.

Information Technology

Administration Building,
1209 Harrison
785-890-1546
The staff in the IT department are helpful to students when setting up accounts for NT email, Moodle, and Empower; purchasing the iPad; scheduling tests in the Test Center; and general troubleshooting for computer issues.

Office of Student and Academic Advancement

Administration Building,
1209 Harrison
785-890-1584
The Vice President of Student and Academic Advancement coordinates the curriculum, assessment, and registration processes. Students in need of accommodations to facilitate their studies are invited to meet with the Vice President of Student and Academic Advancement. Students who have concerns/complaints regarding instructors are invited to talk with the Vice President of Student and Academic Advancement.

The Vice President of Student and Academic Advancement coordinates Student Life activities; campus housing; and student discipline. Students who violate the Tiger Student Code of Conduct will meet with the Vice President for a hearing and possible sanctions. Students who have concerns/complaints regarding harassment or discrimination are directed to the Vice President of Student and Academic Advancement.

Outreach Office (Early College)

Administration Building,
1209 Harrison
785-890-1512
The Director of Outreach coordinates the Early College Programs. These programs collaborate with local high schools to help students earn college credit while still enrolled in high school. The Early College Programs include the Dual Credit, Concurrent Enrollment, and Junior/Senior Option.

President's Office

Administration Building,
1209 Harrison
785-890-1501
The President maintains an open-door policy and is eager to meet with students to hear about their successes as well as their concerns.

Student Financial Aid

Administration Building,
1209 Harrison
785-890-1517
Students may work with the staff in the Financial Aid office to process their FAFSA paperwork to determine eligibility for loans and grants to pay for college. This office is also responsible for implementing the Satisfactory Academic Progress system to ensure that students who receive federal financial aid are maintaining the requisite grade point average and pace to graduation.

Transcripts

Administration Building,

1209 Harrison
785-890-1509
Incoming students will send their high school transcripts and, if applicable, other college transcripts to the Academic Advancement office. Additionally, students may ask questions about requesting their *FHT | NW* transcripts to send to other institutions.

Campus Facilities

Administration Building
The administration building houses the Admissions, Academics, IT, Business, and President's offices as well as the Bookstore and the Auto Tech program.

Cafeteria
The cafeteria is located in the Memorial Student Union and is open to *Fort Hays Tech | Northwest* students, employees and members of the community. Meals may be purchased individually or through a meal plan. Cafeteria hours are posted at the facility.

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 facility and program space. The Area Advisory Board dedicated the building to Dr. Guy E. Mills in 2013 for his dedicated service as President

Larry Keirns Fitness Center
The Keirns Fitness Center offers a variety of facilities including: a basketball court, racquetball courts, weight room including treadmills, stair gliders, elliptical machines, weight machines, free weights with bench, and squat rack. *Fort Hays Tech | Northwest* students and employees are eligible to use the Fitness Center. Fitness Center hours will be posted at the facility.

Lyons Room
The Lyons Room is located in the Memorial Student Union. This room is available for meetings and luncheons. Most student organizations will hold their meetings in this room. To reserve this room for meetings, please contact the Academic Affairs office.

Max Alderman Library & Resource Center
Fort Hays Tech | Northwest is committed to student success. Academic support services, including tutoring, are available at the Max Alderman Resource Center.

The library contains 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 for all students to study. Developmental, technical and/or general education classes may be held in the library or its computer lab. Library hours will be posted at the facility.

Memorial Student Union
The Memorial Student Union houses the cafeteria, the Lyons Room, the Tiger's Den (dining facility), and the Assembly Room. The Union is where students may relax and enjoy the company of others. Students have the opportunity to watch TV, play pool, and listen to music. The union is open before college classes, during breaks, and after college classes throughout the college year

Murray Center
The Murray Center houses classrooms for general education courses. Funds donated by Carl Murray, a lifetime farmer in Sherman County, assisted with the building of this facility in 1996.

Price Convention Center
The Price Convention Center, formerly the Elks Lodge of Goodland, is a multi-purpose building used for college and community events. The facility is available for rent to members of the public for events such as meetings, luncheons, dinners, weddings, holiday parties, etc. The college received a generous grant to buy and fully renovate the PCC, originally built in the 1960s. Renovation started in June 2023, and the building reopened in 2024 to resume hosting events for the college and public. *Fort Hays Tech | Northwest* reserves the right to refuse any reservation/contract. Refused contracts will be returned to the applicant

Student Life

FHT | NW provides a full-college experience, with options for living on or off campus, student athletics, participation in clubs and organizations, and other events that help college students create lasting memories of their college years.

Student Housing
Fort Hays Tech | Northwest offers student housing both on and off-campus. All housing facilities fees include internet & utilities. 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 and is also available online: https://www.FHNW.edu/housing-handbook

A housing contract may be obtained from the website: https://www.FHNW.edu/students/student- housing

Room assignments are made on a first-come first-served basis.

Vaccinations Required for Living on Campus

To reduce the spread of bacterial meningitis among the student population, the Kansas Board of Regents requires all incoming students residing in student 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. Fort Hays Tech | Northwest encourages all students to consider vaccination as well as to become knowledgeable about meningitis and its symptoms in order to reduce their personal risk.

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

Village II. Students will be responsible for their own meals, personal items, and cleaning the rooms. Residents of Village II may purchase meals, snacks, and other refreshments in the Student Union Cafeteria.

Village II

1204 E. 13th
2 bedrooms (up to 4 students)
Shared kitchen, & bathroom
Includes 19 meals/week

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.

Village III

Off-campus Housing: Tiger Suites
Tiger Suites provides double-occupancy rooms with two beds and a private bathroom. There is not a kitchen in the Suites; a meal plan will be required. Students are responsible for cleaning their unit. Students are responsible for their own transportation to campus.

West Unit: 822 Highway 24
East Unit: 724 W. Highway 24
Studio-style apartment (up to 4 students)
Short commute required
No kitchen* – includes 19 meals/week
*You may bring your own microwave & mini fridge

Laundry facilities are located within the Village complex on campus.

Cafeteria Meal Plans
Students residing in college-owned housing are required to purchase a meal plan as part of the housing contract. 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.

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 Vice President of Student and Academic Advancement.

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.

Athletics
Fort Hays Tech | Northwest Athletics is home to the only technical college in the state of Kansas with NJCAA Division 1 Athletics and a member of the KJCCC. You can find information regarding facilities, coaches, rosters and more at www.techtigers.com

Each individual athletic program will have its own Policy Handbook and contract, which is distributed to the athletes at first practice.

Fort Hays Tech | Northwest offers collegiate athletics such as:
NJCAA Men & Women's Basketball
NJCAA Men & Women's Wrestling
NJCAA Men & Women's Track & Field
NJCAA Men & Women's Cross Country
NJCAA Women's Softball
NJCAA Men & Women's Shooting Sports

Student Government
Student Government 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.

Student government 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 monthly to discuss and conduct business. Student Government will be composed of one member from each department. 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.

Gaming Club
The Gaming Club offers a venue for game sharing, socializing, and competition. Weekly meetings are held on campus and gameplay is open to any games that members wish to share. Gaming Club also sponsors a number of tournaments each semester for games like HALO, Left 4 Dead, and Call of Duty.

National Technical Honor Society
The National Technical Honor Society rewards excellence in workforce education. The goals of the organization are:
- to develop self-esteem and pride

- to 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

Criteria for membership in the National Technical Honor Society for *Fort Hays Tech | Northwest* include:

- GPA of 3.5 or higher
- good academic standing (non=probationary status)
- good attendance
- faculty member recommendation
- student's dependability, leadership, and desire to pursue a career in his or her field of study

Students are nominated by an instructor. Instructors may nominate up to ten percent of their graduating class meeting the NTHS requirements.

Nominated students will receive a letter notifying them of the interview process for selection of new members. The student may either accept or decline the opportunity to interview with the selection committee, which consists of campus administrators and community members.

Following the interviews and selection, the students will be notified of their membership status and upcoming induction ceremony. The induction ceremony and reception will take place prior to the May graduation. Family and friends of inductees are welcome to attend the NTHS induction ceremony.

HALO (Hispanic American Leadership Organization)
HALO is a student-led organization that is dedicated to fostering awareness and education about Hispanic and Latin culture. The mission of the organization is to strengthen, educate, empower and develop leaders while providing opportunities to excel in academics and special events.

Departmental Clubs
Students in each program form a departmental club to help plan and organize activities, fundraisers, and social events. Student members vote each year for president, vice president, secretary, and treasurer

Club meetings are held 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.

Skills USA
SkillsUSA is a national nonprofit organization serving career/technical education teachers, 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). Program instructors provide opportunities for students to prepare for competitions. The statewide competition usually takes place in April and the national competition takes place in June

As a part of SkillsUSA, *Fort Hays Tech | Northwest* students are involved in:

- Technical Skill Development/Championships at the local, state and national level.
- Leadership Development by managing campus wide professional development activities, participating in local, state and national leadership conferences, and participating in the online Career Skills Education Program.
- Community Service through departmental activities and involvement in the Goodland community

- Service Learning whereby students apply new skills and knowledge in real-world work situations

Lost or Stolen Items
In the event students have items stolen on or off campus, they should contact the Goodland Police Department to file a report.

Items found should be turned in to the business office so the rightful owner may be located

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 items that are lost or stolen.

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 need to purchase and to appropriately wear an approved eye protective device while engaging in these activities.

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.

Students in Automotive Technology, Diesel Technology, Welding, Construction Technology, Mechanical Engineering 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.

There will be NO EXCEPTIONS to this rule

Student Appearance
The education of students should develop the whole individual, which includes personal habits such as cleanliness, neatness in appearance, and good attitude toward accepted job standards in the career field.

All students are expected to appear in clean and appropriate attire as indicated by each individual department.

Further, a student's clothing and/or grooming habits may impact the safe operation of power tools and other equipment in technical programs.

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 *Fort Hays Tech | Northwest* in preparation for working in business and industry

Students' Responsibilities/Rights

Fort Hays Tech | Northwest seeks to maintain a campus community based on our mission, values, vision, ethical standards of practice, and guiding policies/procedures. Based on these fundamental beliefs, students are advised of their responsibilities and rights.

Student Responsibilities.
Students are responsible for:

- Reading and understanding documents pertaining to their education at *Fort Hays Tech | Northwest*, including but not limited to: the catalog, the program handbook, the course syllabus, financial aid documents, and official email correspondence from administration and faculty
- Establishing and daily checking their *FHNW* email account
- Conducting themselves in a manner consistent with our philosophy of "Be Smart, Work Hard, Do the Right Thing" and the Tiger Code of Conduct
- Respecting themselves and others;
- Respecting others' privacy, property, and dignity
- Making arrangements with the business office and student financial aid office to ensure their accounts are paid and financial obligations are met
- Updating the registrar's office of any change in address or phone number
- Communicating proactively with faculty regarding classroom absences, difficulties, learning support needs, and issues with teaching/learning
- Prioritizing their obligations in life and managing their time so that they may successfully learn and progress in their course of study, maintain Good Standing, and prepare themselves for gainful employment
- Participating in registration events and checking on their enrollment in courses, transcripts/transfer credit, and progress toward completion of their AAS degree or technical certificate for their program of study

Student Rights.
Students have the following rights:

- To live and work on a campus free from crime and violence.
- To be notified in a timely fashion of ongoing threats to the safety and security of campus.
- To appeal to the administration in response to decisions/grades that are not based on (or in conflict with) stated policies/procedures
- To privacy regarding educational records (see FERPA)

Admissions

Fort Hays Tech | Northwest is an open enrollment, public college offering a variety of technical programs and community education courses. Besides offering full-time programs of study, we also offer programs for high school students and community members who wish to pursue courses or certifications on a part-time basis. Students of all ages may find something of interest at FHTNW.

The procedure for admission into FHTNW programs of study may vary depending on the type of program and the category of student. To see which admissions procedure to follow, answer the questions below:

Admissions Procedures

Are you currently a high school student?	See the Early College admissions procedures
Are you a community member who just wants to take a class for fun, or for Continuing Education credits?	See the Non-degree Seeking Student admissions procedures
Are you interested in a Certificate program (C.N.A; C.M.A.; CDL; EMT)	See the Non-Degree Seeking Student admissions procedures
Have you already attended FHTNW and earned college credits?	Yes, just some credits, but did not complete the AAS degree - See the Re-admitted Student admissions procedures es, I completed an AAS degree – See the Second Degree Seeking Student admissions procedures
Have you already earned college credits through any accredited college (other than FHTNW)?	See the Transfer Student admissions procedures
Have you NOT earned your high school diploma/GED?	See the Non-Degree Seeking Student admissions procedures
Have you earned your high school diploma/GED, and want to complete a program of study as a full- time student?	See the Full-time, first-time Student admissions procedures
Are you NOT a U.S. Citizen?	See the International Student admissions procedures

Early College Students

The Kansas Board of Regents (KBOR) and Fort Hays Tech | Northwest encourage high school students to take advantage of postsecondary education opportunities by enrolling in postsecondary courses while still in high school or participating in home schooling.

The state of Kansas has provided a financial incentive through the "Excel in CTE" program by providing the tuition for the technical courses. (The "Excel in CTE" program does not pay for general education courses.)

Students below the freshman grade level are not allowed to enroll in or audit college courses.

Different types of Early College Programs are available:

- Junior/Senior Option- A high school student may enroll in an FHNW technical program and attend classes on the FHNW campus.
- Concurrent Enrollment Program (CEP)- A high school teacher teaches a college-level course to high school students at the high school during the regular high school day. The student earns both the high school credit toward the diploma and college credit from FHNW.
- Dual Credit- The high school student enrolls in an online course taught by an FHNW instructor. These courses are general education courses (for example, English, Math, Speech) and are transferable to four-year colleges.

Programs available to high school students include:

- Application Development and Emerging Technologies
- Automotive Technology
- Business Technology
- Childcare Specialist
- Computer Graphics Technology
- Construction Technology
- Cosmetology
- Crime Scene Investigation
- Electrical
- Mechanical Engineering Technology
- Engineering Technology
- Medical Assistant
- Kansas Institute of Diesel Technology
- Plumbing
- Precision Agriculture
- Welding

All courses use college syllabi and students are responsible for obtaining the appropriate textbooks.

Students and parents may contact the high school counselor, high school concurrent credit coordinator, or Fort Hays Tech | Northwest Director of Outreach for more information.

Requirements for admission into these programs are as follows:
Be enrolled as a high school junior or senior and obtain written permission from the high school principal

OR be enrolled as a high school freshman or sophomore in a recognized gifted program with an individual education plan (IEP) and written permission from the high school principal. (The IEP must be renewed annually.)
For more information, see the Early College webpage: https://www.fhnw.edu/early-college-at-fhnw

Full-time, First-time Degree Seeking Students

To ensure a smooth transition to Fort Hays Tech Northwest, the required documents must be on file prior to the beginning of the semester.

If the admissions requirements are not met, enrollment may be denied and an academic hold is placed on the student account so no transcript of completed work will be released.

Please note the address where all admissions documents should be sent:

FHNW Admissions Office
1209 Harrison. PO Box 668
Goodland, KS 67735

Or email to: admissions@FHNW.edu

Required Documents:
The online Application for Admission (https://www.FHNW.edu/apply#apply)

High school transcripts showing final grades and date of graduation (month, day, year). High school transcripts can be sent to: admissions@FHNW.edu

OR Certificate of GED completion and GED examination results
OR Official transcript of home-schooling courses completed, grade levels, and grades earned.

Transcripts from all colleges attended, even for dual-credit/CEP classes completed while in high school. (College transcripts should be submitted through an e-script service such as Clearinghouse; request digital transcripts be sent to registrar@FHNW.edu)

ACT, SAT or Accuplacer Next-Gen scores from the previous three years; (when registering for the ACT test, please request scores be sent to FHNW; our school code is 0006.)

If a student does not have test scores, please contact the Admissions office to schedule an appointment to take the Accuplacer Next-Gen.

Federal Application for Student Financial Aid- FAFSA (enter the corresponding school code —005267)

All full-time degree-seeking students are required by Kansas Statute 65-129e to complete TB screening prior to attending Fort Hays Tech Northwest. https://FHNW.wufoo.com/forms/wbbvdl50sk4mf6/

International Students

NOTE:
International students are advised to start the Application process one year prior to the semester start date to allow enough time to complete the process.

Fort Hays Tech | Northwest welcomes international students. Students outside the United States must contact Brenna Henry (brenna.henry@FHNW.edu) and complete all admissions requirements at least one year prior to the semester start date.

International students applying for admission should complete the following steps:
Submit an online Application for admission (https://www.FHNW.edu/admissions-office/international-admissions-process)

Submit a copy of current passport.

Transcripts/Credentials:

- Submit an official credential evaluation
- Submit an official translated (English) transcript. Do not submit the transcript yourself – it must be sent from the institution you attended.
- If a 7th semester transcript (before graduation) is submitted, a final official translated transcript must be submitted after graduation.
- Submit a copy of the official diploma.
- Submit Official Test Scores/English Proficiency*
- Students arriving from countries where English is not the official language must submit official test scores for English proficiency (test scores must have been obtained in the past 18 months):
- TOEFL: iBT (internet-based test): minimum score of 61
- TOEFL: CBT (computer-based test): minimum score of 173
- IELTS: minimum score of 5.0

Financial Documents

- Submit a statement of Financial Support (affidavit) signed by both a financial sponsor (typically the parent or legal guardian) and by the student.
- Submit a certified bank statement dated within the past six months 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 Fort Hays Tech | Northwest (institutional scholarships and aid may be applied to this amount to reduce the minimum bank balance required).

*NOTE: Regardless of the student's TOEFL scores, all new international students will be evaluated for English proficiency upon arrival via Accuplacer Next-Gen testing. This test determines course placement for English and math courses.

Upon receipt of the above documentation, an admission decision will be made. If the decision is favorable, an I-20 form and official letter of admission will be electronically sent to the student at the email 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 Fort Hays Tech Northwest.

Second-Degree-Seeking Students

Students who have already completed a certificate or degree program of study at FHNW are welcome to return and pursue an additional certificate or degree.

Required Documents:
The online Application for Admission (https://www.FHNW.edu/apply#apply)

Transcripts from colleges attended (only if you attended other colleges after FHNW)

Federal Application for Student Financial Aid- FAFSA (enter the corresponding school code —005267)

All full-time degree-seeking students are required by Kansas Statute 65-129e to complete TB screening prior to attending Fort Hays Tech Northwest. https://FHNW.wufoo.com/forms/wbbvdl50sk4mf6/

Non-degree Seeking Students

Non-degree-seeking students are not required to meet admissions requirements and are not eligible to receive federal financial aid.

Students may be enrolled as a non-degree seeking student in certificate programs such as C.N.A.; C.M.A.; CDL; EMT; or special interest courses.

Enrollment forms for the certificate programs are found on the FHNW website on the Community Academy tab: https://www.FHNW.edu/community-academy

Enrollment forms for special interest courses are found on the FHNW website on the Community Academy tab.

Re-admitted Students

Students who had previously attended FHNW and withdrew voluntarily, or were withdrawn administratively, may be eligible for conditional re-admission. The student must have left the previous program of study according to established withdrawal procedures.

If granted re-admission to Fort Hays Tech | Northwest, the student must comply with the following conditions:

1. Student must follow the academic plan of study as outlined by the Fort Hays Tech | Northwest academic advisor or Registrar
2. Student must maintain satisfactory academic progress in all enrolled classes

3. Student must adhere to all program attendance policies
4. Student will stay current with all financial charges incurred during his or her program of study

For programs that require licensure or certification in order to practice in the technical field, the student may be required to test-out of courses or retake courses that were previously satisfactorily passed.*

Retaken coursework may not be eligible for federal financial aid.

*The program faculty and the Vice President of Student and 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.

The application for re-admission includes the following steps:

- Contact the Admissions office of the re-admission process form.
- Submit the online Application for admission.
- Submit a written request for re-admittance explaining the conditions under which the student previously left Fort Hays Tech | Northwest without graduating
- In the written request, the student shall discuss plans for meeting the following conditions:
    - Student must be in good academic standing at Fort Hays Tech Northwest.
    - Student must not be in default of any student loans.
    - Student must be in good financial standing at Fort Hays Tech Northwest.

Schedule an appointment with the Vice President of Student and Academic Advancement to discuss the criteria for re-admission

Students who are re-admitted may enroll at Fort Hays Tech | Northwest under a probationary status.

If denied re-admission to Fort Hays Tech Northwest, the student may appeal the decision through the Appeals Policy procedure (refer to the Appeals Procedure).

Fort Hays Tech | Northwest 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.

Transfer Students

Students transferring from other colleges to Fort Hays Tech | Northwest must follow the admissions procedures listed below, and should request official transcripts from all previously attended post-secondary institutions.

Post-secondary transcripts should be sent through an e- script service to FHNW. Transcripts will be evaluated in their entirety to determine the transfer of credit on the semester hour system. Transfer credits will be evaluated on a course-by-course basis. Credits will be converted to the semester credit hour system, if applicable.

Transfer students with academic sanctions from previous institutions may enroll at Fort Hays Tech | Northwest under a probationary status. [for information about probationary status, see Policy section of this catalog]

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.

To ensure a smooth transition to Fort Hays Tech | Northwest, the required documents must to be on file prior to the beginning of the semester.

If the admissions requirements are not met, enrollment may be denied and an academic hold is placed on the student account so no transcript of completed work will be released.

Please note the address where all admissions documents should be sent:

FHNW Admissions Office
1209 Harrison. PO Box 668
Goodland, KS 67735
OR email to: admissions@FHNW.edu

Required Documents:

The online Application for Admission
(https://www.FHNW.edu/apply#apply)

High school transcripts showing final grades and date of graduation (month, day, year). High school transcripts can be sent to: admissions@FHNW.edu)

OR Certificate of GED completion and GED examination results
OR Official transcript of home-schooling courses completed, grade levels, and grades earned.

Transcripts from all colleges attended, even for dual- credit /CEP classes completed while in high school. (College transcripts should be submitted through an e-script service such as Parchment; request digital transcripts be sent to registrar@FHNW.edu)

ACT, SAT or Accuplacer Next-Gen scores from the previous three years; (when registering for the ACT test, please request scores be sent to FHNW; our school code is 0006.)

If student does not have test scores, please contact the Admissions office to schedule an appointment to take the Accuplacer Next-Gen.

Federal Application for Student Financial Aid- FAFSA (enter the corresponding school code —005267)

All full-time degree-seeking students are required by Kansas Statute 65-129e to complete TB screening prior to attending Fort Hays Tech Northwest. https://FHNW.wufoo.com/forms/wbbvdl50sk4mf6/

Programs of Study with Additional Requirements for Admission

Certified Nurse Aide (CNA)

- Students must be at least 16 years of age upon entering the program.

Certified Medication Aide (CMA)

- Students must be at Certified Nurse Aide and at least 18 years of age upon entering the program.

Cosmetology

- A Cosmetology student must be a legal United States citizen and be at least 17 years of age by the completion of the program in order to challenge the Kansas State Board examination and become licensed to work as a cosmetologist in the state of Kansas.

Crime Scene Investigation (CSI)

- Students must complete a background check and are responsible for the cost of the background check.

Emergency Medical Technical (EMT)

- Candidates must be 17 years old to be certified as an EMT in the state of Kansas.

Medical Assistant

- Medical Assistant students must be at least 18 years of age by the completion of the program of study.
- Medical Assistant students must provide their own transportation to and from clinical sites.
- Medical Assistant students are responsible for purchasing scrubs
- Please submit two letters of recommendation from teachers or employers who can address your work habits
- Please submit a letter of intent describing your interest in the medical field
- The Medical Assistant program requires additional immunizations in order to participate in the clinical rotations in a medical facility. Contact the Admissions Office for a full list of the program immunization requirements.
- Please submit a certificate of health
- Students must complete a background check and are responsible for the cost of the background check. Contact the Admissions Office for information on the background check procedure.

Respiratory Care

- Respiratory Care students must be at least 18 years of age prior to admittance into the program.
- The Respiratory Care program requires additional immunizations in order to participate in the clinical rotations in a medical facility. Contact the Admissions Office for a full list of the program immunization requirements.
- Respiratory Care students must provide their own transportation to and from clinical sites.
- Respiratory Care students are responsible for purchasing scrubs.
- Please submit two letters of recommendation from teachers or employers who can address your work habits.
- Please submit a letter of intent describing your interest in the medical field.
- Please submit a certificate of health

- Students must complete a background check and are responsible for the cost of the background check. Contact the Admissions Office for information on the background check procedure.

Respiratory Care students are required to have completed the following coursework from an accredited college prior to admission:

1. Anatomy & Physiology (5 credits including lab)
2. 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.

The FHNW Business Office includes the Office of Student Financial Aid. For information about student accounts, tuition, fees, or financial aid, please visit or contact our staff:

1209 Harrison Business Office 785.890.1503

Tuition and Fees

FHNW offers full-time students a flat-rate tuition that accommodates up to 30 credit hours per semester. This means that students will be charged additional tuition and fees for credit hours beyond 30 per semester.

Students enrolling in certificate programs (C.N.A.; C.M.A.; CDL; EMT) or Community Academy courses will be charged tuition and fees as indicated on the FHNW webpage.

Tuition and fees for each program of study, as well as costs for food and housing, are indicated on the "estimated cost sheet," which is available on the Fort Hays Tech Northwest website: https://www.fhnw.edu/academics/estimated-cost- sheet

Differential tuition may be charged for high-cost programs or specialized training classes

Books, course materials, supplies, and equipment

Tool Kits

Tools are used in the classroom and shop/labs when classes start. Students are encouraged to make arrangements to purchase tool kits as soon as possible. Tool kits will be available after full payment or a payment plan has been arranged. A list of tools included in the tool kit and estimated cost of the kit will be supplied. Tools are not sold individually. An estimated cost for the proposed tools is provided on the estimated cost sheet.

NOTICE: If students purchase tool kits from sources other than our bookstore, instructor approval must be obtained.
Students in the transportation programs (Automotive Technology and Kansas Institute of Diesel Technology) are responsible for providing their own tools. Their respective tool lists are available on the webpages listed below:

Automotive Technology https://app.box.com/s/yq3xyq8u5a7boizm9osbc29d9kuamwt 7

Diesel Technology https://www.fhnw.edu/document_center/download/toolists/ Diesel-Tool-List2019—-2020.pdf

Other programs of study will be given the option to purchase the requisite tool kit (if applicable) from the college bookstore.

All safety kits are required to be purchased through the bookstore.

Clothing (Uniform) Requirements

Any special clothing (uniform) that is required for the program is not included in the flat rate tuition and must be ordered through the bookstore.

Payment Plan

Students may use federal financial aid, or set up an approved payment plan for college costs.

Account Hold

A **hold** on student records means the student must fulfill an outstanding obligation to Fort Hays Tech | Northwest. Common reasons for holds include missing transcripts from high school or previous colleges, missing test scores, or unpaid account balances.

Student records will only be released once all administrative and financial obligations to Fort Hays Tech | Northwest are met. A hold may prevent students from:

- Registering for classes
- Receiving official transcripts
- Obtaining diplomas or certificates

Financial Holds

- **Returning students** with an unpaid balance over **$500** will have a hold placed on their account.
- **Non-returning students** with **any outstanding balance** will have a hold placed on their account.

Balances must be paid in full before students can:

- Enroll in the next semester
- Request official transcripts
- Receive diplomas or certificates

Withholding Transcripts

Fort Hays Tech | Northwest may not withhold any transcript if any balance owed to the institution is the result of errors in the administration of Title IV programs or due to fraud or misconduct by the institution or its staff.

Fort Hays Tech | Northwest can withhold transcripts for payment periods in which no Title IV aid was received, or a student who received Title IV aid owed a balance for that payment period and had not made arrangements to pay that balance.

Refunds

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. Students withdrawing from classes prior to completing 60% of an enrollment term may be required to repay a portion of the federal aid. No refunds after 60% of scheduled days of attendance have passed.

For refunds to students paying fees without Title IV financial aid, the refund will be payable directly to the student.

For refunds to students paying fees with Title IV financial aid, please refer to Financial Aid Refunds.

Refunds resulting from Parent PLUS loans will be refunded according to the parent borrower's preference. These loans are also subject Title IV refund guidelines.

The refund schedule varies according to the length of the course, as the following chart demonstrates.

For 8-16+ Week Credit Courses:	
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 calculation
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 calculation
For Courses less than Two (2) Weeks:	
Prior to 1st day of class	100% refund of tuition & refundable fees
After classes have begun	Based on prorated refund calculation

NOTE: The Academic Calendar indicates the start dates, add/drop periods, and the Withdraw date for each semester. https://www.FHNW.edu/students/academic-calendar

Course cancellation

Fort Hays Tech Northwest reserves the right to cancel a class due to low enrollment or other reasons. In such cases, the determination will be made and notification will be sent to students

In the event that Fort Hays Tech Northwest cancels the course, students who have paid some or all of their account balance will be eligible for a 100% refund of tuition and refundable fees paid. The refund will be made within forty-five (45) days of the planned start date. (Please see Minimum Enrollment Policy)

Dropping classes

Students who drop a class within the first five days of the start date may be eligible for a 100% refund.

Students must complete the Add/Drop/Withdraw form in the Academic Affairs Office to officially drop* the class or program. Refunds, when due, will be made within forty-five (45) days of the last date indicated on the Add/Drop/Withdraw form.

Withdrawing voluntarily from classes

Students who voluntarily withdraw from classes/programs within the first 60% of the semester/start date may be eligible for a refund.

Students must complete the Add/Drop/Withdraw form in the Academic Affairs Office to officially withdraw* from a class or program. Refunds, when due, will be made within forty-five (45) days of the last date indicated on the Add/Drop/Withdraw form.

*Failure to complete the Add/Drop/Withdraw form prior to the designated due date results in continued enrollment in the course/program; the student will not be eligible for a refund.

Administrative Withdrawal from classes or college

Students who are administratively withdrawn from classes or from college may be eligible for refunds, if the withdrawal occurs in the first 60% of the semester.

Prorated Refund Calculation

To determine the amount of the prorated refund, the percentage of course completion is calculated as follows:

Days Attended / Total Number Days in Term, excluding any scheduled breaks of more than five days

Bookstore Refunds

If the student drops a course within the first five days from the start date, a bookstore refund may be possible for returned items. After the fifth day from start date, bookstore refunds are not issued.

The following conditions apply to refunds for returned items:

- no marks or writing in books
- no name or initials engraved on tools
- no used tools
- no opened packages

Federal Financial Aid

Financial aid advising is provided by the staff in the Fort Hays Tech Northwest Financial Aid office to clearly and comprehensively review students' eligibility for financial assistance and to assist students in understanding their available options.

The financial aid process starts by completing the FAFSA (Free Application for Federal Financial Aid) online at:
www.studentaid.gov

NOTE:
Students should complete the FAFSA every year!

In order for the financial aid package to be prepared and ready for students on the first day of the semester, students should complete the FAFSA by December 1, and check on their status regularly to comply with requests for information in the Empower student portal.

Students applying for Federal Financial Aid (FFA) must provide Fort Hays Tech Northwest with an official high school transcript (accredited high school or GED).

Credit hours shall be frozen on the census day of each semester to determine financial aid eligibility or continued eligibility.

The FAFSA is required to determine the student's eligibility for money that comes from the federal government (i.e. Pell Grants, SEOG Grants, Federal Work Study, Direct Loans, etc.)

A student may receive aid for a maximum of three full programs within five years of enrollment in those three programs. Students taking more than one program will be eligible for financial aid on a program-by-program basis.

To receive federal financial assistance, a student must:

1. be a U.S. citizen, eligible non-citizen, not in default or have an overpayment,
2. be enrolled as a student in an eligible program of study,
3. be in satisfactory standing in that program if already attending classes, and
4. continue to make satisfactory progress.

Financial Aid Refunds

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 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 for refunds is as follows:

Number Of Days Completed by the Student divided by 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 return a portion of their federal aid.

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.

Federal Pell Grants

The Pell Grant is a federally funded program assisting students who have not earned a bachelor's or professional degree.

This grant money is to be used toward education- related expenses.

Grant amounts can vary per year based on federal guidelines and are income-dependent. The maximum award is determined every year by the student's SAI (Student Aid Index) and enrollment status (full-time or part-time) for each semester they attend.

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, or has received the Bachelor's degree, they will lose eligibility for additional Pell Grants.

Federal Supplemental Educational Opportunity Grant (SEOG)

This grant is for undergraduate students who have not earned a bachelor's or professional degree and demonstrate a high need. The amount is determined by available funds and number of high-need students.

Federal District PLUS Loan (Parent Loan for Undergraduate Students)

The Federal Direct PLUS loan program is a fixed-interest rate 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.

The Parent PLUS loan application is available at www.studentaid.gov.

Required loan counseling and repayment estimates are also available at www.studentaid.gov.

Federal Work-Study Program (FWS)

The Federal Work-Study Program provides on and off-campus jobs for students who qualify through the financial aid process. Priority is given to Pell recipients.

Through this program, students may work for Fort Hays Tech | Northwest. Students have an opportunity to gain experience, work with other students, and earn money for college.

Students must apply for employment. The FWS program is a competitive process; not all applicants will be accepted into the program.

Subsidized Loan

Depending upon eligibility, a student may obtain a subsidized loan of up to $3,500 for first-year students and $4,500 for second-year students.

Interest accrues at the beginning of the grace period. Standard repayment period is 10 years.

Loans are disbursed to Fort Hays Tech Northwest by the U.S. Department of Education. Repayment is made through an assigned servicer.

Unsubsidized Loan

Dependent students may borrow up to $2,000; 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.

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 applicant and cosigner's credit and should be considered after all federal student loans, grants and scholarships have been exhausted.

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 Fort Hays Tech Northwest 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.

Overpayment

In the event a student has received a refund and an overpayment occurs, Fort Hays Tech Northwest 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.

Satisfactory Academic Progress (SAP)

Section 668.16 (e) of the HEA 34CFR 668.16(c) Standards of Administrative Capabilities mandates postsecondary institutions establish minimum standards of "satisfactory progress" for students receiving Federal Financial Aid.

At Fort Hays Tech Northwest these standards apply to Title IV – Pell, SEOG, subsidized loans, unsubsidized loans, and Parent PLUS loans.

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.

A student must maintain satisfactory progress according to the college point-value grade system. The eligibility standards pertaining to Satisfactory Academic Progress are as follows:
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 maintain Satisfactory Academic Progress will be suspended from receiving Financial Aid until the eligibility standards are met. A payment plan or alternative loan will be required to continue attendance if there is no appeal, or if an appeal is not approved.

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.

Suspension of Financial Aid

For students who do not maintain satisfactory academic progress, eligibility for financial aid will be suspended.

Students may appeal financial aid suspensions to the Financial Aid Appeals Committee. The procedure for appealing financial aid suspension includes the following:

- 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.

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
- student pregnancy and/or childbirth

Requests for consideration of mitigating or extenuating circumstances must be submitted in writing and will be reviewed by the Appeals Committee at Fort Hays Tech | Northwest.

Scholarships

Fort Hays Tech | Northwest offers many scholarships through the Endowment and other associations.

To be considered for any of these scholarships, a student must submit a complete scholarship application.

The form may be obtained from the college website:
https://www.FHNW.edu/students/scholarships-more

Priority deadline is March 1.

Foster Care Tuition Waiver

The Kansas Board of Regents coordinates a program for students who have been in foster care to enroll in Kansas educational institutions without payment of tuition.

The student will be responsible for fees, food & housing, books, supplies, course materials and equipment associated with the academic program. However, the applicant may be eligible for assistance for other costs of higher education through the Kansas Department of Children & Families.

The Kansas Department of Children & Families must
verify the applicant's eligibility status.

An applicant must meet the following eligibility requirements:

- The applicant was in custody of the Secretary of the Kansas Department of Children & Families 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.

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.

Max Jones Loan

Max Jones (1910-1963) was an attorney in Goodland, KS. He served in the Army Air Corps during WWII; served as the Goodland city attorney; and served three terms in the Kansas Legislature. He was a great supporter of education and sports, working to raise funds for the high school field house (which now bears his name). Jones also worked to bring a vocational school to Goodland, which is now Fort Hays Tech Northwest. (taken from the Goodland Star-News, Volume 81, Number 95, Tuesday, Nov 26. 2013).

Loan funds are to be used for student emergencies.

- Maximum to borrow is $50. Not every student will be granted a $50 loan.
- The loan will be posted to the student account
- 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.

SER Corporation

SER Corporation (Service, Education, Re-training) of Kansas is the direct grantee for the National Farmworker Jobs Program (NFJP) and is a private non- profit organization providing assistance to individuals working in agriculture. https://sercorporation.com/scholarship

Visit Roberta Pianalto in the SER Office in the Fort Hays Tech | Northwest Resource Center (library) for more information.
Phone: 785.890.3300
Email: rpianalto@sercorp.com.

Veteran's Education Benefits

Veterans and eligible dependents may use educational benefits through the Department of Veterans' Affairs at Fort Hays Tech Northwest. Contact your VA representative for appropriate application forms.

Vocational Rehabilitation

Payment of tuition fees, books, supplies and housing may be available for students who qualify for Vocational Rehabilitation services. Students must be accepted as a client and approved for services prior to the first day of class. Interested students should contact the local SRS/DHHS office to meet with a Vocational Rehabilitation representative.

Workforce Innovation and Opportunity Act

The Workforce Innovation and Opportunity Act (WIOA) is federal legislation designed to strengthen and improve the nation's public workforce system and help get Americans, including youth and those with significant barriers to employment, into high-quality jobs and careers, and help employers hire and retain skilled workers.

WIOA provides assistance for U.S. Citizens who are authorized to work without restriction, and who are eligible due to status such as:

- low-income veterans;
- adults receiving public assistance;
- homeless adults;
- adults with disabilities or basic skills deficiencies;
- dislocated workers who have been terminated or laid off;
- youth who are school dropouts or within the age of compulsory attendance but have not attended school for most of the year;
- youth who are English Language Learner or basic skills deficient;
- youth who are pregnant or parenting.

Students must be accepted as a client and approved for services prior to the first day of class. Students may be eligible for assistance with tuition, books, and supplies. Applicants must apply for assistance before enrolling and meet financial guidelines established by WIOA.
https://workforce- ks.com/programs/workforceinnovationandopportunityact/

Contact the Financial Aid Office for further information.

Registration

Registration processes and academic records are housed within the Office of Academic Advancement. This office is responsible for maintaining the academic records of the institution, and for coordinating registration, class schedules, transfer credits, and various other tasks that support the academic enterprise and conferring certificates and degrees.

The Office of Academic Advancement includes the Registrar, the Administrative Assistant for Academic Records, the Title III program staff, the Director of Outreach (Early College), all faculty, the Dean of Academic Advancement, and the Vice President for Student and Academic Advancement. The office is located in the administration building.

Credentials Offered by FHNW

As a two-year technical college, FHNW awards the following certificates and degrees to students who successfully complete all the requirements for their respective programs of study:

- Certification of Completion
- Technical Certificate A
- Technical Certificate B
- Technical Certificate C
- Associate of Applied Science Degree (AAS)

Associate (AAS) Degree

The associate degree – Associate of Applied Science- is the highest degree awarded at FHNW. It is a two-year degree that includes at least 60 credit hours of coursework; of these credits, at least 15 credits must be general education credits, and at least 30 credits must be in the area of specialized preparation for employment.

Technical Certificates

Technical certificates are awarded for completion of courses/credit hours specified in the programs of study. Most of our programs of study include at least one, but usually two or three technical certificates. Called "tech certs," these are awarded upon successful completion of the designated number of credit hours:

Tech Cert A – 16-29 credit hours
Tech Cert B – 30-44 credit hours
Tech Cert C – 45-59 credit hours

While students work toward the Associate of Applied Sceince (AAS) degree, they will earn tech certs along the way.

If a student chooses not to pursue the AAS degree, then they will earn the tech certs as they complete the requisite credit hours.

Certificate of Completion

Certificates of completion are awarded to students who successfully complete the requirements for certificate programs, which are short-term programs that may last a few weeks up to one semester.

Certificate programs include:

- Certified Nurse Aide
- Certificate Medication Aide
- Commercial Driver's License
- Emergency Medical Technology

The total credits earned in these programs may range from 1 to 15 credits. These programs lead to certification which is required for employment in the field. Students may enroll in just the certification course alone, or, if students are already full-time in another program of study, they may add these hours to their schedule.

General Education Program

The mission of the General Education Program at FHNW is to provide opportunities for students to engage in critical, creative, and reflective thinking about how various academic disciplines provide information and ideas that can enhance our personal and workplace experiences.

FHNW believes that general education is a crucial component to a student's education. Consistent with our mission, 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.

The FHNW general education program consists of the Student Success Seminar and the Personal Finance course, and at least 12 credits earned from any of the following areas:

1. English Discipline Area **
2. Communications Discipline Area
3. Mathematics & Statistics Discipline Area **
4. Natural & Physical Sciences (with lab) Discipline Area
5. Social & Behavioral Sciences Discipline Area
6. Arts & Humanities Discipline Area
7. Institutionally Designated Area– Personal Finance*
8. Institutionally Designated Area – Computer Fundamentals

* Required course
** All programs need a Math and an English credit

Program guides include the general education options that are required or suggested by each program's Advisory Board for students entering those industries.

Applied Technologies Degree

The Associate of Applied Science in Applied Technologies degree is comprised of a minimum of 60credits.

This degree enables a student to design an individualized program of study to fulfill a unique career goal that cannot be met through the completion of any single technology program offered by the college. A common example would be the mix of a technical program (e.g. automotive technology) with technical course work in business for those planning to open their own automotive repair business.

Students completing this degree must complete a minimum of fifteen credit hours from two disciplines (minimum of 45 credit hours) and a minimum of at least 15 general education courses. This degree will combine into a joint technical program with a focus directly related to the student's career objective. Students will develop an individualized program sequence through a structured advising process with faculty and college counselors, to facilitate meeting the requirements of the A.A.S degree in Applied Technologies.

Community Academy

The Community Academy provides a variety of courses for lifelong learning. Courses may range from continuing education units to hobbies to CPR and basic life support.

Course offerings vary by month, and do not follow the academic calendar. These courses are open to anyone, and students are considered non-degree-seeking.

Registration in Community Academy courses simply requires the student to complete an online registration form. See the Community Academy page on the FHNW website.
https://www.fhnw.edu/community-academy

Academic Records

Academic records maintained in the Office of Academic Advancement include non-financial documents such as transcripts, schedules, degrees, and certificates.

Other records that pertain to a student's academic performance in programs of study and individual classes may be maintained by faculty. Examples of these types of records may be attendance, grades on assignments and exams, evaluations, and other documents that are commonly used in the classroom. Faculty maintain these records for one year, after the end date of the course.

Many academic records are available to students through the Learning Management System, or the Student Information System. Students are given usernames and passwords to gain access to the application.

To gain access to records that are not housed in the LMS or SIS, students may request access by contacting the faculty member (for class records) or the Office of Academic Advancement.

Privacy of Educational Records

FHNW protects the privacy of students' educational records as required by the federal Family Educational Rights and Privacy Act (FERPA). College students have the right to determine who may have access to their educational records by completing the FERPA waiver form, which is usually done during the first week of class in full-time programs of study.

High school students who are in the Early College programs are considered college students and are asked to complete the FERPA waivers to indicate who may have access to their college records.

FERPA does allow "directory information" to be released publicly. FHNW does consider honors and awards to be "directory information" so that we may release information about the President's List, Dean's List, and Honor Roll each fall and spring semester. (Please see the FERPA policy below)

Transcript Requests

The transcript is the official record of courses taken and transfer credits accepted by FHNW. As an academic record, the transcript is considered confidential, and FHNW will not release the transcript. Students may request their FHNW transcripts to be sent to other colleges, employers, or agencies by creating an account with our transcript service, National Student Clearinghouse: https://www.fhnw.edu/alumni-friends/request-a-transcript

Degree Maps/Cohorts

At FHNW, students are enrolled in cohorts, and students will complete their program of study with their cohort.

The Degree Map shows the sequence of classes that students will complete as they progress through their programs (except for the Applied Technologies program).
For the most part, students will not choose their class schedule, as the sequence of courses is already set. In some cases, students may choose between options that complete general education requirements or students who transfer in credits may differ from the sequence of classes in the degree map.

Degree Maps are included in this online catalog in the section that describes each program of study.

Schedule of Classes

The schedule of classes for each term (fall, spring, summer) is available on the FHNW website: https://www.fhnw.edu/schedule-of-classes

The schedule includes options for general education courses but does not include all the courses for the programs of study.

Minimum Enrollment

Background

Some programs of study are subject to evaluation by external accrediting agencies that establish student-instructor ratios as well as benchmarks for student achievement, graduation, certification/licensure, and placement. Failure to comply with these guidelines may result in

probationary status or closure of the program of study. Thus, low enrollment may be a risk factor for programs such as EMT, CNA, etc.

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

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

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

Scope
The class cancellation policy applies to online general education courses, electives (i.e. P.E. courses), CommunityAcademy, and certification courses (EMT, C.N.A., C.M.A., CDL)

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

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

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

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

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

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

Upon closing registration, the Registrar shall check enrollments.

The registrar will notify the Vice President for Student and Academic Advancement of the enrollment status, and to request a decision on whether the class should be canceled. The VPSAA can also check with the faculty member to see if they would still like to offer the course.

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

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

Student Schedule

When students are registered for classes, they are provided with a copy of their schedule for the term. The schedule includes information pertaining to the course numbers/name, the instructor, the days and times, and the location of the courses.

On the student's schedule, program classes may appear to overlap, as the information typically indicates the courses meet MTWRF all day long. This is simply an indication of the cohort model of scheduling.

Online courses may appear to overlap also, as the information typically indicates the online courses are offered seven days a week. This is simply an indication that online courses are asynchronous, meaning that there is no designated time period for the class to meet. However, online learners should be aware of the attendance and login expectations.

Online Courses

Each term (fall, spring, summer) FHNW offers a number of general education courses online. Online courses do require a significant time commitment.

"Attendance" in an online class is considered logging in and completing the online work – discussion forums, quizzes, assignments, readings, etc.

Substantive Interaction – The online discussion forum is the key element of the online course, attempting to facilitate the transmission of information that typically occurs in the classroom between instructor and students.

One program of study – Childcare Specialist – is designated as an online only program.

- Students will need reliable access to the internet
- Students will need a laptop or desktop computer –a cell phone or tablet will not be sufficient as many assignments require Microsoft products (Word, PowerPoint, Excel, etc.)
- Students must be prepared to treat this online program as a priority – allocate at least 30 hours per week. Without allocating adequate time to the online courses, students may experience difficulty completing all the requirements for certification.
- While most of these courses are offered online only (not on campus), there are a number of practica (practical experience courses) that require students to observe/work in a childcare facility to fulfill requirements for certification.
- Students are responsible for transportation to/from childcare facilities for their practica.

Another program that is offered online is Application Development and Emerging Technologies.

- The Application Development and Emerging Technologies program is based on campus, and does require students to participate in team-based learning.
- For more information on how many Application Development and Emerging Technologies classes can be completed online, students may contact the instructors: https://www.fhnw.edu/campus-phone-directory

Authenticating Online Students

Background

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

Purpose

Because the online learning environment does not provide a way for students and instructors to interact in person, it may be possible for academic integrity violations to occur. The purpose of this

policy is to take measures to establish that students who submit work in online classes are actually the students who are enrolled in online classes.

Scope
This policy applies to online courses only.

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

Policy Statement
It is the policy of Fort Hays Tech | Northwest to authenticate the identity of prospective online students through the Admissions process and to require online instructors to use the acceptable methods of instructional methods to confirm the identity of students who are completing the work in online courses. FHNW does not charge students any fees for student identity verification.

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

Procedures
FHNW has identified the following as acceptable methods of identity verification:

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

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

1. Upon admission to FHNW, students are issued a username and password, which is required to be used each time a student participates in coursework online.
2. Students are instructed to change passwords on a regular basis to help maintain student security.
3. Students are instructed that sharing their login credentials (username and password) is prohibited and such action is subject to the academic integrity policy.
4. Students are required to authenticate each time they log into the LMS or proctored exams to minimize the possibility of academic dishonesty.
5. In-person activities that require identity authentication are verified by FHNW employees upon inspection of photo IDs
6. FHNW relies upon the high school employees to verify that students who complete the Early College Program courses are indeed the students who enroll in the classes.
7. All methods of verifying student identity in distance education must protect the privacy of student information.
8. Faculty members are encouraged to design courses that support academic integrity.
9. Other practices that can be used to authenticate students in online courses:

a. Require students to record (video) assignments for submission
b. Require FaceTime, Skype, or Zoom conferences periodically with students to discuss assignments/exams/papers
c. Initiate contact with the student through email or phone call to discuss assignments/exams/papers

10. Students must adhere to the Acceptable Use of Information Technology Policy found below.

Registration/Enrollment

Certification Courses

Registration for certification courses (C.N.A.; C.M.A.; CDL; EMT) consists of completing the online registration form. See the FHNW website for certification courses:
https://www.fhnw.edu/community-academy

Community Academy (Non-degree Seeking Students)

Registration for Community Academy courses consists of completing the online registration form. See the FHNW website for Community Academy courses.
https://www.fhnw.edu/community-academy

First-time, Full-time Students (New and Re-admitted)

All new students who plan to attend college full-time (transfer students; international students; first-time/full time; re-admitted students; and second-degree seeking students) need to participate in either the online registration process or come to campus for the on-site registration process.

For new students, the first registration event is called Tiger Enrollment.

Tiger Enrollment is available online (https://www.fhnw.edu/enroll-now) or through an on-campus visit.

The on-campus Tiger Enrollment dates are listed on the webpage (https://www.fhnw.edu/enroll-now).

Continuing Students

Once a student has started attending FHNW, we offer registration events to enroll students in classes for the upcoming semester.

All students will participate in pre registration to sign up for spring semester classes. Program faculty bring students to the Academic Advancement office in small groups; students are given a checklist to ensure they visit all necessary offices to complete enrollment.

All continuing first-year students will participate in Sophomore Survivor Days to pre-register for classes to be taken in the next fall semester. Non-refundable down payments and fees are required at this time. Program faculty bring students to the Academic Advancement office in small groups;

students are given a checklist to ensure they visit all necessary offices to complete enrollment.

Early College Students

High School students participating in the Early College Program will register through the Director of Outreach in conjunction with high school officials.

Individuals on a Waiting List

Individuals who are put on a waiting list to enter a Fort Hays Tech | Northwest program will be taken in the order that the applications are received at the next available start date. Individuals who are on a waiting list to enter a Fort Hays Tech | Northwest 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 dat

Auditing a Course

Background

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

Each academic department determines the courses available for audit.

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

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

Purpose

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

Scope

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

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

Definitions

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

Policy Statement

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

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

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

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

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

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

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

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

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

Placement Testing

Registration begins with evaluating the student's readiness for English and math classes.

FHNW evaluates student readiness through multiple measures and/or test scores on the ACT, SAT, or Accuplacer Next-Gen exam. Students must have taken these exams within the past 3 years; scores older than 3 years will not be accepted.

Students may be exempt from placement testing if one or more of the following criteria apply:
- Students have already earned a Bachelor's or Associate's Degree
- Students have successfully completed ("C" or higher) in a 100-level course in English or Algebra
- Students have taken the Accuplacer Next-Gen, ACT or SAT test within three (3) years prior to enrollment

The Accuplacer Next-Gen test is available at FHNW. To schedule a testing time, please contact the Admissions office.

Students are permitted to retake the test twice, but must wait a minimum of 24 hours between tests.

Students may retake the Accuplacer Next-Gen test at the cost of $5.00 per section for the following reasons:

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

Students who score below the minimum standards for college level courses will be required to take co-requisite course work (i.e. sections designated as "lab" or "studio" sessions).

The charts below indicate course recommendations based on test scores or multiple measures.

Math Pathways

Tech Math– for the following programs: Auto Body, Auto Tech, Carpentry, Design/Digital Media, Cosmetology, Diesel Tech, Electrical, Plumbing, Welding				
ACT	SAT	Next Gen	Multiple Measures	Course
0-16	0- 460	0-262	N/A	MATH 107
17+	470+	263+	"B" in Algebra 1 and 3.0 cumulative high school GPA	MATH 105
Algebra– for the following programs: Business, Childcare, ADET, CSI, Engineering, Medical Assistant, Precision Ag, Respiratory Therapy				
ACT	SAT	Next Gen	Multiple Measures	Course
0-18	0- 470	0-249	"B" in Algebra 1 and 3.0 cumulative high school GPA	MATH 112 OR MATH 120
19- 20	510+	250- 262	"C" in Algebra 2 and 3.0 cumulative high school GPA	MATH 110 or MATH 120
21+	530+	263+	"B" in Algebra 2 and 3.0 cumulative high school GPA	MATH 115

English Pathways

Tech Writing– for the following programs: Auto Body, Auto Tech, Carpentry, Cosmetology, Diesel Tech, Electrical, Plumbing, Welding				
ACT	SAT	Next Gen	Multiple Measures	Course
0- 36	200- 800	200- 300	High school diploma	ENGL 105

English Composition– for the following programs: Business, Childcare, CSI, Design/Digital Media, Engineering, Medical Assistant, Precision Ag, Respiratory Therapy				
ACT	SAT	Next Gen	Multiple Measures	Course
0- 17	0- 420	0-254	N/A	ENGL 112
18+	430+	255+	"B" in English IV and 3.0 cumulative high school GPA	ENGL 110
Tech Writing: Code Documentation – for the following program: ADET				
ACT	SAT	Next Gen	Multiple Measures	Course
0-36	200- 800	200- 300	High School Diploma	ENGL 120

Credit for Prior Learning

Credit for Prior Learning (CPL), also referred to as Prior Learning Assessment (PLA), may include Credit for Work Experience (CWE) or College Level Examination Program (CLEP) and consists of an evaluation of skills exhibited through work and life experiences such as employer and military training programs; industry certifications; non-credit postsecondary-level courses; civic or volunteer experiences; and/or satisfactory test results on a CLEP exam.

CPL must be compatible with courses meeting certificate or AAS degree requirements.

In programs that require certification coursework (such as OSHA, first aid, etc.), students may earn credit for prior learning if they have already earned the certification. Students must provide their cards or documentation verifying the certification to their instructors. On the student's transcript, the designation of "CPL" will appear as the letter grade for the course.

Official test scores or transcripts of prior learning credit should be forwarded to:
Registrar's Office
1209 Harrison
PO Box 668
Goodland, KS 67735

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

Students must arrange for an official report of CLEP examination scores to be sent to FHNW from The

College Board to receive credit.

FHNW will grant credit to students who earn a score of 50 or higher on CLEP examinations when a CLEP examination covers material that is deemed to be college-level and is substantially similar to an existing course.

Course credits may be applied to certificate, diploma, and/or degree programs as either a required course or as an elective course. Tuition will still be charged for CPL credits.

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.

Work Experience

Must be within the last 3 years in order to be considered. FHNW does not accept credit awarded for work experience from other post-secondary institutions.

Prospective students who wish to initiate the Prior Learning Assessment process should contact the Registrar to determine what type of documentation will be necessary. No charges are assessed for evaluating or awarding prior learning credits. However, Credit for Prior Learning will be awarded only to degree-seeking students who have enrolled.

Award of College Credits

Students may receive a maximum of 75% of the total program hours towards Technical Certificate or an Associate of Applied Science (AAS) degree.

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

Test Out/Challenge Exams

Within the first week of the course, students enrolled in eligible general education courses have the option to attempt to test out of the course.

Eligible courses:

- Computer Fundamentals
- Personal Finance*
- Technical Math

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

Procedure

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

Transfer Credit

Background

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

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

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

Fort Hays Tech | Northwest adheres to an internal review process to ensure that incoming transfer credits demonstrate equivalence with our own courses required for that program before being applied toward degree requirements

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

Purpose
The purpose of the Transfer Credit policy is to inform students and other stakeholders of the criteria used to accept incoming transfer credits, how these credits are reported on the transcript and whether the

grades for these transfer credits impact the student's GPA. This policy will also address issues regarding outbound transfer credits (when students wish to transfer to another institution).

Definitions

"**Incoming transfer credit**" refers to credits that a student wants to transfer from some other college or university to FHNW

"**Outbound transfer credit**" refers to FHNW credits that a student wants to transfer to another college or university

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

Policy Statement

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

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

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

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

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

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

Procedures

Students who have completed college coursework at other post-secondary institutions may request official transcripts through an e-script service, or request transcripts to be sent to:
FHNW Registrar
1209 Harrison PO Box 668
Goodland, KS 67735

Incoming transfer credits are counted towards the FHNW AAS degree and the grades are computed in

the student's GPA.

Transferring FHNW credits to another institution

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

Add/Drop Classes

Students may add or drop course(s) according to the dates indicated in the academic calendar (https://www.fhnw.edu/students/academic-calendar).

NOTE:
The designated Add/Drop period is typically the first five days of the course.

Students must complete an Add/Drop/Withdraw Form in the Academic Advancement office before the close of business on the appropriate date.

Adding Classes: Students who add a class during the Add/Drop period may be missing important information that the instructor has already delivered to the class. Students who enter the class late are advised to meet individually with the instructor for this information.

Dropping Classes: If classes are dropped during the Add/Drop period, the dropped class will not appear on the student's official transcript. The student will be eligible for a 100% refund of tuition already paid for that class (see refund policies in the Tuition/Fees/Financial chapter of this online catalog)

Full-time Students: Because FHNW maintains a flat-rate tuition for 30 credits per semester, there may be financial consequences for adding, dropping or withdrawing from classes as follows:

- If a student adds or drops classes and stays within 30 credits for the semester, there will be no adjustments to the student's billing account
- If a student is enrolled in fewer than 30 credits, and then adds additional courses within the designated add/drop period resulting in more than 30 credits, the student's account will be billed for additional credits above 30. If the added class also requires fees, the fees will also be added to the student's account.
- If a student is enrolled in more than 30 credits, and then drops courses within the designated add/drop period resulting in fewer than 30 credits, the student's account will be adjusted to remove the charges for the dropped course.

Withdrawing from a Course

After the designated Add/Drop period, an official transcript record begins, which means the course will appear on the student's transcript with a designated grade earned for the class. Students should be aware that discontinuing attendance in class without officially withdrawing may result in an "F" being recorded on the transcript.

The deadline for withdrawing from classes is the date at which 60% of the course has been completed. (Note that this deadline follows the date for mid-terms, so that students can see mid-term grades before making a decision about withdrawing from a class).

Students cannot withdraw from courses once 60% of the course has been completed.

The student must complete the official withdrawal procedure (completing the Add/Drop/Withdraw form in the Admissions office and obtaining required signatures), for the course grade to be recorded as a "W."

The "W" is preferable to the "F" because the "F" will negatively impact the student's grade point average whereas the "W" does not enter into the grade point average calculations. However, both the grades of "F" and "W" will possibly decelerate a student's pace toward completing the degree, which will impact financial aid eligibility.

If a student withdraws from courses between the designated Add/Drop period and the 60% date, the amount of the refund will be prorated according to the number of days the student was enrolled in the course. (Refer to the Tuition, Fees, Financial Aid section of this catalog for information pertaining to refunds).

> NOTE: High school students in the Early College Program will complete add/drop procedures in conjunction with the Director of Outreach and their respective high schools.

Withdrawing from College

There may be several reasons why a student decides to withdraw from school during a semester. The student is encouraged to speak with either the program instructor, Vice President of Student and Academic Advancement, and/or the Financial Aid office before deciding to leave school.

Students who cannot complete their program of study may choose to withdraw from school (not return to complete the program) either during the current semester or for the upcoming semester.

Students who choose to withdraw from school must complete a withdrawal form in the Academic Advancement office, and complete a checklist to ensure that tools, books, equipment, and the billing account are all resolved satisfactorily.

If a student is sponsored by an employer, there may be stipulations regarding reimbursement of tuition/fees paid on behalf of the student as well as ownership and possession of tools or equipment.

Military 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 coursework completed with a performance of a "C" or higher (2.0 or above GPA). Students will be given a pro-rata refund for any coursework 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. Advanced standing will be given for any coursework 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 coursework.

Withdrawing from a Program

During the first week of the fall semester, students who realize they want to change to a different program may drop out of one program and enter another program (space permitting).

Students should contact the Academic Affairs office immediately to discuss options (such as the AAS in Applied Technologies), and if necessary, start the withdrawal and re-registration process.

- Permission from instructors in both programs is required.
- 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 FHNW.
- Personalized items and opened items are not eligible for a refund.

After the first week of the fall semester, a program change requires the student to formally withdraw from the original program and enroll in the desired program at the next available start date (i.e. usually the next fall semester).

- The student is responsible for all tuition and fees for the current semester subject to the refund policy found in this catalog.
- The books, supplies, and tool costs are subject to the return policy at the bookstore if purchased from FHNW.
- Personalized items and opened items are not eligible for a refund.

Students may be able to create a program of study for an Associate of Applied Science (AAS) Degree in Applied Technologies if the two programs are closely related. Choosing this option will minimize the financial and academic loss that may occur when switching programs.

Administrative Withdrawals

Background

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

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

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

Definitions
"**Non-attendance in online classes**" is defined in the policy: *Online Classes*
"**Non-attendance in campus classes**" is defined in the policy: *Attendance – on-campus classes*
"**Houring out**" refers to dismissal from college when a student exceeds 35 hours of absence in one semester
"**Expulsion**" refers to the act of expelling or removing a student from classes and from the campus.

Policy Statement
It is the policy of Fort Hays Tech | Northwest to authorize designated administrators (President; Vice President for Student and Academic Advancement) to administratively withdraw students under the following conditions:
1. The student has failed to submit the required documentation for the admissions process by the midterm date of their first semester of enrollment
2. The student has houred out according to the *Attendance – online classes* or the *Attendance – on-campus classes* policy(ies)
3. The student's conduct/behavior is a violation of the *Tiger Conduct Code* or other policies that warrant expulsion from college
4. The student has experienced a medical or family emergency which prevents the student from completing the semester
5. The student has failed to raise the cumulative GPA to 2.0 following a semester on Academic Probation
6. The student has an outstanding account balance owed to the school
7. The student has violated a policy that is program-specific as listed in the Program Handbook and forwarded to the Vice President of Student and Academic Advancement for adjudication
8. Other conditions which the administration deems it necessary to perform the administrative withdrawal

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

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

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

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

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

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

Academics

Grades and Grading

FHNW implements the 4-point grade system, meaning that the highest grade (A) is worth 4 points when calculating the GPA.

Grades on Coursework

Instructors are encouraged to provide grading rubrics that delineate expectations for the completion of classwork. Students who have questions about grades on coursework should speak directly to their instructor.

Midterm Grades

For full-semester courses, instructors provide midterm grades which students can view through the student information system. These grades are simply indicators of the student's progress and may influence the student's decision to withdraw from a course, but will not become part of the official transcript.

How Final Grades are Calculated in Classes

Instructors are required to provide information on their course syllabi that delineates how the final grade in the class will be calculated. This typically involves a designated "weight" for each category of graded assignments (i.e. quizzes, projects, assignments, etc.) Students who have questions about their final grades should speak directly to their instructor. Students who believe the grade is in error, and did not resolve the issue with the instructor, may appeal the grade. See the Grades Appeal Policy in this online catalog.

Letter Grades on the Transcript

"A" is worth 4 points
"B" is worth 3 points
"C" is worth 2 points
"D" is worth 1 point
"F" is worth 0 points
"W" is not included in the calculation of the GPA
"I" indicates coursework is incomplete due to extenuating circumstances that meet specific criteria
"CPL" indicates credit for prior learning and is not included when calculating the GPA
"XF" indicates failure of a course due to academic integrity violations and is included when calculating the GPA. Worth 0 points.
"P" indicates a student has passed a pass/fail course and is not included in the calculation of the

GPA

"AW" indicates an administrative withdrawal from a course and not included in the calculation of the GPA

"FA" indicates a student failed the course after attempting but not finishing the course and is included in the calculation of the GPA. Worth 0 points.

"FN" indicates the student failed the course and never attended or attempted the course, nor did they withdraw from the course and is included in the calculation of the GPA. Worth 0 points.

"AU" indicates a student audited a course and is not included in the calculation of the GPA

The Incomplete "I"

Instructors must seek permission to grant the "I" if a student is not able to complete the course by the end date of the semester.

Policy Regarding the "I" Incomplete

- The grade of "I" is given only when the student has completed 75% of the course earning passing grades on coursework so far, but then encounters a medical or other emergency that prevents the student from completing the final 25% or less of the course.
- The absence must be verified and approved by the Vice President for Student Advancement.
- Absences that are not verified and approved shall contribute to the 35 hours of allowable absence per semester (refer to the attendance policy).
- The request for the "I" grade must be initiated by the instructor at least one week prior to the end date of the course by submitting the Request for "I" form.
- "I" grades shall be automatically converted to a final grade of "F" unless the instructor and student follow the procedures for the Student Contract as specified on the Request for "I" form.

Procedure Regarding the "I" Incomplete

- If the student anticipates missing a significant portion of the final 25% of the course, the student should consult with the instructor and with the Vice President for Student and Academic Advancement for a medical leave of absence. Otherwise, the student is at risk of "houring out" and being dismissed per the attendance policy.
- If the VPSAA approves the student's medical leave of absence, then the student qualifies for the "I" grade. The instructor must determine if the student can feasibly make up the coursework within the constraints of the Student Contract to earn a passing grade for the course.
- The instructor develops a Student Contract that specifies assignments to be completed within a specified period of time not to exceed 2 weeks from the end date of the course.
- The student is required to sign the Student Contract, indicating awareness of and agreement to the details regarding coursework to be completed. Failure to sign the Student Contract will result in a final grade of F. Failure to complete and submit the work as specified in the Student Contract will result in a final grade of F.
- Upon that specified due date, the instructor must submit a Grade Change request.
- If the instructor fails to submit the grade change request, the Registrar shall convert the "I" to a final grade of "F." This grade change is final.

Calculating the GPA

The GPA is a mathematical average of the total Quality Points for the courses completed.

Semester GPA: Here is a sample showing how the grade points for each letter grade are multiplied by the credits to determine quality points. (notice that there are no grade points associated with certain letter grades):

Course	Grade	Credits	Grade Pts	Quality Points
SAM105	**A**	**3**	**4**	12
SAM110	**B**	**3**	**3**	9
SAM115	**C**	**3**	**2**	6
SAM120	**D**	**2**	**1**	2
SAM125	**F**	**5**	**0**	0
SAM130	W	3*	n/a	
SAM135	I	3*	n/a	
OSHA	CPL	1*	n/a	
TOTALS		**16**		**29**

*not included in totals

Divide the total Quality Points by total number of credits: 29 / 16 = 1.8125

Cumulative GPA: The same process as calculating the semester GPA, but all courses completed for all semesters are included in the calculation.

Grade Appeal Policy

If the student has a grievance about a final grade that appears on the transcript, the student may submit a Grade Appeal to the Vice President of Student and Academic Advancement within 30 days of the course end date. The grade appeal must be based on policy or procedural errors, not the instructor's evaluation of student work.

If the student has a question about a grade earned on coursework throughout the semester, the student is encouraged to speak first with the instructor and may follow the Complaint/Conflict Resolution process if the student is not satisfied with the initial conversation with the instructor.

Midterm Grade Submission Policy

Faculty are required to submit midterm grades through the student information system within 24 hours of the designated midterm date on the academic calendar. Midterm grades are indicators of student performance and do not impact the student's term/cumulative GPA calculation.

Final Grade Calculation and Submission Policy

The course syllabus must identify how final grades will be calculated (i.e. the coursework that contributes to the final grade and the total points possible).

Faculty may not accept student coursework after the course end date unless a contract for an "I" has been completed.

Faculty are required to submit final grades through the student information system within 72 hours of the designated semester/term end date on the academic calendar.

Grade Change Policy

In cases where faculty have made an error in calculating final grades or entering final grades into the student information system, the faculty member may request a Grade Change by completing the Grade Change Form. The Grade Change must be explained to and approved by the Vice President for Student and Academic Advancement.

Grade Change Procedure

- Final grades are due within 72 hours of the semester end date (i.e. end of business day the Monday after the course end date).
- The instructor completes the Grade Change form, attaching relevant documents, and submits it to the Vice President for Student and Academic Advancement
- The VPSAA will review the request and all relevant documentation to determine whether to approve the request. A decision must be reached within 48 hours of receipt of the request
- Upon approval, the VPSAA will submit the document to the Registrar.
- The registrar will make the grade change and also notify the Financial Aid office.

Grade Forgiveness and Repeat Enrollment Policy

- Students who earn a grade they are unsatisfied with may be eligible to repeat enrollment up to two additional attempts.
- Upon the second attempt, the higher grade will be used in calculating the cumulative GPA. The credit hours for both courses are included in the grade calculation, but the lower grade will no longer be included in the cumulative grade calculation.
- Upon the third attempt, the credit hours for all courses are included in the grade calculation, but the lowest grades will no longer be included in the cumulative grade calculation.
- If the student cannot earn a passing grade at FHNW within the three attempts, the student may need to attempt the course at another institution and transfer the credits to FHNW. Students must request an official transcript from the other institution be sent to FHNW in order for the transfer credit to be evaluated and recorded.

Academic Honors

Background

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

Purpose

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

Definitions

"Qualified students" are defined as those who have attempted and completed at least 12 credit

hours for the term.

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

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

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

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

Procedure
• After the end date of the fall and spring semesters, a grade report will be pulled from the student information system. (For cosmetology courses that have different end dates, a separate data pull will be conducted after the end dates for the cosmetology semesters).
• Staff members should check to ensure that the student has not indicated that their directory information cannot be released.
• Fort Hays Tech | Northwest will release the names and hometowns of all students who earn academic honors to the Goodland Star News, and to social media sites that are maintained by the Marketing Director.
• Fort Hays Tech | Northwest will notify the area news sources with their name, hometown, and the title of the honor (i.e. Vice President's List, President's List, Honor Roll).

Academic Standing

FHNW seeks to provide academic support when needed. Students who are not able to maintain a 2.0 GPA are placed on either Academic Warning or Academic Probation, which may impact eligibility to participate in certain activities, and may impact financial aid.

- **Good Standing** – semester and cumulative GPA is 2.0 or higher
- **Academic Warning** – when the semester GPA is below 2.0 for the first time, the student is placed on Academic Warning for the following semester
- **Academic Probation** – if the semester GPA and cumulative is not 2.0 following the Academic Warning semester, the student is placed on Academic Probation.

Graduation Requirements

To receive the technical certificate or degree, a student must have:

• Satisfied the residency requirement (completed at least 25% of coursework through Fort Hays Tech | Northwest)

• An overall GPA of 2.0 or better for the entire program of study
• Completed all coursework and/or testing as required by the program of study
• Paid in full all account balances

Graduation (Commencement) Ceremony

Commencement exercises are designed to give the graduating students the recognition deserved for completing a technical certificate program and/or an AAS Degree at Fort Hays Tech | Northwest.

Students should note that participation in commencement ceremonies does not necessarily mean that the degree or certificate has been earned, as the Registrar and Bursar are still confirming eligibility.

Commencement exercises are held in May. Students who will have completed their education during the academic year (fall semester, spring semester, or upcoming summer semester) are encouraged to participate in the May ceremony.

All graduating students on occupational work experience (OWE) are expected to return to the college in May for graduation as designated by their program instructors.

The actual certificate or degree will be mailed to students upon confirmation of successful completion of academic and financial requirements. It is the student's responsibility to ensure that their mailing address is updated in the student information system.

Graduation Follow-Up Report

In order to comply with state and federal regulations and to assist with program evaluations, FHNW Career Services performs an annual follow-up survey to ascertain the placement of recent graduates in their respective fields of 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 following academic year.

Residency Requirement

To be eligible to earn the Associate of Applied Studies (AAS) degree from FHNW, students must earn a minimum of 25% of the degree requirements (approximately 15-18 credits) from FHNW.

Credit Hour Student Workload

Background

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

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

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

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

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

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

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

Definitions
"**In-class work**." In-class work is defined as teacher-led instruction (lecture).

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

"**Semester**." One semester of career/technical program classes consists of 17 weeks on the FHNW campus. For general education classes on the FHNW campus, one semester consists of 16 weeks. For Concurrent Enrollment Program classes on high school campuses, one semester consists of 18 weeks.

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

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

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

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

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

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

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

Instructional Equivalencies for Online Education:

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

Quiz or exam (***subjective*** questions)	1 question = 10 minutes

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

Academic Integrity

Background

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

Purpose

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

Scope

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

Definitions

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

"**Intentional plagiarism**" Intentional plagiarism is the act of knowingly using someone else's words or thoughts without giving the other person proper credit. Because it may be difficult to determine a student's intentions, intentional plagiarism may be defined as plagiarism that occurs after the student has been instructed in plagiarism, and is therefore subject to disciplinary action.

"**Unintentional plagiarism**" Unintentional plagiarism is the act of committing plagiarism without knowingly doing so. Because it may be difficult to determine a student's intentions, unintentional

plagiarism may be defined as the student's first incident of plagiarism and should be followed by instructional resources to assist students in learning how to appropriately cite sources. Further, the student should be issued a warning that the next incident will be considered intentional plagiarism and will be subject to disciplinary action.

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

Policy

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

Students who exhibit academic integrity demonstrate the following characteristics:

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

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

• **Plagiarism:** An act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author. Examples would include, but are not limited to the following:

- Quoting, paraphrasing or summarizing another's work without appropriately acknowledging the source.
- Using another's content without acknowledging the source.
- Submitting another's work, purchased or otherwise obtained, as one's own.

• **Cheating on Examinations/Quizzes/Assignments:** Examples would include, but are not limited to the following:

- Using another's work,
- Bringing to the learning environment materials that are not permitted by the instructor,
- Communicating with another student(s),

- Receiving any kind of assistance including, but not limited to, assistance from electronic devices
- Obtaining or disseminating the content of an examination/quiz/assignment without the permission of the instructor.

• **Facilitating Academic Dishonesty:** Knowingly allowing another student to utilize, copy, or cheat from one's own examination/quiz/assignment.

• **Unauthorized Collaboration:** Sharing information or aiding another person during an examination or in preparing academic work without prior authorization of the instructor.

• **Fabrication** is the use of invented information or the falsification of research or other findings in an academic exercise. Examples include, but are not limited to:

- Fabricating a citation for a research paper or other project.
- Changing a graded examination, paper, homework assignment, or other project and re-submitting it to the instructor to claim an error in grading.

• **Other forms of dishonest academic conduct** include any actions by which one seeks an unfair academic advantage over others. Examples include, but are not limited to:

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

Procedures

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

1. Faculty notifies the student of the suspicion of academic dishonesty and schedules an appointment with the student to discuss the matter in person, by phone, or via email as soon as reasonably possible.
2. During this meeting between faculty and student, the faculty reviews information collected by the faculty member and information given by the student to determine if a violation of academic integrity occurred.
    a. If the Faculty determines the incident is unintentional plagiarism, The faculty will provide the Plagiarism Review assignment for the student to complete in the Learning Management System. This incident shall be reported to the Vice President of Student and Academic Advancement but no disciplinary action will be taken.

b. If the faculty member confirms the integrity violation was intentional, the "Violation of Academic Integrity Policy Report" will be completed by the faculty member, signed by the student, and sent to the Vice President of Student and Academic Advancement.

3. The Vice President of Student and Academic Advancement will log the "Academic Integrity Report" into the student's permanent record and will give official notice to the student via email of the consequence based on the number of offenses in the student's record.

Sanctions

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

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

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

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

Students who wish to appeal should refer to the Appeals Policy.

Acceptable Use of Information Technology

It is the intent of Fort Hays Tech | Northwest to provide a quality technological environment for the college community in which certain standards are observed. Use of the technology resources is limited to purposes related to the college's mission of education. Certain responsibilities accompany the usage of such resources and understanding them is important for all computer users. Use of technology resources is contingent upon compliance with college policies and standards and all governing federal, state and local laws and regulations. All Fort Hays Tech | Northwest students, faculty, administrators, staff and guest users who are authorized to use Fort Hays Tech | Northwest computing facilities and services are responsible for reading, understanding and complying with this policy. All users of the college computer resources shall agree to use the resources legally and ethically. Anyone who uses the technology services agrees to comply with the expectations outlined.

The policies in this code apply to all hardware and software that make use of college resources, regardless of who owns the equipment or programs.

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

Scope
The scope of this policy covers all computing devices and network access owned and operated by Fort Hays Tech | Northwest.

Policy Statement: Acceptable Use of Technology

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

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

- Instruction of Fort Hays Tech | Northwest 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 Fort Hays Tech | Northwest Acceptable Use of Technology Policy to engage in any of the following behaviors:

- Violate copyright law in any manner, including but not limited to, downloading copyrighted audio, video, graphics, or text materials from the internet without proof of proper licensing arrangements. Computer software must be used in accordance with license agreements, whether it is licensed to the college or to the individual.
- Use another person's account or PIN number or give your password, PIN number, or identification to another person for the purpose of gaining access to a college-owned computer, network, or database resource. Users are responsible for safeguarding their identifications and passwords. Each user is responsible for all transactions made under the authorization of his or her ID and password.
- Access a file on a college-owned computer or network without the permission of the owner to copy, rename, modify, or examine it or to change file protection or visibility. Lack of protection on a file does not imply right of access.
- Interrupt or inhibit the access of others to Fort Hays Tech | Northwest 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 Fort Hays Tech | Northwest 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 Fort Hays Tech | Northwest employee. Information stored on administrative computers and servers is confidential. Use or distribution of such information other than as authorized or assigned is prohibited by College policy and state and federal laws.
- Access or attempt to access the college's administrative systems and records without explicit permission by the data owner or their designee.
- Read, delete, or in any way modify the college's administrative system data without explicit permission; distribute, publish, or in any way make known any such data to unauthorized persons.
- Tamper with computers, printers, or any other associated college-owned equipment.
- Remove, without authorization, computer equipment, disks, paper documentation, data, or other technology resources.
- Connect any device, other than a computer or printer (e.g., game console, network hub or router, etc.) to Fort Hays Tech | Northwest's computer network.

Requirements for Acceptable Use of College Technology Resources

Users Must:

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

Computing Resources

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

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

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

Account Access

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

A user should only access or attempt to access files in his/her own accounts, files that have been

made accessible to him/her, or files that have been made publicly accessible.

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

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

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

Proper use includes:

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

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

Privacy
Fort Hays Tech | Northwest 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.

Fort Hays Tech | Northwest 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, Fort Hays Tech | Northwest has the right to monitor any and all aspects of a system, including individual login sessions, to determine if a user is acting in violation of the policies set forth in this document or as stated by law.

Liability Disclaimer
Fort Hays Tech | Northwest hereby expressly and explicitly disclaims any liability and/or responsibility for violations of the policy stated above. Fort Hays Tech | Northwest 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.

Accommodations for Students with Disabilities

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

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

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

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

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

"**IEP**" The Individualized Education Plan is a document created by public schools receiving federal funding to outline the personalized learning needs for a student with a disability. Students are responsible for requesting the IEP from their high schools.

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

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

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

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

Policy Statement

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

Procedures

The first step in the process is for the student to request assistance. Current and prospective students are encouraged to complete the Disability Services Student Intake Form on the FHNW website: https://nwktc.wufoo.com/forms/disability-services student-intake-form/

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

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

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

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

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

- Prepare a written document explaining the reason(s) for denying the request
- Forward that recommendation to the college President for a final decision by the President within 10 college days.
- Upon final decision of the college President, meet with the student to inform him/her of the

President's decision and give a copy of the above-mentioned document to the student.
● Explain to the student that if they do not agree with the President's decision, the option to appeal is available to them by following the Appeals procedure.

Grievance Policies and Procedures (Complaints and Conflict Resolution)

Fort Hays Tech | Northwest 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. Fort Hays Tech | Northwesth 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). Fort Hays Tech | Northwest 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 sexual assault/harassment or one of a discrimination nature. Those complaints should be directed either according to the procedure below or to the Vice Presiden of Student and Academic Advancement and/or another Fort Hays Tech | Northwest mandatory reporter as indicated in Fort Hays Tech | Northwest's sexual assault/harassment/anti-discrimination policy.

1. 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.

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.
    a. 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
    b. 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 Vice President of Student and Academic Advancement office.

3. Vice President of Student and Academic Advancement 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 VPSAA. A student wishing to pursue this level of appeal should submit a written statement to the VPSAA accompanied by a formal complaint form, which may be found on the college website. The VPSAA will review the complaint and the record of review at the division level and will adjudicate the case within ten (10) business days and supply a copy of the adjudication to the Office of the President. Any appeal made in writing to this point or beyond is to be considered a formal complaint/grievance.
4. Presidential Appeal. Should the student deem it necessary he or she may appeal in writing the decision of the Vice President 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 the written response.

5. Area Adviosry Board 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.
6. Area Advisory Board. Should the student desire to appeal the decision of the Student Welfare Committee to the Area Advisory Board, 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 Advisory Board. 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 Advisory Board within ten (10) business days from the hearing.

Student Consumer Complaint Process

Fort Hays Tech | Northwest is committed to the Student Consumer Complaint Process Program Integrity Rule issued by the U.S. Department of Education to improve the integrity of programs authorized under Title IV to the Higher Education Act (HEA), as amended (the "Program Integrity Rule"). Fort Hays Tech | Northwest was created as authorized by and in accordance with state law, designated by name by the action of the Kansas legislature, and is a political subdivision of the state of Kansas. By state statute, Fort Hays Tech | Northwest has an independent board that governs the college and that handles any/all student complaints that cannot be resolved at the college.

In addition to the state-created process of utilizing these statutorily created political subdivisions of the state, the following is offered:

- Consumer protection and/or fraud complaints may be filed with the Kansas Attorney General's office.
- Discrimination complaints may be filed with the Kansas Human Rights Commission.
- Fort Hays Tech | Northwest is regionally accredited by the Higher Learning Commission. Complaints regarding the college's ongoing ability to meet the Criteria of Accreditation may be

filed by following the guidelines at: https://www.hlcommission.org/HLC-Institutions/complaints.html

Fort Hays Tech | Northwest is committed to resolving all student concerns in a timely and effective manner. To that end, Fort Hays Tech | Northwest is available to current and prospective students for the resolving of complaints. Resources and complaint processes are listed on the college website. Students are encouraged to work through internal college processes for the resolution of complaints. If a student believes that the college's procedures have not adequately addressed concerns identified under the Program Integrity Rule, the governing board of the college and/or the agencies listed above may be contacted. Complaints alleging violation of laws that another state agency is charged with enforcing may be directed to that other state agency.

Formal Complaint Form

A formal complaint is defined by FHNW as "An issue, problem or concern relating to college services, facilities or academic functions of the college that are presented in writing." The Vice President of Student and Academic Advancement will respond to student complaints. This form is also utilized for sexual harassment and assault report forms.

https://www.fhnw.edu/formal-complaint-form

Appeals Procedure

Refer to the Grievance Policies and Procedures (Complaints and Conflict Resolution) section of this catalog.

Attendance (on-campus classes)

Background

Attendance of students in each program offered at Fort Hays Tech | Northwest is of vital importance to the students and to the college. The college views absences and tardiness as lost production in the educational process.

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

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

Purpose

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

Scope

This policy applies to career and technical programs of study; however, attendance in general education

courses should be reported to the program instructors as part of the cumulative hours missed. While the maximum number of hours is consistent across campus, each program of study may develop its own formula for accounting for student tardiness and absence which should be documented in the individual program handbook.

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

Definitions

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

"**Attendance report**" The attendance report is a form developed by Fort Hays Tech | Northwest that instructors complete and submit to the Vice President of Student and Academic Advancement to report student absences.

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

"**Excused absence**" Each program may determine how to define an excused absence and whether to include these absences in their reports. Examples of excused absences may include: attending professional conferences related to the program; participating in athletic events as an active member of the team; illness; family emergency; etc.

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

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

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

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

Policy Statement

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

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

Upon reaching 30% of the 35 hours, students shall be required to meet with the program faculty and

sign a document indicating awareness of the absences and the attendance policy. Student-athletes are responsible for obtaining the signature of the athletic director on this documentation. Students shall also be asked to meet with the Academic Coach to discuss interventions that may be necessary to help the student with attendance.

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

Upon reaching 90% of the 35 hours, students shall be required to meet with the Vice President of Student and Academic Advancement (and the Athletic Director if the student is a student-athlete) to sign a document indicating awareness of the absences and attendance policy, and the consequences of being dismissed from the institution.

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

Procedures

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

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

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

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

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

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

When a student reaches the 35-clock-hour threshold, the instructor should immediately notify the Vice

President of Student and Academic Advancement. The VPSAA will initiate an administrative withdrawal for that student, which will include:

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

Student's Medical Leave of Absence

Purpose

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

Scope

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

Policy Statement

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

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

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

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

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

Procedure

The student must request a medical leave of absence in writing, including appropriate documentation,

and submit it to the Vice President of Student and Academic Advancement for approval prior to leaving campus for the emergency.

Student's Right to Privacy (FERPA)

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

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

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

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

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

Student Educational Records (Rights to Privacy)
Fort Hays Tech | Northwest 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. Fort Hays Tech | Northwest has 45 days to respond to individual requests though this amount of time would not normally be required. Students wishing to challenge the accuracy of their records should contact the records clerk. Information in a student's record will not be released without the student's permission although "directory information" will be released.

This information will include:

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

Consent to Release Records

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

Transfer of Records/Rights
When the student becomes eighteen years of age or is attending a post-secondary institution, all rights formerly accorded parents of the student become the sole rights of the student.
Students wishing to have the above information withheld from releases must notify the Registrar in writing. Forms are available through the Office of the Registrar.

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

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

Employees shall abide by and follow all college policies, procedures, and programs regarding the safeguarding of such information and shall take all necessary and required measures to otherwise protect private information created, stored, transmitted or disposed in the course of their job duties, regardless of the medium in which that information is maintained.
Individuals who believe that their rights under the Act(s) have been violated may file a complaint with the Vice President of Student and Academic Advancement.

Student Success Course

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

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

Scope
This policy pertains to students enrolled in programs of study, and for junior/senior high school students who attend classes on the Goodland and Quinter campuses as part of the Early College. This policy does not pertain to students enrolled in the Community Academy, or those who are taking certification courses only.

Policy Statement
The Student Success course shall be worth one credit. Students are required to take the course during

their first semester of attendance on campus.

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

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

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

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

Procedures
The Student Success course (TEC 100) shall be included in the program guides for each program of study at Fort Hays Tech | Northwest. All students enrolled in programs of study shall be enrolled in the Student Success course in their first semester of attendance.The Schedule of Classes shall indicate when and where each program of study is scheduled to attend the class during the first eight weeks of the semester. The Schedule of Classes shall also offer the online option for the second eight weeks.

Other Policies

CAMERA [Surveillance] POLICY

Purpose
Fort Hays Tech | Northwest is committed to enhancing the quality of life of the campus community by integrating the best practices of safety and security with technology. The purpose of this policy is to regulate the use of camera systems used to observe and record public areas for the purposes of safety and security

This policy addresses the College's safety and security needs while respecting and preserving individual privacy. To ensure the protection of individual privacy rights in accordance with the

College's values and state and federal laws, this policy is adopted to formalize procedures for the installation of surveillance equipment and the handling, viewing, retention, dissemination, and destruction of surveillance records.

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

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

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

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

The VPSAA 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 employees, or parent.

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

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

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

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

All camera installations are subject to federal and state laws.

Placement of Cameras
Cameras will be located so that personal privacy is protected.

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

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

Access and Monitoring
All recording or monitoring of activities of individuals or groups by college security cameras will be conducted in a manner consistent with college policies, sand tate 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 VPSAA to review the images from the camera. As circumstances require, the VPSAA may authorize others to review images.

Appropriate Use and Confidentiality
Personnel are prohibited from using or disseminating information acquired from College 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 VPSAA 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 VPSAA. Individual departments shall not store video surveillance recordings.

Campus Safety and Emergencies

CODE RED: Emergency Notification System

The emergency notification system known as CODE RED consists of messages sent by phone, text, or e-mail to all faculty, staff and students who are enrolled in the system emergency action information once a threat is received or hazardous situation arise.

To enroll, please complete the CODE RED form found on the FHNW website:
https://www.fhnw.edu/about/code-red-system

Emergency Procedures

Most disasters are caused by circumstances beyond our control, but with proper preparation, we will strive to minimize the inconvenience and danger to the Northwest Tech commnity.

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.

Tornado Watch
A tornado watch means weather conditions are ideal for the formation of tornadoes

Tornado 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 5:00 pm 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 President's 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.

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.

Lightening
- Do not leave buildings during lightening.
- 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.

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.
- FHNW employees should assume the responsibility to assist any disabled people in their area.

Evacuation
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.

Identify and assist those people who may need special assistance in evacuating the building.

- 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 President's Office.
- The fire alarm or verbal notification will signal evacuation of the building.
- Walk; do not run to the nearest exit.

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.

Hostile Situations

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 President's 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 President's 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.

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 plain 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.

Hostile Person

- Remain calm and let the person say what they have to say.
- Clear room, fewer people in harm's 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.

Death/Homicide/Suicide

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.

Determine if the situation warrants evacuation.

- 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.

Medical Emergencies/Injuries

Accidents

An FHNW accident report must be submitted to the President's Office within 24 hours of the accident, regardless of the severity of the injury. The term "accident" applies to any personal injury.

- Call 911.
- Keep safety in mind, and assist the victim if possible.
- Keep others from crowding around the victim.
- 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).
- Remain with the victim until emergency crews arrive.
- 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.

Shock

Shock - (A collapse of circulatory function, caused by severe injury, blood loss, or disease) can be deadly. Keep victim lying down. Elevate feet 12 inches if there are no signs of head or back injuries. Cover only enough to keep him or her from losing body heat.

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.

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.

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.

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.

Electrical Burns

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

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.

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 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 President's Office and maintenance personnel will determine if the fire department should be notified.
- If necessary, the President's Office and maintenance personnel will notify the proper college officials for a decision to cancel activities in a building or section of campus.

Tornado and Fire Drills

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 Vice President of Student and Academic Advancement or designee will monitor the warning point during normal business hours and at times of incoming severe weather. The VPSAA or 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:

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.

During sporting events the VPSAA 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 basement area of the Max Jones Fieldhouse located under the seating and in the lower locker rooms.

Fire Drill

A fire drill will be carried out periodically. 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.

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 ensure 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.

Campus Closure (Inclement Weather)

Background

Fort Hays Tech | Northwest will hold classes each scheduled day of the college year except in the cases where it would be imprudent for students and employees to be traveling to/from or to be on campus.

Purpose

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

Scope

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

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

This policy does not apply to online classes.

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

Policy Statement

It is the policy of Fort Hays Tech | Northwest to authorize only the President or designee (Vice President of Information Technology or Vice President of Student and Academic Advancement) to determine when the campus should be closed. The President (or designee) is the only person authorized to notify the media, students, and employees of campus closures.

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

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

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

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

The instructor shall use email, the Learning Management System, and any other method of communication to notify students of the assignment and dthe ue date for the assignment.

Concealed Carry Policy

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

Definitions
For purposes of this policy:

1. The term "weapons" includes:

- 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 those that are concealed or openly carried;
- 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;
- 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 purposes 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 or 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 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;
- Any martial arts weapon such as nun chucks or throwing stars;

- Any longbow, crossbow and arrows, or other projectile that could cause serious harm to any person;
- 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.
- 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.
- Any other dangerous or deadly weapon or instrument of like character.

2. The term "handgun" means:
   - A pistol or revolver that 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" defined in K.S.A. 75-7c20.

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

Policy

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

Open carry of firearms and possession of weapons other than concealed handguns shall be prohibited on campus, while concealed carry of handguns is permitted on campus, subject to the rules stated in this policy. All weapons are prohibited at all off-campus College-sponsored or supervised activities, except that, as required by law, the College does not prohibit employees, who are legally qualified, from carrying a concealed handgun while engaged in the duties of their employment outside of Fort Hays Tech | Northwest's place of business, including while in a means of conveyance.

Nothing in this policy shall be read to prohibit the 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 of whether the individual is otherwise lawfully eligible to carry a concealed handgun, the following restrictions apply to the carrying of a firearm by Kansas Law, and the violation of any of the following restrictions is a crime under Kansas law and a violation of this policy:

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

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

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

Beginning July 1, 2017, each individual who lawfully possesses a concealed handgun on campus shall at all times have that handgun in their custody and control, and shall either:
1. Carry it concealed on or about their person in a manner that complies with this policy, or;
2. Keep it securely stored at their residence or in their privately owned or leased vehicle.

Individuals who carry a handgun on campus must carry it concealed on or about their person at all times. With respect to this policy, "concealed" means completely hidden from view and does not reveal the weapon in any way, shape, or form.

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

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

Handguns shall not be stored:

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

Handguns may be stored:

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

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

Fort Hays Tech | Northwest does not provide approved handgun storage devices to any person

under any circumstances. Each individual who stores a handgun in an on-campus residence must provide their own approved storage device. An approved storage device has each of these characteristics:

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

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

Additional Safety Measures

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

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

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

Reporting and Temporary Actions

All reports of suspected violations of the concealed carry policy are made to the Vice President of Student and Academic Advancement, or the College President or his/her designee.

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

Upon receipt of a report, Fort Hays Tech | Northwest 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 Fort Hays Tech | Northwest 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 Fort Hays Tech | Northwest 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 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 Fort Hays Tech | Northwest to take any other disciplinary action as deemed necessary.

Crime Awareness and Campus Security (Clery Act)

Background

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

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

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

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

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

The Fort Hays Tech | Northwest president shall be immediately informed of any crime committed. Fort Hays Tech | Northwest administration will notify local law enforcement agencies concerning any crimes reported on campus.

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

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

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

Procedures

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

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

- Do not attempt to apprehend or interfere with the criminal except in a case of self-protection.
- If safe to do so, take time to get a good description of the criminal. For example: if the criminal is entering a vehicle, note the license number, make, model, color, and any

outstanding characteristics.
• Call 911
• Call the President's Office to advise them of the situation and remain where you are until a college administrator or police officer notifies you that you may go.
• In case of theft, property damage, or minor injuries, contact the President's Office to submit a report.

Civil Disturbances Procedure

• Notify the President's Office
• College personnel should attempt to isolate those causing the trouble.
• The college President is authorized to determine whether law enforcement authorities should be contacted.

Compiling the Report

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

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

Drug Free Awareness Policy

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), Fort Hays Tech | Northwest, 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 Fort Hays Tech | Northwest 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.

Fort Hays Tech | Northwest 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

Intellectual Property

Background

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

Purpose

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

Policy Statement

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

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

- Unrelated to the employee's job responsibilities and made no more than incidental use of college resources
- Artistic, literary, or architectural work deemed as a "scholarly work"

Student Academic Creations

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

Limited Warranty to Employers

Background

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

Purpose

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

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

Policy Statement
The employer shall be given the opportunity to send an employed graduate back to Fort Hays Tech | Northwest to receive additional training in a specific unit of instruction, which the graduate is not able to perform at a job-entry level.

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

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

The college is accountable for the evaluations, which are given to the student while completing the various units within the instructional program for which the student was originally trained. For example, if a student given an evaluation of "average" in a particular job performance skill area is later judged not to possess average job entry skills/knowledge in that unit area, the college will accept the responsibility only for retraining 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 Fort Hays Tech | Northwest 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.

Tiger (Student) Conduct Code

The purpose of the Tiger 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 Fort Hays Tech | Northwest. The code shall apply to conduct that occurs on Fort Hays Tech | Northwest property; property controlled by Fort Hays Tech | Northwest; at Fort Hays Tech | Northwest sponsored events; and off-campus conduct that adversely affects Fort Hays Tech | Northwest and its objectives.

A "student" shall be defined as any person admitted, enrolled or registered for study at Fort Hays Tech | Northwest.

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 periods between terms of actual enrollment.

The Vice President of Student and Academic Advancement shall investigate each code violation on a case-by-case basis. Action taken by Fort Hays Tech | Northwest 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 prohibited and will be adjudicated in the same manner. In addition, any individual who becomes aware of a violation of the code is bound by that code to report said violation to the proper outlets.

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

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

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

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

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

Adherence to the Tiger Student Code is either required or implied by each student's enrollment or registration at Fort Hays Tech | Northwest.

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 Fort Hays Tech | Northwest's documents, records, or identification cards.
- Providing false information to Fort Hays Tech | Northwest or to members of the Fort Hays Tech | Northwest community acting in performance of their official duties.
- Theft of property or services on Fort Hays Tech | Northwest's property, or Fort Hays Tech | Northwest sponsored activities, or knowing possession of stolen property on said property or sponsored activities.
- Unauthorized use, destruction, or damage of Fort Hays Tech | Northwest's property or the property of others on Fort Hays Tech | Northwest's property, or at Fort Hays Tech | Northwest sponsored events.
- Unauthorized or illegal use of Fort Hays Tech | Northwest'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 Fort Hays Tech | Northwest's facilities.
- Failure to comply with the direction of Fort Hays Tech | Northwest officials acting in the performance of their duties and within the scope of their authority.
- Violation of published Fort Hays Tech | Northwest's regulations, rules, or policies.
- Intentional obstruction or disruption of Fort Hays Tech | Northwest sponsored activities, including but not limited to studying, teaching, research, athletic events, administration, disciplinary proceedings, or fire, police, or emergency services.
- Use, possession, or distribution of alcoholic beverages on Fort Hays Tech | Northwest's property or at Fort Hays Tech | Northwest sponsored events.
- Disorderly or indecent conduct on Fort Hays Tech | Northwest owned or controlled property or at Fort Hays Tech | Northwest 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 Fort Hays Tech | Northwest's property, or at Fort Hays Tech | Northwest 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 chemicals, or noxious substances on Fort Hays Tech | Northwest's property or at Fort Hays Tech | Northwest sponsored events.
- Conduct that recklessly or otherwise threatens or endangers the health or safety of another person.
- Retaliation against a person for filing a complaint and/or acts of intimidation directed towards the person to drop a complaint, including involvement in third-party retaliation or intimidation.
- Engaging in sexual misconduct, including any physical act, which is sexual in nature that is committed under pressure, force, threat, intimidation, or without the full and informed consent of all persons involved.

Sanctions

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

Violations of the Tiger Code may lead to one or more of the following sanctions:

- Community service. Community Service will be served on the day and time specified by Fort Hays Tech | Northwest.
- Restitution
- Loss of extracurricular activity privileges
- Suspension. Hours lost because of suspension **will** count against the student's program hours requirements, and coursework missed will count against a student's grades. It is up

to the instructor if work can be made up.
- Expulsion

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

Service Animals

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

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

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

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

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

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

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

"Emotional Support Animals" (ESA) Under FHA housing entities must admit any type of "assistance animal". Training is not required for an assistance animal. Fort Hays Tech | Northwest requires

medical documentation that a student has a qualified disability under the fair housing act. In addition, medical professionals should indicate the benefit that the assistance animal provides. This documentation cannot be requested when the disability and need for the assistance is readily apparent. Due to safety considerations and potential disruption to the learning environment ESA's will not be allowed in the classroom or shop setting without written prior approval from administration. ESA's are not specially trained and do not have the same rights as service animals and may not be allowed to accompany an individual wherever they go.

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

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

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

Policy

It is the policy of Fort Hays Tech | Northwest that service animals assisting individuals with disabilities are generally permitted in all college facilities, programs, and activities except as described below or otherwise governed by applicable law.

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

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

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

User/Handler Responsibilities

While access rights are legally afforded to users of service animals, that access is accompanied by the

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

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

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

Health/Vaccinations:
• All dogs must wear a rabies vaccination tag as required by applicable Kansas or local law.
• All service animals living in college housing or coming onto campus on a regular basis (e.g., excluding occasional visitors or guests) must be vaccinated against diseases common to that type of animal in accordance with state and local laws, rules, and regulations. All vaccinations must be current.
• Animals to be housed in college housing must have an annual clean bill of health from a licensed veterinarian

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

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

Procedures

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

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

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

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

Public Etiquette by Students/Staff/Faculty/Administrators on Campus
Service animals are working animals and are not pets. Accordingly, the College asks that members of the Fort Hays Tech | Northwest community and visitors adhere to the following best practices when interacting with service animals.
Individuals should not:

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

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

Conflicting Disabilities
Allergic reactions to animals are common. Persons who have asthma, allergies, or other medical conditions affected by the presence of animals are asked to contact the Vice President for Student and Academic Advancement. The person impacted by the presence of the animal must provide verifiable medical documentation to support their claim. The needs of both persons will be considered in

resolving the issue.

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

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

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

Sexual Assault Policy

Compliance with Clery Act July 2015
Fort Hays Tech | Northwest 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, FHNW ensures that information is readily accessible to the campus community about registered sex offenders.

Purpose
Fort Hays Tech | Northwest recognizes that sexual assault, including rape, is one of the most prevalent crimes committed on college campuses. The policy stated herein is adopted by FHNW 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 Fort Hays Tech | Northwest.

Guidelines/Actions
Sexual assault victims are urged to report incidents immediately to any of the following college or community resources:
Goodland Police Dept. 911,
Sherman County Sheriff 785-890-4575
Vice President of Student and Academic Advancement (785) 890-1584

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

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

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

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

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

1. You have the right to decline formally reporting the assault to authorities, but continue to have access to other support and counseling services.
2. Seek medical assistance at a hospital emergency room
3. Do not shower or change your clothes until a medical professional has examined you. This prevents valuable evidence from being destroyed.
4. Protect your health, as there is always a threat of sexually transmitted disease, pregnancy and other physical injuries.
5. Take advantage of services available from the Student/Academic Advancement Office and Student Health
6. The College will make every effort to protect your confidentiality.

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

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

WHO TO CALL:
Vice President of Student and Academic Advancement 785-890-1584
Family Crisis Center 800-794-4624

Sexual Harassment Policy

Overview and Purpose
For the purpose of the Sexual Misconduct Policy and these Procedures, the term Sexual Misconduct specifically includes rape, domestic violence, dating violence, sexual assault and

stalking, as those terms are defined in the Sexual Misconduct Policy and by state and federal law.

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

Such conduct is subject to Fort Hays Tech | Northwest Policy whenever it occurs in a context related to the employment or academic environments, or if it is imposed upon an individual by virtue of an employment or academic relationship.
A determination of whether conduct constitutes Sexual Misconduct is dependent upon the totality of the circumstances, including the pervasiveness or severity of the conduct. The following examples of conduct may constitute Sexual Misconduct:
• Unwelcome sexual advances—whether they involve physical touching or not;
• Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life;
• Commenting on an individual's body, commenting about an individual's sexual activity, deficiencies or prowess;
• Displaying sexually suggestive objects, pictures or cartoons;
• Unwelcome leering, whistling, brushing against the body, sexual gestures or suggestive or insulting comments;
• Inquiries into one's sexual experiences; and
• Discussion of one's sexual activities.

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

Definitions

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

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

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

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

veteran status that:

A. Has the purpose or effect of:

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

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

In the academic environment, "harassment" is:

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

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

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

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

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

1a. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education, on-campus housing, or participation in a college- sponsored activity or program; or

1b. Submission to or rejection of such conduct is used as the basis for or as a factor in decisions affecting that individual's employment, education, on-campus housing, or participation in a college- sponsored activity or program; or

1c. Such conduct meets either "harassment" definition in B., above;

2a. The conduct is sufficiently severe or pervasive that it alters the terms conditions, or privileges of the person's employment, use of on-campus housing, academic opportunities, or participation in university-sponsored activities or programs.

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

Sexual harassment meeting this definition is considered discrimination.

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

Criminal offenses and statutory references include, but are not limited to:
Rape – K.S.A. 21-5503
Sexual Battery – K.S.A. 21-5505
Domestic Battery – K.S.A. 21-5414
Sexual Exploitation of a Child – K.S.A. 21-5510 Unlawful Voluntary Sexual Relations – K.S.A. 21-5507
Indecent Liberties with a Child – K.S.A. 21-5506 Lewd and Lascivious Behavior – K.S.A. 21-551
Criminal Sodomy – K.S.A. 21-5504
Incest – K.S.A. 21-5604

Other definitions include:
Domestic Violence – K.S.A. 21-5111(i)
Dating Violence – A type of domestic violence where the perpetrator is or has been involved in a social relationship of a romantic nature with the victim. K.S.A. 21- 5111(i)(1)
Sexual Intercourse – K.S.A. 21-5501
Consent – The determination regarding the presence or absence of consent shall be based upon the totality of circumstances in a particular case, including the context in which the alleged incident(s) occurred. If an individual can comprehend the sexual nature of the proposed act, can understand he or she has the right to refuse to participate, and possesses a rudimentary grasp of the possible results arising from participation in the act, he or she has the capacity to consent. A person may be incapable of giving consent because of mental deficiency or disease, or because of the effect of any alcoholic liquor, narcotic, drug or other substance, which condition was known by the offender or was reasonably apparent to the offender. Consent will not necessarily be inferred from silence or passivity alone.

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

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

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

JURISDICTION; TIMING; RETALIATION AND RELATED MISCONDUCT; CRIMINAL PROCEEDINGS

Jurisdiction

Personal Jurisdiction. Any person may file a Sexual Misconduct complaint against a "College student" under these Complaint Procedures. A "College student" means any student who is registered or enrolled at the College at the time of the alleged Sexual Misconduct (including Sexual Misconduct that is alleged to have occurred during any academic recess, provided that there is an expectation of such student's continued enrollment at the College). With respect to a complaint against a student that does not meet the criteria of a College Student, the College reserves the right to determine, in its sole discretion, whether the conduct described in the complaint constitutes a sufficient risk to the College community to warrant processing the complaint.

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

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

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

Retaliation

It is a violation of college policy to retaliate against any person making a complaint of Sexual Misconduct or against any person cooperating in the investigation of (including testifying as a witness to) any allegation of Sexual Misconduct. For these purposes, "retaliation" includes intimidation, threats, harassment and other adverse action threatened or taken against any such complainant or third party.

Retaliation should be reported promptly to the VPSAA and may result in disciplinary action independent of the sanction or interim measures imposed in response to the Sexual Misconduct allegations.

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

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

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

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

THE PROCESS: INITIAL STEPS

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

interventions available to the complainant within the College.

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

Formal or Informal Resolution

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

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

Complainant Does Not Wish to Pursue Resolution or Requests Confidentiality

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

Interim Measures

In *all* complaints of alleged Sexual Misconduct, *regardless of whether the complainant wishes to pursue Formal Resolution, Informal Resolution or no resolution of any kind*, the College will undertake an appropriate inquiry and take such prompt and effective action as is reasonably practicable under the circumstances to support and protect the complainant, including taking appropriate interim measures before the final outcome of complaint. Accordingly, at or after the intake meeting, the

Title IX Coordinator may impose a "no contact" order, which typically will include a directive that the parties refrain from having contact with one another, directly or through proxies, whether in person or via electronic means, pending the investigation. The Title IX Coordinator also may take any further interim measures that he/she deems appropriate concerning the interaction of the parties pending the outcome of the Investigation, including, without limitation, directing appropriate College officials to alter the students' academic and/or College employment arrangements. When taking steps to separate the complainant and the respondent, the Title IX Coordinator will seek to minimize unnecessary or unreasonable burdens on either party. Violation(s) of the interim measures will constitute related offenses that may lead to additional disciplinary action.

FORMAL RESOLUTION

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

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

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

Converting from Formal to Informal Resolution At any time during the Formal Resolution process, the complainant may request to engage in Informal Resolution, by making such request to the Title IX Coordinator prior to the final determination. The Title IX Coordinator has the discretion to determine if converting to Informal Resolution is appropriate. Similarly, at any time prior to the final determination, the respondent may elect to acknowledge his/her actions and take responsibility for the alleged Sexual Misconduct. In such cases, the Title IX Coordinator will propose a resolution to the complaint and a sanction. If both the complainant and the respondent agree in writing to such proposed sanction, the complaint is resolved without final review and determination by the Title IX Coordinator and without any further rights of appeal by either party. If either the complainant or the respondentobjects to such proposed sanction, a review by the Title IX Coordinator and a final determination will be issued for the exclusive purpose of determining a sanction, which final determination is subject to appeal pursuant to Section IV.D.9.

Investigation Procedures

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

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

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

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

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

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

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

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

Sanction. Any student found responsible for Sexual Misconduct is subject to discipline in accordance with the Student Disciplinary Action Policy, including, but not limited to a verbal or written warning, "no contact" order, alteration of the parties' academic or employment arrangements at Fort Hays Tech | Northwest, probation, suspensionand/or expulsion. In determining an appropriate disciplinary action, any record of past violations of the Code of Conduct, as well as the nature and severity of such past violation(s) may be taken into consideration. The purpose of the discipline will be to:
a) bring an end to the violation in question,
b) reasonably prevent a recurrence of a similar violation, and
c) remedy the effects of the violation on the complainant and the College community.
The disciplinary decision will be made by the Vice President (and/or the Title IX Coordinator if different from the Vice President) and any discipline imposed will be explained or supported in the Final Outcome Letter. When the Title IX Coordinator overseeing the investigation is not the Vice President, the Title IX Coordinator may consult with the Vice President regarding appropriate discipline.

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

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

include allowing for additional witness statements and/or documentation in certain circumstances) and will then review the entire set of documents created and collected in the Investigation and the Final Outcome Letter before making a determination regarding the original complaint of Sexual Misconduct. The Vice President of Student and Academic Advancement will make an initial ruling with respect to the questioned procedure within ten (10) business days of the date the appeal is submitted. The Vice President will make a final ruling/determination with respect to the original complaint of Sexual Misconduct within thirty (30) days of the date of the appeal. Decisions by the Vice President of Student and Academic Advancement are final and not subject to appeal by either party.

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

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

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

INFORMAL RESOLUTION

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

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

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

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

Privacy of Informal Resolution
In order to promote honest, direct communication, information disclosed during Informal Resolution will remain private while the Informal Resolution is pending, except where disclosure may be required by law or authorized in connection with duties on behalf of the College.

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

Election of Formal Resolution
The College, the complainant or the respondent may, at any time prior to the conclusion of the Informal Resolution, elect to end such proceedings and initiate Formal Resolution instead. In such cases, statements or disclosures made by the parties in the course of the Informal Resolution may be considered in the subsequent Formal Resolution.
[1] Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; 34 C.F.R. Part 99.
[2] Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C., Section 1092(f); 34 C.F.R. Part 668.46

Sexual Assault Prevention Program
The awareness program consists of information about the students' responsibility in protecting themselves against rape, acquaintance rape, and other forcible or non-forcible sex offenses while

attending Fort Hays Tech | Northwest. 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 Fort Hays Tech | Northwest 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.

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 Fort Hays Tech | Northwest, 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 andthe student, a decision by the board of review shall bepromptly 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 Advisory Board of Fort Hays Tech | Northwest.

In addition to the provisions herein set out, the administrative personnel and the Area Advisory Board 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.

Suspension or Expulsion of Students

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

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

- Willful violation of any published regulation for student conduct adopted or approved by the Area Board of Control
- Conduct which substantially disrupts, impedes, or interferes with the operation of the college
- Conduct which substantially impinges upon or invades the rights of others
- Conduct which has resulted in conviction of the student of any offense specified in Chapter 21 of the Statutes of the State of Kansas or any criminal statute of the United States
- Disobedience to an instructor, peace officer, college security officer, or other college authority when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference in the operation of Fort Hays Tech | Northwest or substantial and material impingement upon or invasion or rights of others
- Firing, displaying, or threatening use of firearms, explosives, or other weapons on the college premises for any unlawful purpose
- Possession of illegal or dangerous substances
- Destruction or misuse of college property
- Theft

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

Dismissal From College

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

RIGHT TO APPEAL

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

Tobacco Policy

Tobacco Policy

Applicability: This policy applies to all Fort Hays Tech | Northwest 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.

Program Descriptions

APPLICATION DEVELOPMENT AND EMERGING TECHNOLOGIES

Description: The Application Development and Emerging Technologies program offers five tracks to prepare students for entry into the exciting field of software development. After the first year of common core courses, students may choose from the Development/Operations Track; Back-end Track; Front-end Track; Product Design and Project Management Track; or the Blockchain Track.

Degree/Certificates awarded:
Tech Cert B
AAS

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

Year 1

1. Work in teams on a software project as measured by using Git Flow, User Stories, and Agile Best Practices.
2. Learn new emerging technologies as measured by completing research, testing out the APIs, and implementing the technology into something new without following a tutorial.
3. Gain an understanding of developing mobile applications as measured by obtaining the Swift Associate and Swift Certified User certificates.
4. Gain an understanding of testing code as measured by performing quality assurance testing on other student's code, listing out edge cases for functions, generating test cases for their code, and implementing git hooks that run the tests before a push.
5. Understand database systems as measured by designing and implementing tables in a SQL database, creating queries to do basic CRUD operations, analyze possible weak points in the system like SQL injection spots.
6. Understand API development as measured by creating an API off of documentation generated from talking to the customer, Implementing the API on a backend server, connecting the API to a database, and calculating possible costs and implementing ways to mitigate threats that can increase the cost to run the app.
7. Gain an understanding of working in web development as measured by creating sites with HTML, CSS, and JavaScript. Working with frameworks like Angular or React. Creating sites that work on all sizes of devices.
8. Gain an understanding of the blockchain as measured by designing and creating smart contracts. Testing those smart contracts and analyzing them for possible weaknesses.
9. Manage each part of a project by completing a full stack challenge. This includes creating a database, a backend, a web and iOS frontend, and interactions with smart contracts. The student will need to be able to get all the parts working and communicating with each other.

Year 2

DevOps Track

1. Manage Developer Cloud Accounts and Resources
2. Build Code Pipelines with Continuous Integration / Continuous Deployment.
3. Obtain an AWS Certification (Minimum CCP)
4. Identify common security risks and explain the tools to monitor and stop them.
5. Maintain a GIT Repository and Rollback changes if needed.
6. Manage Docker containers.

Back-end Track

1. Design and Implement a Relational Database
2. Design and Implement a NoSQL Database
3. Implement a REST Server and interact with it.
4. Implement a GraphQL Server and interact with it.
5. Work with Microservices and Serverless functions.

Front-end Track

1. Build a responsive application that works with state changes.
2. Build an Android App with Kotlin
3. Fetch Data and Display in Web and Native Apps
4. Refactor an existing frontend to be more efficient.

Product Design and Project Management

1. Create and Design prototypes for multiple screen sizes and devices.
2. Explain key features of the HIG and Material documents.
3. Use Agile Methodology and Tools to manage a team.
4. Implement a usability test.
5. Demonstrate leadership skills.

Blockchain Track

1. Build, Test and Deploy smart contracts.
2. Unit test smart contracts.
3. Create applications that interact with the smart contracts.
4. Create tokens, factories, and DAOs.

Program Schedule:

Students will attend class from 8:00 a.m. - 2:30 p.m., Monday through Friday.
Note: Junior/Senior options students attend from 7:00 a.m. - 11:00 a.m., Monday through Friday

Miscellaneous Notes:

The first year of study consists of the core courses that prepare students to choose one of five pathways for the second year of study. Students may choose ONE of the following: Back-end; Blockchain; Dev Ops; Front-end; Product Design and Project Management.

CERTIFICATES AND DEGREES

Technical Certificate B		
Freshman: First Semester		
Course #	Course Name	Credits
APP 100	Object Oriented Programming	3
APP 105	Programming in Swift	3
APP 110	Front-end Web Development	3
APP 115	Software Planning	3
INF 101	Intro to Computer Information Systems (Required)[070]	3
MATH 101	Contemporary Math (or College Algebra, Elem of Stats)[030]	3
Freshman: Second Semester		
Course #	Course Name	Credits
APP 150	Software Design	4
APP 155	Design and Front-end Web Development	6
APP 160	Advanced Programming in Swift	4
APP 165	Blockchain Programming & Unit Testing	3
TEC 200	Workplace Ethics (or General Education Elective)[060]	3
Total Certificate Credits		**38**

Application Development & Emerging Technologies (Back-end)		
Associate of Applied Science		
Freshman: First Semester		
Course #	Course Name	Credits
APP 100	Object Oriented Programming	3
APP 105	Programming in Swift	3
APP 110	Front-end Web Development	3
APP 115	Software Planning	3
INF 101	Intro to Computer Information Systems (Required)[070]	3
MATH 101	Contemporary Math (or College Algebra, Elem of Stats)[030]	3
Freshman: Second Semester		
Course #	Course Name	Credits
APP 150	Software Design	4
APP 155	Design and Front-end Web Development	6
APP 160	Advanced Programming in Swift	4
APP 165	Blockchain Programming & Unit Testing	3
TEC 200	Workplace Ethics (or General Education Elective)[060]	3
Sophomore: First Semester		
Course #	Course Name	Credits
APBE 195	Live Work I for Back-end	3
APBE 200	API Development	3

APBE 205	Microservices and Serverless	3
APBE 210	Database Management	3
ENG 101	English Composition I (Required)[010]	3
FIN 205	Principles of Personal Finance (Required)[070]	3
Sophomore: Second Semester		
Course #	Course Name	Credits
APBE 250	Advanced API Development	3
APBE 255	Advanced Databases and Data Caches	3
APBE 295	Live Work II for Back-end	6
Total Degree Credits		**68**

Application Development & Emerging Technologies (Blockchain)		
Associate of Applied Science		
Freshman: First Semester		
Course #	Course Name	Credits
APP 100	Object Oriented Programming	3
APP 105	Programming in Swift	3
APP 110	Front-end Web Development	3
APP 115	Software Planning	3
INF 101	Intro to Computer Information Systems (Required)[070]	3
MATH 101	Contemporary Math (or College Algebra, Elem of Stats)[030]	3
Freshman: Second Semester		
Course #	Course Name	Credits
APP 150	Software Design	4
APP 155	Design and Front-end Web Development	6
APP 160	Advanced Programming in Swift	4
APP 165	Blockchain Programming & Unit Testing	3
TEC 200	Workplace Ethics (or General Education Elective)[060]	3
Sophomore: First Semester		
Course #	Course Name	Credits
APBC 195	Live Work I for Blockchain	3
APBC 200	Intermediate Smart Contracts	3
APBC 205	Intermediate Distributed Application Development	6
ENG 101	English Composition I (Required)[010]	3
FIN 205	Principles of Personal Finance (Required)[070]	3
Sophomore: Second Semester		
Course #	Course Name	Credits
APBC 250	Advanced Smart Contracts	3
APBC 255	Advanced Distributed Application Development	3
APBC 295	Live Work II for Blockchain	6
Total Certificate Credits		**68**

Application Development & Emerging Technologies (Development & Operations)		
Associate of Applied Science		
Freshman: First Semester		
Course #	Course Name	Credits
APP 100	Object Oriented Programming	3
APP 105	Programming in Swift	3
APP 110	Front-end Web Development	3
APP 115	Software Planning	3
INF 101	Intro to Computer Information Systems (Required)[070]	3
MATH 101	Contemporary Math (or College Algebra, Elem of Stats)[030]	3
Freshman: Second Semester		
Course #	Course Name	Credits
APP 150	Software Design	4
APP 155	Design and Front-end Web Development	6
APP 160	Advanced Programming in Swift	4
APP 165	Blockchain Programming & Unit Testing	3
TEC 200	Workplace Ethics (or General Education Elective)[060]	3
Sophomore: First Semester		
Course #	Course Name	Credits
APDO 195	Live Work I for Development and Operations	3
APDO 200	Cloud Systems	3
APDO 205	CI/CD Continuous Integration/Continuous Deployment	3
APDO 210	Applications Security	3
ENG 101	English Composition I (Required)[010]	3
FIN 205	Principles of Personal Finance (Required)[070]	3
Sophomore: Second Semester		
Course #	Course Name	Credits
APDO 250	Advanced Scripting	2
APDO 255	System Monitoring and Billing	2
APDO 260	Container Management	2
APDO 295	Live Work II for Development and Operations	6
Total Certificate Credits		**68**

Application Development & Emerging Technologies (Front-end)		
Associate of Applied Science		
Freshman: First Semester		
Course #	Course Name	Credits
APP 100	Object Oriented Programming	3
APP 105	Programming in Swift	3
APP 110	Front-end Web Development	3
APP 115	Software Planning	3
INF 101	Intro to Computer Information Systems (Required)[070]	3

MATH 101	Contemporary Math (or College Algebra, Elem of Stats)[030]	3
Freshman: Second Semester		
Course #	Course Name	Credits
APP 150	Software Design	4
APP 155	Design and Front-end Web Development	6
APP 160	Advanced Programming in Swift	4
APP 165	Blockchain Programming & Unit Testing	3
TEC 200	Workplace Ethics (or General Education Elective)[060]	3
Sophomore: First Semester		
Course #	Course Name	Credits
APFE 195	Live Work I for Front-end	3
APFE 200	Intermediate Front-end Web Development	3
APFE 205	Native iOS Development	3
APFE 210	Native Android Development	3
ENG 101	English Composition I (Required)[010]	3
FIN 205	Principles of Personal Finance (Required)[070]	3
Sophomore: Second Semester		
Course #	Course Name	Credits
APFE 250	Native Development	3
APFE 255	Advanced Front-end Development	3
APFE 295	Live Work II for Front-end	6
Total Certificate Credits		**68**

Application Development & Emerging Technolgies (Product Design & Project Management)		
Associate of Applied Science		
Freshman: First Semester		
Course #	Course Name	Credits
APP 100	Object Oriented Programming	3
APP 105	Programming in Swift	3
APP 110	Front-end Web Development	3
APP 115	Software Planning	3
INF 101	Intro to Computer Information Systems (Required)[070]	3
MATH 101	Contemporary Math (or College Algebra, Elem of Stats)[030]	3
Freshman: Second Semester		
Course #	Course Name	Credits
APP 150	Software Design	4
APP 155	Design and Front-end Web Development	6
APP 160	Advanced Programming in Swift	4
APP 165	Blockchain Programming & Unit Testing	3
TEC 200	Workplace Ethics (or General Education Elective)[060]	3
Sophomore: First Semester		

Course #	Course Name	Credits
APPD 195	Live Work I for Product Design	3
APPD 200	Responsive Design	3
APPD 205	UI/UX User Interface/User Experience	3
LDRS 200	**Discovering Leadership**	3
ENG 101	English Composition I (Required)[010]	3
FIN 205	Principles of Personal Finance (Required)[070]	3
Sophomore: Second Semester		
Course #	Course Name	Credits
APPD 250	Technical Project Management	3
APPD 255	Advanced UI/UX User Interface/User Experience	3
APPD 295	Live Work II for Product Design & Project Management	6
Total Certificate Credits		**68**

Systemwide General Education (SGE) Key

010 English
020 Communications
030 Math & Statistics
040 Natural & Physical Sciences
050 Social & Behavioral Science
060 Arts & Humanities
070 Institutionally Designated
* Course descriptions for General Education courses can be found in the General Education section of the College Catalog.

COURSE DESCRIPTIONS

APP 100 OBJECT ORIENTED PROGRAMMING
3 CR
This course is an introduction to using Object Oriented Design in programming. Focus is placed on design principles like SOLID and common design patterns. The languages used will be Apple Swift and JavaScript. By the end of this course a student should have made a shift in the understanding of procedural programming to object-oriented programming.

APP 105 PROGRAMMING IN SWIFT
3 CR
This is an introductory course to iOS software architecture and programming with a focus on application development. Students will use common frameworks to build utility apps. They will become familiar with Xcode and its debugging tools. They will also review common coding concepts including variables, loops, and conditional statements.

APP 110 FRONT-END WEB DEVELOPMENT
3 CR
This course is an introduction to HTML5, JavaScript, and CSS3. Throughout the course, there will be activities to promote learning basic HTML syntax along with modifying the look with CSS and the action with JavaScript. By the end of the course students will have a functional web game that is responsive to different screen sizes and keeps score.

APP 115 SOFTWARE PLANNING
3 CR
In this class, students will design software projects through Use Case diagrams, Flowcharts, and prototypes. The primary aim is to delve into application logic and requirements. Emphasis will be placed on logic, troubleshooting, and Quality Assurance. Additionally, students will have the opportunity to specialize in a chosen technology such as blockchain, Internet of Things, or AI.

APP 150 SOFTWARE DESIGN
4 CR
This course focuses on live work with teams. Students fulfill different roles that are common in a professional development environment. Each student will practice each of the roles as the class progresses through multiple simulated and real projects.
program as students build modern decentralized apps

APP 155 DESIGN AND FRONTEND WEB DEVELOPMENT
6 CR
In this course, students will design a backend application that their frontend application will connect to. Students will become proficient in creating REST and GraphQL APIs. They will be able to fetch the data from the backend and display it using a modern JavaScript framework. They will also connect to crypto wallets and communicate back and forth with blockchain smart contracts.

APP 160 ADVANCED PROGRAMMING IN SWIFT
4 CR
This course covers advanced topics in iPhone development. Students will parse JSON and dynamically create views from data stored locally or on the cloud, use Geolocation and Maps to present data, and use requests to post data to their own express servers. SwiftUI will be used to make interfaces look good on all devices. A primary goal is to learn how to research and implement a new feature using their API documentation.

APP 165 BLOCKCHAIN PROGRAMMING & UNIT TESTING
3 CR
This course will go through reading, writing, and debugging smart contracts. It will look into best practices that will prevent the contract from being used in a malicious manner. This course builds off of previous courses with a much more in depth look into the Solidity programming language.

APBE 195 LIVE WORK I FOR BACKEND
3 CR
In this course, students will work in teams with students from other pathways to complete live work. There will be mentors to help students along the way to help bridge the gap between learning in the classroom. In this track, students will be in charge of the database and any microservices or serverless functions that are needed.

APBE 200 API DEVELOPMENT
3 CR
This course focuses on developing APIs that frontend developers will connect to. We will look at best practices in naming conventions and different methods of sending and receiving the data. This will include planning an upgrade to an existing API without breaking apps that currently rely on it.

APBE 205 MICROSERVICES AND SERVERLESS
3 CR
This class covers creating cloud functions and microservices that allow students to design more scalable apps that are not monoliths. Students will build microservices in the cloud and see how they work when connecting them to an app or other microservices. There will be a focus on using single responsibility for each service along with preventing one fault from taking down the entire system.

APBE 210 DATABASE MANAGEMENT
3 CR
Students will learn to implement both SQL and NoSQL type databases. Students will focus on designing the schema and being able to query it using SQL or JavaScript functions. Students will also build simple APIs to fetch, update, and remove data. We will also look at common patterns we should use in building a database along with patterns we should avoid.

APBE 250 ADVANCED API DEVELOPMENT
3 CR
In this course students look at more advanced patterns when working with APIs. Students will also look at ways of improving efficiency and making sure APIs are secure. This will include creating unit tests to ensure that the API is

behaving properly.

APBE 255 ADVANCED DATABASES AND DATA CACHES
3 CR
In this course, students will get a more in-depth knowledge of SQL and NoSQL Databases. There will be a focus on Graph databases along with peer-to-peer databases. Students will look at best practices in designing and implementing these solutions. We will also look at migrating from one type of database to another.

APBE 295 LIVE WORK II FOR BACK-END
6 CR
In this course, students will work in teams with students from other pathways to complete live work. There will be mentors to help bridge the gap between learning in the classroom. Students will continue to work in the role of a Back-end developer, which includes maintaining the API, setting up the databases, and ensuring the front-end developers can get the data they need.

APBC 195 LIVE WORK I FOR BLOCKCHAIN
3 CR
In this course, students will work in teams with students from other pathways to complete live work. There will be mentors to help bridge the gap between learning in the classroom and gaining experience in the career field. In this track, students will focus on smart contracts, managing tokens, and creating distributed apps.

APBC 200 INTERMEDIATE SMART CONTRACTS
3 CR
In this course, students will continue the journey into learning the Solidity language. Students will cover intermediate topics that build upon the skills learned in the first course. There will be more focus on testing the contracts and creating contracts that will last a long time. We will look at syntax that makes the code more modular and we will look at common security threats that can affect a contract. By the end of this course, students should be at a level where they can get to a point where their smart contracts are ready for auditing.

APBC 205 INTERMEDIATE DISTRIBUTED APPLICATION DEVELOPMENT
3 CR
Students will continue the journey toward making distributed applications that talk to smart contracts. We will focus on writing cleaner code and focus on ordering our asynchronous code. We will listen for events emitted from the blockchain and go through different ways to troubleshoot your DAPP.

APBC 250 ADVANCED SMART CONTRACTS
3 CR
This course will focus on finalizing the journey in learning the Solidity language. Students will be able to read, write, and distribute smart contracts on the blockchain. These contracts will be secure and well-written to prevent apps from being hacked.

APBC 255 ADVANCED DISTRIBUTED APPLICATION DEVELOPMENT
3 CR
This course covers more advanced topics in Web3 development. Students will continue to improve skills when working with smart contracts with our distributed applications. Our main focus will be finalizing the applications for deployment. This will include auditing the contracts, testing the apps, and preparing for submission to a main network where it will live on forever.

APBC 295 LIVE WORK II FOR BLOCKCHAIN
6 CR
In this course, students will work in teams with students from other pathways to complete live work. There will be mentors to help the gap between learning in the classroom and gaining experience in the career field. In this track, students will focus on blockchain and DAPP technologies.

APDO 195 LIVE WORK I FOR DEVELOPMENT AND OPERATIONS
3 CR

Students will work in teams with people from different tracks to complete live work. Students in this course will focus on handling the Dev Ops aspect of the project for the team.

APDO 200 CLOUD SYSTEMS
3 CR
This course will prepare students to take the AWS CCP certification. Students will look at tools available to them in multiple cloud services. Our focus is AWS but we will also look at other providers like Azure and Google Cloud. Students will compare advantages and disadvantages of using a cloud system vs. a decentralized peer-to-peer system while implementing many of them in hands-on projects.

APDO 205 CI/CD CONTINUOUS INTEGRATION / CONTINUOUS DELIVERY
3 CR
This course will focus on building the code pipelines that allow students to test and deploy code using as much automation as needed to improve the workflow. Some of the scenarios we will look at include creating a new project from scratch, rolling out changes on an existing project, and rolling back changes due to an error that made it to production.

APDO 210 APPLICATIONS SECURITY
3 CR
This course focuses on understanding and protecting the application and system from common security risks. It will look at risks in both centralized and decentralized applications. We will look at where to find logs and how to read them. We will also look at different types of attacks and how to prevent them when possible. We will also focus on how to keep up to date with the latest security vulnerabilities in this ever-changing landscape.

APDO 250 ADVANCED SCRIPTING
3 CR
In this course, students will learn to build scripts as well as popular commands for Linux, AWS, and more. With these scripts, students can speed up deployment and have better control over the system.

APDO 255 SYSTEM MONITORING AND BILLING
3 CR
This course focuses on budgeting and planning apps so that they make money instead of costing money. Students will look at tools to monitor cloud systems along with calculating costs of running a decentralized app on a popular network like Ethereum.

APDO 260 CONTAINER MANAGEMENT
3 CR
This course will focus on using tools like Docker and Kubernetes. With these tools, students can have controlled environments that can be deployed without any surprises of missing plugins or incompatible versions of software. This will include using Docker locally along with using it in AWS.

APDO 295 LIVE WORK II FOR DEVELOPMENT AND OPERATIONS
6 CR
In this course, students will work in teams from other tracks to complete live work. There will be mentors to help students along the way to help bridge the gap between learning in the classroom. In this track, students will perform the role of a Dev Ops engineer.

APFE 195 LIVE WORK I FOR FRONT-END
3 CR
In this course, students will work in teams with students from other pathways to complete live work. There will be mentors to help bridge the gap between learning in the classroom and gaining experience in the career field. In this track, students will focus on building the iOS, Android, or Web Application of the live work project.

APFE 200 INTERMEDIATE FRONT END WEB DEVELOPMENT
3 CR
In this course, students will dive deeper into creating apps using the latest Web Development Frameworks. Students will

look at more advanced Typescript and CSS features. There will be a big focus on fetching data from other sources and displaying them to the specifications of the design.

APFE 205 NATIVE IOS DEVELOPMENT
3 CR
This course focuses on using SwiftUI to build interfaces designed by a graphics professional. Students will implement animations and connect to backend servers to get live updating content.

APFE 210 NATIVE ANDROID DEVELOPMENT
3 CR
Students will build native Android Apps that are graphically designed ahead of time. There will be a focus on implementing the design to fit multiple screens and the ability for the app to use sources built by our backend team.

APFE 250 NATIVE DEVELOPMENT
3 CR
In this course students will be given mobile application challenges. Students can implement the apps using their choice of Swift for iOS or Kotlin for Android. One of these challenges is a simple utility application that they will design themselves and submit to either the Apple App Store or the Google Play Store.

APFE 255 ADVANCED FRONT-END DEVELOPMENT
3 CR
This course focuses on practicing the skills from the previous web front-end courses while also introducing more advanced concepts. Students will be challenged with designs and animations designed by graphics students and will be graded on their sites' accessibility

APFE 295 LIVE WORK II FOR FRONT-END
6 CR
In this course, students will work in teams with students from other pathways to complete live work. There will be mentors to help bridge the gap between learning in the classroom and gaining experience in the career field. Student's focus in this track will be implementing designs using either Web, Android, or iOS.

APPD 195 LIVE WORK I FOR PRODUCT DESIGN AND PROJECT MANAGEMENT
3 CR
In this course, students will work in teams with students from other pathways to complete live work. There will be mentors to help bridge the gap between learning in the classroom and gaining experience in the career field. This track focuses on designing the application and managing the team along the way.

APPD 200 RESPONSIVE DESIGN
3 CR
This course focuses on creating designs for multiple screens. This can include phones, tablets, watches, TVs, and more. Students will look at the way that Web, iOS, and Android would handle and implement these designs.

APPD 205 UI / UX USER INTERFACE/USER EXPERIENCE
3 CR
This course focuses on usability best practices. Students will look at Apple's Human Interface Guidelines along with Google's Material Design. Students will also focus on accessibility for those with visual or auditory challenges or deficits

APPD 250 TECHNICAL PROJECT MANAGEMENT
3 CR
In this course, students will work with more advanced tools to manage and track their team. Students will manage full projects and help other students with debugging, connecting components, and ensuring the project requirements are met.

APPD 255 ADVANCED UI / UX USER INTERFACE/USER EXPERIENCE

3 CR
Students will continue to develop prototypes for a range of problems that can be solved with mobile applications. Students will also implement usability tests and gather the results from it so that they can make more informed decisions in the design.

APPD 295 LIVE WORK II FOR PRODUCT DESIGN AND PROJECT MANAGEMENT
6 CR
In this course, students will work in teams with students from other pathways to complete live work. There will be mentors to help bridge the gap between learning in the classroom and gaining experience in the career field. In this track, students will focus on creating the designs and managing the teams.

AUTOMOTIVE TECHNOLOGY

Description: The Automotive Technology program trains students in the basic fundamentals, necessary job skills, and related work procedures for employment in the automotive profession. Coursework includes use of technical service manuals; testing equipment; electronic ignition systems; rear, front and four-wheel drive; power steering; brakes; and electronics 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.

The auto tech shop is similar to repair bays in an automotive dealership. This enables students to work with the same type of tools and equipment they will find in industry. We schedule customer work that provides job training. Students are tasked with troubleshooting, looking up parts, figuring a job sheet, and interacting with customers. As advanced technology is introduced with new automobiles each year, our program is continually updated.

Certificate/Degrees awarded:

Tech Cert A, Tech Cert B, Tech Cert C

AAS

Accreditation/Certification:

ASE Educational Foundation (formerly NATEF)

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 7:00 a.m. to 2:30 p.m., Monday through Friday.

Miscellaneous Notes:
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 workforce.

CERTIFICATES AND DEGREES

Technical Certificate A		
Freshman: First Semester		
Course #	Course Name	Credits
AUTO 100	Shop Safety	1
AUTO 110	Steering & Suspension I	3
AUTO 120	Wheel Alignment Diagnosis & Repair	4
AUTO 130	Brakes I	3
AUTO 150	Automotive Electronics	2
AUTO 155	Batteries Starting/Charging Systems	3
AUTO 160	Engine Performance I	3
AUTO 170	Electrical I	3
Total Certificate Credits		**22**

Credentials (ASE Entry-Level Certifications)	
NATEF 2013 Standards: ASE Student Certification: • Maintenance & Light Repair	NATEF 2008 Standards: ASE Student Certifications (2 of the following): • Suspension and Steering • Brakes • Electrical/Electronic Systems • Engine Performance

Technical Certificate B		
Freshman: First Semester		
Course #	Course Name	Credits
AUTO 100	Shop Safety	1
AUTO 110	Steering & Suspension I	3
AUTO 120	Wheel Alignment Diagnosis & Repair	4
AUTO 130	Brakes I	3

AUTO 140	Tire Maintenance	2
ENGL 105	Technical Writing (or approved English or Communication)[010]	3
Freshman: Second Semester		
Course #	Course Name	Credits
AUTO 150	Automotive Electronics	2
AUTO 155	Batteries Starting/Charging Systems	3
AUTO 160	Engine Performance I	3
AUTO 165	Engine Performance II	3
AUTO 170	Electrical I	3
INF 101	Introduction to Computer Information Systems (or approved Science)[070]	3
Total Certificate Credits		**33**

Credentials (ASE Entry-Level Certifications)	
Including Certificate A requirements	
NATEF 2013 Standards: ASE Student Certification: • Automobile Service Technician (AST)	NATEF 2008 Standards: ASE Student Certifications (all 4): • Suspension and Steering • Brakes • Electrical/Electronic Systems • Engine Performance

Technical Certificate C		
Freshman: First Semester		
Course #	Course Name	Credits
AUTO 100	Shop Safety	1
AUTO 110	Steering & Suspension I	3
AUTO 120	Wheel Alignment Diagnosis & Repair	4
AUTO 130	Brakes I	3
AUTO 140	Tire Maintenance	2
ENGL 105	Technical Writing (or approved English or Communication)[010]	3
Freshman: Second Semester		
Course #	Course Name	Credits
AUTO 150	Automotive Electronics	2
AUTO 155	Batteries Starting/Charging Systems	3
AUTO 160	Engine Performance I	3
AUTO 165	Engine Performance II	3
AUTO 170	Electrical I	3
INF 101	Introduction to Computer Information Systems (or approved Science)[070]	3
Sophomore: First Semester		

Course #	Course Name	Credits
AUTO 200	Manual Transmission, Clutches, & Transaxle Transfer Case Service I	3
AUTO 205	Automatic Transmissions & Transaxle Service I	3
AUTO 210	Automatic Transmission Service II	4
Sophomore: Second Semester		
Course #	Course Name	Credits
AUTO 250	AC & Heating Ventilation Systems	3
AUTO 255	Engine Diagnosis Skills & Replacement	3
AUTO 260	Cylinder Head & Valve Train Diagnosis & Repair	2
AUTO 270	Engine Block Assembly Diagnosis & Repair	3
AUTO 275	Driveline Service & Rear Axle Diagnosis & Repair	3
AUTO 280	Lube/Cooling System Diagnosis & Repair	2
Total Certificate Credits		**59**

Credentials (ASE Entry-Level Certifications)	
Including Certificate B requirements	
NATEF 2013 Standards: ASE Student Certification: Master Automobile Service Technician (MAST)	NATEF 2008 Standards: ASE Student Certifications: • All 4 listed in Cert A and B • Plus 2 additional NATEF categories

Associate of Applied Science		
Freshman: First Semester		
Course #	Course Name	Credits
AUTO 100	Shop Safety	1
AUTO 110	Steering & Suspension I	3
AUTO 120	Wheel Alignment Diagnosis & Repair	4
AUTO 130	Brakes I	3
AUTO 140	Tire Maintenance	2
ENGL 105	Technical Writing (or approved English or Communication)[010]	3
Freshman: Second Semester		
Course #	Course Name	Credits
AUTO 150	Automotive Electronics	2
AUTO 155	Batteries Starting/Charging Systems	3
AUTO 160	Engine Performance I	3
AUTO 165	Engine Performance II	3
AUTO 170	Electrical I	3
INF 101	Introduction to Computer Information Systems (or approved Science)[070]	3
Sophomore: First Semester		

Course #	Course Name	Credits
AUTO 200	Manual Transmission, Clutches, & Transaxle Transfer Case Service I	3
AUTO 205	Automatic Transmissions & Transaxle Service I	3
AUTO 210	Automatic Transmission Service II	4
FIN 205	Principles of Personal Finance[070]	3
MATH 102	Technical Math (or approved Math)[030]	3
Sophomore: Second Semester		
Course #	Course Name	Credits
AUTO 250	AC & Heating Ventilation Systems	3
AUTO 255	Engine Diagnosis Skills & Replacement	3
AUTO 260	Cylinder Head & Valve Train Diagnosis & Repair	2
AUTO 270	Engine Block Assembly Diagnosis & Repair	3
AUTO 275	Driveline Service & Rear Axle Diagnosis & Repair	3
AUTO 280	Lube/Cooling System Diagnosis & Repair	2
TEC 200	Workplace Ethics (or approved General Education elective)[060]	3
Total Degree Credits		**68**

Credentials (ASE Entry-Level Certifications)	
NATEF 2013 Standards: ASE Student Certifications: • Master Automobile Service Technician (MAST) • ASE G1 Professional Level Maintenance & Light Repair (optional)	NATEF 2008 Standards: ASE Student Certifications: • All 8 NATEF categories • ASE G1 Professional Level Maintenance & Light Repair (optional)

Systemwide General Education (SGE) Key

010 English
020 Communications
030 Math & Statistics
040 Natural & Physical Sciences
050 Social & Behavioral Science
060 Arts & Humanities
070 Institutionally Designated
* Course descriptions for General Education courses can be found in the General Education section of the College Catalog.

COURSE DESCRIPTIONS

AUTO 100 SHOP SAFETY
1 CR
This course introduces the new AT student to shop safety, policies, and procedures. Key concepts include personal safety and tool/equipment safety while repairing the automobile.

AUTO 110 SUSPENSION & STEERING I

3 CR

This course covers the types, construction, and uses of tires. It covers various tire problems, diagnosis, and correction of the problems. Wheel balance servicing and lubrication of the auto are thoroughly studied. This unit covers the various types of automotive frames, types of suspensions, identification of parts, and the proper repair of various types on front, rear, and four-wheel drive vehicles, including front drive half shaft universal repair.

AUTO 120 WHEEL ALIGNMENT DIAGNOSIS & REPAIR

4 CR

This course covers alignment angles, theory, application, and diagnosis of alignment problems. This includes practical experience on front-wheel drive, rear-wheel drive, and four-wheel drive vehicles. This course covers the construction, operation, adjustment, and diagnosis of automotive and light trucks on manual and power steering systems and related components.

AUTO 130 BRAKES I

3 CR

This course covers the theory and application of all the braking systems on the automobile. Students receive instruction on proper servicing and repair of conventional power, disc, anti-lock, and hydro-boost brake systems.

AUTO 140 TIRE MAINTENANCE

2 CR

Students are taught about tire maintenance through theory, service, and repair.

AUTO 150 AUTOMOTIVE ELECTRONICS

2 CR

Foundation for developing electronic skills begins with basic electrical theories and building circuits, using test meters and scopes, and making diagnostic measurements. This class will go through basic components, electronic devices, wiring diagrams, and wiring repair.

AUTO 155 BATTERIES STARTING/CHARGING SYSTEMS

3 CR

This class will cover all aspects of the battery starting and charging systems. Included will be basic construction, service, and diagnosis.

AUTO 160 ENGINE PERFORMANCE I

3CR

This course covers the fundamentals of the ignition system starting with the operation of conventional and electronic to distributor less system. Diagnostic oscilloscopes and engine analyzers will be covered and the diagnosis problems that are ignition related.

AUTO 165 ENGINE PERFORMANCE II

3 CR

This unit covers the operation of emission control devices as well as the fuel system with primary emphasis on feedback carburetors and fuel injection systems. Fuel and emission diagnosis will be covered with the use of all diagnostic equipment such as scanners, analyzers and pressure testing equipment.

AUTO 170 ELECTRICAL I

3 CR

Foundation for developing electronic skills begins with basic electrical theories and building circuits, using test meters,

and making diagnostic measurements. This class will go through basic components, electronic devices, wiring diagrams and wiring repair.

AUTO 200 MANUAL TRANSMISSION, CLUTCHES & TRANSAXLE TRANSFER CASE SERVICE I
3 CR
The beginning of class will start with clutch service and diagnosis, disassembly, and reassembly of the manual transmission clutch in class and lab. Included are linkages and proper adjustment and practical experience repairing clutches. The transmission portion of the class will cover gear principles, torque, gear ratios, and mechanical advantage. The service diagnosis and repair of the manual transmission and transaxle will be the primary focus. Included is practical experience with a real shop atmosphere.

AUTO 205 AUTOMATIC TRANSMISSIONS & TRANSAXLE SERVICE I
3 CR
This course is an advanced lecture and shop experience covering all components of automatic transmissions and transaxles, their operation, repair and diagnosis, and repair of electronically shifted transmissions and their test equipment. As a group, we will rebuild one transmission and each pair of students will rebuild a transmission to dyno test install and road test.

AUTO 210 AUTOMATIC TRANSMISSION SERVICE II
4 CR
Building on the AUTO 205 transmission and transaxle course, this class will focus on the repair of the automatic transmission. This course is an advanced lecture and shop experience covering all components of an automatic transmission, its operation, repair and diagnosis, and repair of electronically shifted transmissions and their test equipment. This course will be made up of applying the basic information to rebuilding the automatic transmission. Transmissions will be removed, reconditioned, diagnosed, and repairs will be performed.

AUTO 250 AC & HEATING VENTILATION SYSTEMS
3 CR
Students will diagnose the heating system malfunctions. This will include the replacement of heater cores and servicing of mechanical and vacuum heater water valves. Students will learn the proper handling of refrigerants, correct use of air conditioning service valves, use of manifold gauge set, and sight glass. Students will diagnose and repair compressors, condensers, accumulators, and complete servicing of the air conditioning system. They also learn recharging methods on different air conditioning systems and will be ready to take the test to become certified for air conditioning service.

AUTO 255 ENGINE DIAGNOSIS SKILLS & REPLACEMENT
3 CR
Learning correct diagnostic procedures in analyzing engine problems is the main emphasis of this course. Included will be cylinder compression test, power balance test, and leakage test. Timing chain and gear and belt inspection will also be included.

AUTO 260 CYLINDER HEAD & VALVE TRAIN DIAGNOSIS & REPAIR
2 CR
This course covers in-depth valve train operating principles, service of camshaft drives, camshafts, lifters, valves, valve seats, valve guides, and related cylinder head components.

AUTO 270 ENGINE BLOCK ASSEMBLY DIAGNOSIS & REPAIR
3 CR
Instruction concerning bearing design, wear patterns and bearing failure, and reconditioning methods used to service cylinders, main bearing bores, crankshafts, and block decks are covered in this course. Students learn about gaskets, seals, rings, pistons, connecting rods, and harmonic balancers.

AUTO 275 DRIVELINE SERVICE & REAR AXLE DIAGNOSIS & REPAIR
3 CR
This course will include drive shafts and rear differential assemblies. This includes: gear replacement and rear differential services. Also included will be the diagnosis of noises, vibrations, leaks, and failures.

AUTO 280 LUBE/COOLING SYSTEM DIAGNOSIS & REPAIR
2 CR
The first section of this course covers the lubrication system. Students will learn how oil is rated and the different types of oil, how the lubrication circuit and oil filtration works, oil pumps and system priming, and how the crankcase ventilation system works. The second half of the course is devoted to the engine cooling system. Topics covered are: radiators, water pumps, thermostats, belt and coolant hoses, and electronic and mechanical engine cooling fans.

AUTOMOTIVE TECHNOLOGY ELECTIVE COURSES

AUTO 135 BRAKES II
2 CR
This course covers the theory and application of antilock braking, traction control, and stability control systems on the automobile. Students receive instruction on proper servicing and repair of anti-lock brake systems and traction control systems, and Stability control systems.

AUTO 175 HYBRID & ELECTRIC VEHICLES
3 CR
The student will learn the theory and operation of hybrid drive systems in the automobile. The content will cover batteries, charging, high voltage safety, transmission, inverter/converter operation, cooling systems, diagnosis, and repair of these advanced and unique automobiles. The course will emphasize the importance of safety due to the deadly nature of the high-voltage environment. Students are required to purchase their own high voltage class 0 gloves to participate in live lab experiences.

AUTO 225 ADVANCED AUTOMATIC TRANSMISSION REPAIR & IMPROVEMENT
3 CR
This class will look at advanced repairs and transmission enhancements for performance and durability. Research will be done on different transmissions looking at modifications that are available.

AUTO 265 ADVANCED ENGINE PERFORMANCE
3 CR
Students will identify the different types of fuel systems on diesel engines. This will include the timing of fuel pumps and the removal and installation of diesel injectors. Identify the diesel emission systems and operation of those systems. The use of digital multi-meters in the diagnosis of after treatment and fuel systems also including engine sensors in gas and diesel engines. Lab scope will also be covered in the diagnosis of the electrical sensors used in gas and diesel engines.

BUSINESS TECHNOLOGY

Description: The Business Technology program trains leaders, facilitators, and managers for productive careers in industry who possess an uncompromising commitment to personal integrity, ethical practice, and sound critical thinking. It generates graduates who are skilled not only in the technical fields of marketing, finance, accounting, management, and information systems, but also in the human skills of forging relationships, fostering teamwork, and forming character.

Two tracks are available in this program: the Traditional Business Track offers more accounting, elementary statistics, and business law; the Sports Management track offers coursework in Health and Human Performance, Care and Prevention of Athletic Injuries, and Introduction to Recreation & Sports Management.

Degree/Certificates awarded:

Tech Cert B

AAS

Program Learning Outcomes:

Upon completion of program, students will:

1. Apply business concepts and vocabulary to assignments and real-life situations.
2. Apply critical thinking and problem-solving skills to case studies.
3. Utilize technology to analyze data and create reports.
4. Work effectively in a team environment while demonstrating interpersonal skills.
5. Demonstrate effective formal communication skills orally and in written form.
6. Demonstrate fundamental knowledge of accounting, economics, management, marketing and information management.
7. Recognize moral dilemmas and create solutions by utilizing ethical principles.

Program Schedule:

The daily schedule may vary

CERTIFICATES AND DEGREES

Technical Certificate B		
Freshman: First Semester		
Course #	Course Name	Credits
ART 180	Fundamentals & Appreciation of Art (or Gen Ed elective)[060]	3
BCOM 201	Intro to Corporate Communication	3
ENG 101	English Composition I (Required)[010]	3
INF 101	Intro to Computer Information Systems (Required)	3
LDRS 200	Discovering Leadership	3
MGT 101	Introduction to Business	3
Freshman: Second Semester		
Course #	Course Name	Credits
ENG 102	English Composition II (Required)[010]	3
MATH 110	College Algebra (Required)[030]	3
MGT 201	Management Principles	3
MKT 201	Marketing Principles	3
PSY 100	General Psychology (or Gen Ed elective)[050]	3
Total Certificate Credits		**33**

Associate of Applied Science - TRADITIONAL TRACK		
Freshman: First Semester		
Course #	Course Name	Credits
ART 180	Fundamentals & Appreciation of Art (or Gen Ed elective)[060]	3
BCOM 201	Intro to Corporate Communication	3
ENG 101	English Composition I (Required)[010]	3
INF 101	Intro to Computer Information Systems (Required)	3
LDRS 200	Discovering Leadership	3
MGT 101	Introduction to Business	3
Freshman: Second Semester		
Course #	Course Name	Credits
ENG 102	English Composition II (Required)[010]	3
MATH 110	College Algebra (Required)[030]	3
MGT 201	Management Principles	3
MKT 201	Marketing Principles	3
PSY 100	General Psychology (or Gen Ed elective)[050]	3
(TR) Traditional Business Track		
Sophomore: First Semester		
Course #	Course Name	Credits
ACCT 203	**Principles of Accounting I (Financial)**	**3**
BIOL 180	Principles of Biology	3

BIOL 180L	Principles of Biology Laboratory	2
COMM 204	Interpersonal Communications (or COMM)[020]	3
ECON 201	Principles of Microeconomics	3
MATH 250	Elements of Statistics	3
Sophomore: Second Semester		
Course #	Course Name	Credits
ACCT 204	Principles of Accounting II (Managerial)	3
ECON 202	Principles of Macroeconomics	3
ENTR 201	Intro to Entrepreneurship	3
FIN 205	Principles of Personal Finance (Required)[070]	3
GBUS 204	Business Law I	3
Total Degree Credits		**65**

Associate of Applied Science - SPORTS MANAGEMENT TRACK		
Freshman: First Semester		
Course #	Course Name	Credits
ART 180	Fundamentals & Appreciation of Art (or Gen Ed elective)[060]	3
BCOM 201	Intro to Corporate Communication	3
ENG 101	English Composition I (Required)[010]	3
INF 101	Intro to Computer Information Systems (Required)	3
LDRS 200	Discovering Leadership	3
MGT 101	Introduction to Business	3
Freshman: Second Semester		
Course #	Course Name	Credits
ENG 102	English Composition II (Required)[010]	3
MATH 110	College Algebra (Required)[030]	3
MGT 201	Management Principles	3
MKT 201	Marketing Principles	3
PSY 100	General Psychology (or Gen Ed elective)[050]	3
(SM) Sports Management Track		
Sophomore: First Semester		
Course #	Course Name	Credits
ACCT 203	Principles of Accounting I (Financial)	3
BIOL 180	Principles of Biology	3
BIOL 180L	Principles of Biology Laboratory	2
COMM 204	Interpersonal Communications (or COMM)[020]	3
ECON 201	Principles of Microeconomics	3
HHP 210	Intro to Health & Human Performance	**3**
Sophomore: Second Semester		
Course #	Course Name	Credits
ECON 202	Principles of Macroeconomics	3
ENTR 201	Intro to Entrepreneurship	3

FIN 205	Principles of Personal Finance (Required)[070]	3
HHP 271	Intro to Recreation & Sports Management	3
HHP 280	Care & Prevention of Excersise & Sport Injuries	3
Total Degree Credits		**65**

Systemwide General Education (SGE) Key

010 English
020 Communications
030 Math & Statistics
040 Natural & Physical Sciences
050 Social & Behavioral Science
060 Arts & Humanities
070 Institutionally Designated
* Course descriptions for General Education courses can be found in the General Education section of the College Catalog.

COURSE DESCRIPTIONS

NOTE: Courses with the  are eligible for transfer to four-year colleges (receiving colleges have the right to determine whether to accept these credits).

 BCOM 201 INTRO TO CORPORATE COMMUNICATION
3 CR
This course covers how one communicates effectively in business situations across all forms of communication—written and oral, verbally and non-verbally, sending and receiving. The focus will be on writing clearly, concisely, and cohesively in business messages and reports. Emphasis is placed on a three-step writing process with hands-on examples for communicating effectively across all media, including electronic and interactive formats.

 LDRS 200 DISCOVERING LEADERSHIP
3 CR
This course develops personal and professional qualities that contribute to leadership. Through a series of journal writings, in-class exercises, and short papers, students develop the self-awareness, self-motivation, and self-discipline that characterize successful students and effective leaders. Concepts, principles, and skills of leadership are applied in concrete and practical ways to enhance personal development.

 MGT101 INTRODUCTION TO BUSINESS
3 CR
This course explores the free enterprise system and its business organizations with a broad overview of how objectives are set, decisions are made, and activities are organized. Topics include managerial responsibilities, organizational structures, and the functional activities of marketing, finance, production, and human resources.

 MKT 201 MARKETING PRINCIPLES
3 CR

This course introduces the scope and role of marketing in enhancing the welfare of consumers, organizations, and society. Key concepts include: consumer behavior; the marketing research process; segmenting markets; choosing marketing strategies; positioning products; the four P's of the marketing mix; recognizing external influences on marketing; identifying legal, regulatory, and ethical issues in marketing; and development of a strategic marketing process.

 MGT 201 MANAGEMENT PRINCIPLES

3 CR

This course covers managing organizations through fundamental processes of developing plans, structuring work relationships, coordinating effort and activities, directing and motivating subordinates, and control mechanisms. Topics include managerial roles and responsibilities, effective decision-making, productivity improvement, and models and theories of human behavior.

 ACCT 203 PRINCIPLES OF ACCOUNTING I (FINANCIAL)

3 CR

This course presents generally accepted accounting principles (GAAP) that underlie the preparation and interpretation of financial statements with emphasis on the principles of revenue recognition, matching principle, and determination of proper balance sheet valuations of assets and liabilities. Fundamental accounting concepts and procedures employed by business entities are covered including the accounting cycle, income statement, balance sheet, merchandise, cash, systems and controls, receivables, inventories, plant and intangible assets, and current liabilities.

 ECON 201 PRINCIPLES OF MICROECONOMICS

3CR

This course examines microeconomics topics such as consumer demand theory, utility analysis, production process, cost of production, market and market structures, competition and the notion of efficiency, wage determination, regulation, unionization, and selected contemporary issues.

 ACCT 204 PRINCIPLES OF ACCOUNTING II (MANAGERIAL)

4 CR

This course extends the knowledge of Principles of Accounting I and covers managerial accounting techniques. Topics include product, job and activity-based costing, cost-volume-profit analysis, budgeting, variance analysis, cash flow analysis and financial statement analysis.

Prerequisite: Successful completion of BA 235 Principles of Accounting I or equivalent material with a grade of "C" or better.

 ECON 202 PRINCIPLES OF MACROECONOMICS

3 CR

This course will begin with an introduction to the field of economics, history of economic thought, economic theories and methodology. The course examines macro-structural issues such as Gross Domestic Product (GDP), unemployment, inflation, stagflation, Fiscal policy, Keynesian economics, Money and Banking, Monetary policy, Monetarism, economic growth and development, international trade and finance, and selected contemporary issues.

ENTR 201 INTRO TO ENTREPRENEURSHIP

3 CR

This course serves as the capstone course for the Business Technology program; students will complete the capstone

project in this course. This course introduces the concept of entrepreneurship and its place in contemporary business and society. Students will explore the personal and professional attributes considered essential for a successful entrepreneur. Basic management, marketing, and financial principles will be discussed as well as the skills needed to manage and monitor the business/product life cycle.

GBUS 204 BUSINESS LAW I

3 CR

This course provides an introduction to American law sources, the American court system and processes, and methods of alternative dispute resolution. Key concepts include: the relevance of ethical and legal considerations when making strategic business decisions; the difference between negligence, intentional torts, and strict liability within tort law; contract elements and important characteristics of performance and breach; fundamental principles of personal, real and intellectual property; nature and function of agency and employment law; duties and potential liability of various business entities.

ACCT 203 PRINCIPLES OF ACCOUNTING I (FINANCIAL)

3 CR

This course presents generally accepted accounting principles (GAAP) that underlie the preparation and interpretation of financial statements with emphasis on the principles of revenue recognition, matching principle, and determination of proper balance sheet valuations of assets and liabilities. Fundamental accounting concepts and procedures employed by business entities are covered including the accounting cycle, income statement, balance sheet, merchandise, cash, systems and controls, receivables, inventories, plant and intangible assets, and current liabilities.

ECON 201 PRINCIPLES OF MICROECONOMICS

3CR

This course examines microeconomics topics such as consumer demand theory, utility analysis, production process, cost of production, market and market structures, competition and the notion of efficiency, wage determination, regulation, unionization, and selected contemporary issues.

HHP 210 INTRO TO HEALTH & HUMAN PERFORMANCE

3 Cr

This course provides insight into physical education and sport as they relate to the athletic industry.

ECON 202 PRINCIPLES OF MACROECONOMICS

3 CR

This course will begin with an introduction to the field of economics, history of economic thought, economic theories and methodology. The course examines macro-structural issues such as Gross Domestic Product (GDP), unemployment, inflation, stagflation, Fiscal policy, Keynesian economics, Money and Banking, Monetary policy, Monetarism, economic growth and development, international trade and finance, and selected contemporary issues.

ENTR 201 INTRO TO ENTREPRENEURSHIP

3 CR

This course serves as the capstone course for the Business Technology program; students will complete the capstone project in this course. This course introduces the concept of entrepreneurship and its place in contemporary business and society. Students will explore the personal and professional attributes considered essential for a successful entrepreneur. Basic management, marketing, and financial principles will be discussed as well as the skills needed to

manage and monitor the business/product life cycle.

HHP 271 INTRO TO RECREATION & SPORTS MANAGEMENT
3 CR
This course provides an introduction to the nature, scope and significance of recreation and sport management in today's world.


HHP 280 CARE & PREVENTION OF EXCERCISE & SPORT INJURIES
3 CR
The course introduces the etiology, nature and severity of athletic injuries. The role and responsibilities of various individuals who comprise the sports medicine team will be explored. Key concepts include: basic skills in taping, splinting, and bracing for common musculoskeletal injuries; recognizing signs and symptoms for common injuries; evaluation, diagnostic techniques and acute treatment for common injuries and life-threatening conditions; basic methods and techniques to prevent acute athletic injuries; steps of emergency preparedness and developing an action plan for life-threatening illnesses and conditions.

BUSINESS TECHNOLOGY ELECTIVE COURSES

BUS 105 SPECIAL TOPICS IN BUSINESS TECHNOLOGY
1 CR
This course integrates concepts studied in the Introduction to Business, Corporate Communications, and Leadership classes as students develop the "business mindset" and carry out their leadership projects.

BUS155 SPECIAL TOPICS IN MANAGEMENT & MARKETING
1CR
This course integrates concepts studied in the Management Principles and Marketing Principles classes as students create a marketing and management plan for the capstone project.

BUS205 SPECIAL TOPICS IN BUSINESS TODAY
1 CR
This course integrates concepts studied in the Principles of Accounting and Macroeconomics classes as students explore case studies in business practices.

BUS255 SPECIAL TOPICS IN ENTREPRENEURSHIP
1CR
This course integrates concepts studied in the Entrepreneurship and other business or sports management classes as students finalize and present their capstone projects.

CHILDCARE SPECIALIST (ONLINE ONLY)

Description:

The Childcare Specialist program prepares students to serve as teacher's aides and Lead Teachers in a variety of childcare facilities that serve infants, toddlers, and preschool-age children. Core concepts to be addressed include the developmental stages (physical, social, intellectual, and emotional) of infants, toddlers, and preschool-aged children; legal and ethical considerations in child care; observing and recording children's behavior, and building relationships with the children's families and the community at large.

Certificate/Degrees awarded:

Tech Cert A, Tech Cert B

AAS

Accreditation/Certification:

The Council for Professional Development - CDA (Child Development Associate)

Program Learning Outcomes:

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

1. Plan a safe and healthy learning environment for infants, toddlers, and pre-school-aged children
2. Advance children's physical development
3. Advance children's intellectual development
4. Advance children's social development
5. Advance children's emotional development
6. Implement strategies for building relationships with families and communities
7. Observe and record children's behavior
8. Abide by principles of ethical conduct and professionalism, following local, state, and federal laws pertaining to child care.

Program Schedule:

This program is offered online, with a variety of practicum experiences that must take place in a local childcare facility. Students will work with the program instructor to secure the practicum sites.

CERTIFICATES AND DEGREES

Technical Certificate A		
Freshman: First Semester		
Course #	Course Name	Credits
CHLD 100-10	Principles of Child Development and Learning	3
CHLD 105-10	Early Childhood Health and Safety	1
TEC 125-10	FIRST AID/CPR/AED	1
CHLD 115-10	Child Care Observations	1
CHLD 140-10	Childcare Regulations and Operation	3
CHLD 150-10	Early Childhood Physical & Intellectual Development	3
CHLD 155A-1	**Child Care Lab I: Infants/Toddlers...OR**	**4**
CHLD 155B-1	**Child Care Lab I: Preschoolers...OR**	
CHLD 155C-1	**Child Care Lab I: In Home Care...OR**	
CHLD 155D-1	**Child Care Lab I: Home Visitor**	
CHLD 165-10	Nutrition for the Young Child	1
Total Certificate Credits		**17**

Technical Certificate B		
Freshman: First Semester		
Course #	Course Name	Credits
CHLD 100-10	Principles of Child Development and Learning	3
CHLD 105-10	Early Childhood Health and Safety	1
TEC 125-10	FIRST AID/CPR/AED	1
CHLD 115-10	Child Care Observations	1
CHLD 140-10	Childcare Regulations and Operation	3
CHLD 150-10	Early Childhood Physical & Intellectual Development	3
CHLD 155A-1	**Child Care Lab I: Infants/Toddlers...OR**	**4**
CHLD 155B-1	**Child Care Lab I: Preschoolers...OR**	
CHLD 155C-1	**Child Care Lab I: In Home Care...OR**	
CHLD 155D-1	**Child Care Lab I: Home Visitor**	
CHLD 165-10	Nutrition for the Young Child	1
Freshman: Second Semester		
Course #	Course Name	Credits
CHLD 120	Early Childhood Social and Emotional Development	3
CHLD 125	Young Children with Special Needs	1
CHLD 130	Building Relationships with Families & Communities	1
CHLD 156A	**Child Care Lab II: Infants/Toddlers...OR**	**3**
CHLD 156B	**Child Care Lab II: Preschoolers...OR**	
CHLD 156C	**Child Care Lab II: In Home Care...OR**	
CHLD 156D	**Child Care Lab II: Home Visitor**	
CHLD 157A	**Child Care Lab III: Infants/Toddlers...OR**	**3**
CHLD 157B	**Child Care Lab III: Preschoolers...OR**	
CHLD 157C	**Child Care Lab III: In Home Care...OR**	
CHLD 157D	**Child Care Lab III: Home Visitor**	

CHLD 170-10	Portfolio Development for Early Childhood	4
CHLD 175-10	Observing & Recording Children's Behavior	2
FIN 205	Principles of Personal Finance (Required)[070]	3
Total Certificate Credits		**37**

Associate of Applied Science		
Freshman: First Semester		
Course #	Course Name	Credits
CHLD 100-10	Principles of Child Development and Learning	3
CHLD 105-10	Early Childhood Health and Safety	1
TEC 125-10	FIRST AID/CPR/AED	1
CHLD 115-10	Child Care Observations	1
CHLD 140-10	Childcare Regulations and Operation	3
CHLD 150-10	Early Childhood Physical & Intellectual Development	3
CHLD 155A-1	**Child Care Lab I: Infants/Toddlers...OR**	**4**
CHLD 155B-1	**Child Care Lab I: Preschoolers...OR**	
CHLD 155C-1	**Child Care Lab I: In Home Care...OR**	
CHLD 155D-1	**Child Care Lab I: Home Visitor**	
CHLD 165-10	Nutrition for the Young Child	1
Freshman: Second Semester		
Course #	Course Name	Credits
CHLD 120	Early Childhood Social and Emotional Development	3
CHLD 125	Young Children with Special Needs	1
CHLD 130	Building Relationships with Families & Communities	1
CHLD 156A	**Child Care Lab II: Infants/Toddlers...OR**	**3**
CHLD 156B	**Child Care Lab II: Preschoolers...OR**	
CHLD 156C	**Child Care Lab II: In Home Care...OR**	
CHLD 156D	**Child Care Lab II: Home Visitor**	
CHLD 157A	**Child Care Lab III: Infants/Toddlers...OR**	**3**
CHLD 157B	**Child Care Lab III: Preschoolers...OR**	
CHLD 157C	**Child Care Lab III: In Home Care...OR**	
CHLD 157D	**Child Care Lab III: Home Visitor**	
CHLD 170-10	Portfolio Development for Early Childhood	4
CHLD 175-10	Observing & Recording Children's Behavior	2
FIN 205	Principles of Personal Finance (Required)[070]	3
Sophomore: First Semester		
Course #	Course Name	Credits
CHLD 200-10	Early Childhood Language and Literacy	3
CHLD 205-10	Early Childhood Inclusion and Diversity	3
COMM 205	Interpersonal Communications (or COMM or ENG elective)[010 or 020]	3
MATH 101	Contemporary Math (or Math elective)[030]	3
PSY 100	General Psychology (or Gen Ed elective)[050]	3
Sophomore: Second Semester		
Course #	Course Name	Credits
ART 180	Fundamentals & Appreciation of Art (or Gen Ed elective)[060]	3

CHLD 250	Recognizing Abuse and Neglect	1
CHLD 255	Creative Experiences with Young Children	2
ENGL 101	English Composition I (or COMM or ENG elective)[010 or 020]	3
INF 101	Intro to Computer Information Systems (or Science elective)[070]	3
Total Degree Credits		**64**

Systemwide General Education (SGE) Key

010 English
020 Communications
030 Math & Statistics
040 Natural & Physical Sciences
050 Social & Behavioral Science
060 Arts & Humanities
070 Institutionally Designated
* Course descriptions for General Education courses can be found in the General Education section of the College Catalog.

COURSE DESCRIPTIONS

CHLD 100 PRINCIPLES OF CHILD DEVELOPMENT AND LEARNING
3 CR
This course provides an overview of theories addressing the psychosocial stages of children (birth to eight years of age). Special attention will be paid to the learning process and how childcare providers can enhance children's development by incorporating age-appropriate strategies and techniques derived from the various theoretical orientations.

CHLD 105 EARLY CHILDHOOD HEALTH AND SAFETY
1 CR
This course provides an in-depth look at how infants and toddlers interact with their physical environments, leading to health and safety concerns. Students will research how to create and maintain a safe and healthy environment that meets and/or surpasses state guidelines.

TEC 125 FIRST AID/CPR/AED
1 CR
This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

CHLD 115 CHILDCARE OBSERVATIONS
1 CR
This course introduces students to the range of options available to them in the early childhood field. They will observe child care in a variety of settings including but not limited to Head Start, faith-based preschool, in-home childcare, childcare center, and home visiting. Students will explore the differences between the various settings and consider their skills and preferences to guide their career trajectory.

CHLD 140 CHILD CARE REGULATIONS AND OPERATIONS
3 CR
This course examines ethical dilemmas in child care, professional development, and career advancement. It introduces Kansas child care regulations, including licensing, fire safety, child-to-provider ratios, incident reporting, and other requirements. Additional topics cover record keeping, budgeting, facility management, family involvement, and staff supervision.

CHLD 150 EARLY CHILDHOOD PHYSICAL AND INTELLECTUAL DEVELOPMENT
3 CR
This course provides an overview of the milestones and developmental tasks related to the physical and cognitive/intellectual growth of infants, toddlers and preschoolers.

CHLD 155A CHILD CARE LAB I: INFANTS/TODDLERS
4 CR
This course provides an opportunity for students to complete the CDA-required professional work experience focusing on infants/toddlers. Students will complete at least 160 hours of working directly with infants/toddlers. Other requirements for this class include planning age-appropriate activities, documenting observations of children, and written reflections on the work experience.

CHLD 155B CHILD CARE LAB I: PRESCHOOLERS
4 CR
This course provides an opportunity for students to complete the CDA-required professional work experience focusing on preschoolers. Students will complete at least 160 hours of working directly with preschoolers. Other requirements for this class include planning age-appropriate activities, documenting observations of children, and written reflections on the work experience.

CHLD 155C CHILD CARE LAB I: IN HOME CARE
4 CR
This course provides an opportunity for students to complete the CDA-required professional work experience focusing on ages birth to 5 years. Students will complete at least 160 hours of working directly with ages birth to 5 years. Other requirements for this class include planning age-appropriate activities, documenting observations of children, and written reflections on the work experience.

CHLD 155D CHILD CARE LAB I: HOME VISITOR
4 CR
This course provides an opportunity for students to complete the CDA-required professional work experience focusing on ages birth to 5 years. Students will complete at least 160 hours of working directly with ages birth to 5 years. Other requirements for this class include planning age-appropriate activities, documenting observations of children, and written reflections on the work experience.

CHLD 165 NUTRITION FOR THE YOUNG CHILD
1 CR
This course introduces the basic factors that impact child health. Students will identify and apply the nutritional guidelines for providing meals and snacks to children in the childcare setting. Students will also prepare informational materials targeting families of young children regarding nutritional guidelines.

CHLD 120 EARLY CHILDHOOD SOCIAL AND EMOTIONAL DEVELOPMENT
3 CR
This course provides an overview of the milestones and developmental tasks related to the social and emotional growth of infants, toddlers and preschoolers.

CHLD 125 YOUNG CHILDREN WITH SPECIAL NEEDS
1 CR
This course offers an overview of various physical or developmental challenges that may impact child care. Skills pertaining to providing quality care and education along with issues such as positioning, feeding, adaptive equipment, family dynamics, and invasive procedures will be covered.

CHLD 130 BUILDING RELATIONSHIPS WITH FAMILIES AND COMMUNITIES
1 CR
This course introduces the principles of collaborating with and educating the families and communities in which the childcare provider operates. Students will be required to identify relevant resources within their local communities that will address the needs of families with young children.

CHLD 156A CHILD CARE LAB II: INFANTS/TODDLERS
3CR
This course provides an opportunity for students to complete the CDA-required professional work experience focusing on infants/toddlers. Students will complete at least 160 hours of working directly with infants/toddlers. Other requirements for this class include planning age-appropriate activities, documenting observations of children, and written reflections on the work experience.

CHLD 156B CHILD CARE LAB II: PRESCHOOLERS
3 CR
This course provides an opportunity for students to complete the CDA-required professional work experience focusing on preschoolers. Students will complete at least 160 hours of working directly with preschoolers. Other requirements for this class include planning age-appropriate activities, documenting observations of children, and written reflections on the work experience.

CHLD 156C CHILD CARE LAB II: IN-HOME CARE
3 CR
This course provides an opportunity for students to complete the CDA-required professional work experience focusing on ages birth to 5 years. Students will complete at least 160 hours of working directly with ages birth to 5 years. Other requirements for this class include planning age-appropriate activities, documenting observations of children, and written reflections on the work experience.

CHLD 156D CHILD CARE LAB II: HOME VISITOR
3 CR
This course provides an opportunity for students to complete the CDA-required professional work experience focusing on ages birth to 5 years. Students will complete at least 160 hours of working directly with ages birth to 5 years. Other requirements for this class include planning age-appropriate activities, documenting observations of children, and written reflections on the work experience.

CHLD 157A CHILD CARE LAB III: INFANTS/TODDLERS
3 CR
This course provides an opportunity for students to complete the CDA-required professional work experience focusing on infants/toddlers. Students will complete at least 160 hours of working directly with infants/toddlers. Other requirements for this class include planning age-appropriate activities, documenting observations of children, and written reflections on the work experience.

CHLD 157B CHILD CARE LAB III: PRESCHOOLERS
3 CR
This course provides an opportunity for students to complete the CDA-required professional work experience focusing on preschoolers. Students will complete at least 160 hours of working directly with preschoolers. Other requirements for this class include planning age-appropriate activities, documenting observations of children, and written reflections on the work experience.

CHLD 157C CHILD CARE LAB III: IN-HOME CARE
3 CR
This course provides an opportunity for students to complete the CDA-required professional work experience focusing on ages birth to 5 years. Students will complete at least 160 hours of working directly with ages birth to 5 years. Other requirements for this class include planning age-appropriate activities, documenting observations of children, and written reflections on the work experience.

CHLD 157D CHILD CARE LAB III: HOME VISITOR
3 CR
This course provides an opportunity for students to complete the CDA-required professional work experience focusing on ages birth to 5 years. Students will complete at least 160 hours of working directly with ages birth to 5 years. Other requirements for this class include planning age-appropriate activities, documenting observations of children, and written reflections on the work experience.

CHLD 170 PORTFOLIO DEVELOPMENT FOR EARLY CHILDHOOD
4 CR
This course guides students in preparing their CDA-required professional portfolio, a collection of materials adhering to CDA Competency Standards. It also prepares individuals for entry into child care settings in Kansas, emphasizing CDA certification and lab experiences. Eligibility requirements include a background check, TB test, and other mandated screenings.

CHLD 175 OBSERVING AND RECORDING CHILDREN'S BEHAVIOR
2 CR
This course teaches the skills and processes for observing and recording children's behavior, with emphasis on ethics and confidentiality. Students will practice through child care site visits and complete a final project involving an in-depth study and professional report on a child's development.

CHLD 200 EARLY CHILDHOOD LANGUAGE AND LITERACY
3 CR
This course introduces theories regarding how young children acquire and develop language skills. The relationship between language and literacy will be explored. Students will find age-appropriate language skills (games, books) for infants, toddlers, and preschoolers.

CHLD 205 EARLY CHILDHOOD INCLUSION AND DIVERSITY
3 CR
This course introduces theories of inclusion while exploring a broad spectrum of factors that create diversity among young children. Special emphasis on how childcare providers can help young children understand and include individuals who may be different from themselves.

CHLD 250 RECOGNIZING ABUSE AND NEGLECT
1 CR
This course provides an overview of signs and symptoms pertaining to childhood abuse and neglect. Students will learn how to identify the symptoms and how to make referrals to appropriate authorities.

CHLD 255 CREATIVE EXPERIENCES WITH YOUNG CHILDREN
2 CR
This course emphasizes creativity and play in child development. Students will learn to design age-appropriate activities, create lesson plans, and explore the role of arts in brain development. Through observation, reflective writing, and discussion, students will enhance their understanding of child development and teaching strategies, while fostering professional growth in early childhood education.

COMPUTER GRAPHICS TECHNOLOGY

Description: Computer Graphics Technology integrates art and technology with business and communications in a wide range of applications. Areas of study include graphic design, digital photography, publishing, audio production, animation, web, and UX/UI design.

The program runs a full-service creative studio where students gain experience working on projects from end-to-end with real-world clients. Students will graduate with a portfolio tailored to their career path, and the opportunity to become Adobe Certified Associates and Adobe Certified Professionals.

Students will be prepared for entry-level careers in a variety of creative fields in the art, design, and digital media industry.

Degree/Certificates awarded:

Tech Cert B

AAS

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. 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

CERTIFICATES AND DEGREES

Technical Certificate B		
Freshman: First Semester		
Course #	Course Name	Credits
CGT 100	Basic Design in Computer Graphics	5
CGT 105	Computer Design I	3
CGT 110	Layout & Design I	3
CGT 115	Typography	3
CGT 120	Design for Print	3
INF 101	Introduction to Computer Information Systems (or approved Gen Ed elective)[070]	3
MATH 102	Technical Math (or approved Gen Ed elective)[030]	3
Freshman: Second Semester		
Course #	Course Name	Credits
CGT 150	Computer Design II	3
CGT 155	Layout & Design II	3
CGT 160	Digital Imaging I	2
CGT 165	Web Design I	3
CGT 170	Digital Media I	3
Total Certificate Credits		**37**

Associate of Applied Science		
Freshman: First Semester		
Course #	Course Name	Credits
CGT 100	Basic Design in Computer Graphics	5
CGT 105	Computer Design I	3
CGT 110	Layout & Design I	3
CGT 115	Typography	3
CGT 120	Design for Print	3
INF 101	Introduction to Computer Information Systems (or approved Gen Ed elective)[070]	3
MATH 102	Technical Math (or approved Gen Ed elective)[030]	3
Freshman: Second Semester		
Course #	Course Name	Credits
CGT 150	Computer Design II	3
CGT 155	Layout & Design II	3
CGT 160	Digital Imaging I	2
CGT 165	Web Design I	3
CGT 170	Digital Media I	3
ENG 101	English Composition I[010]	3
TEC 200	Workplace Ethics (or Gen Ed elective)[050]	3
Sophomore: First Semester		
Course #	Course Name	Credits
CGT 200	Computer Design III	3
CGT 205	Layout & Design III	3

CGT 210	Web Design II	3
CGT 215	Digital Media II	3
FIN 205	Principles of Personal Finance[070]	3
Sophomore: Second Semester		
Course #	Course Name	Credits
CGT 250	Digital Imaging II	2
CGT 255	Layout & Design IV or	3
CGT 270	Portfolio Development	3
CGT 290* or	Advanced Graphic Design* or	2
CGT 295*	Occupational Work Experience*	
Total Degree Credits		**68**

Systemwide General Education (SGE) Key

010 English
020 Communications
030 Math & Statistics
040 Natural & Physical Sciences
050 Social & Behavioral Science
060 Arts & Humanities
070 Institutionally Designated
* Course descriptions for General Education courses can be found in the General Education section of the College Catalog.

COURSE DESCRIPTIONS

CGT 100 BASIC DESIGN IN COMPUTER GRAPHICS
5 CR
There is not one singular formula for creating great artistic compositions, however, there are underlying methods and principles that can be used as a roadmap to reaching more pleasing visual relationships. This course will explore the elements and principles involved in creating harmonious compositions and explore how artists throughout history have employed them to create compelling, original works of art.

CGT 105 COMPUTER DESIGN I
3 CR
This course provides a thorough introduction to several industry-standard design programs. Fundamental program functions and operational skills are developed with applied projects. Exposure to a range of different types of projects forms a basis for the understanding of the programs.

CGT 110 LAYOUT & DESIGN I
3 CR
The course explores the field of editorial design and multi-page digital publications. Expanding on the basic design principles, students will learn creative thought processes in order to better facilitate effective visual communications.

CGT 115 TYPOGRAPHY
3 CR
The essence of all good design is communicating words as well as images. This course deals not only with words as a written means of communication but also with the more challenging concept of works as means of visual communication. By exploring basic rules of typography students develop the skills necessary to express many different ideas and how type can affect the ideas communicated in a design. This course also incorporates projects that cultivate the Usage of standard journalist typography rules and methods such as type measurement, alignment, editing marks, and standard readability issues.

CGT 120 DESIGN FOR PRINT
3 CR
This course provides students with the knowledge of printing processes available as well as different types of ink, binding, die-cuts, and other options available to designers when designing & printing projects. Basic knowledge of paper weights, types, and proper uses. Real-life experience estimating and bidding printing costs including creating pre-press bidding packets and performing proof checks.

CGT 150 COMPUTER DESIGN II
3 CR
This course further develops the skills learned in Computer Design I by delving deeper into the design programs; combining them to create an advanced design structure. Students gain a more intimate knowledge of each of the design programs; learning how they can best be used to express the ideas of the designer. Learning how the programs function together to solve design problems in a creative and competent way.

CGT 155 LAYOUT & DESIGN II
3 CR
This course further develops the skills learned in Layout & Design I. Students reach an advanced level of design using analysis and creative solutions of design & communication to generate the best possible solutions. Discussion and application of branding, editorial, commercial, and promotional design provide a well-rounded experience base. Going beyond layout & design this course also provides a fundamental understanding of marketing, cohesive campaigns, target audiences, and self-evaluation.

CGT 160 DIGITAL IMAGING I
2 CR
This course provides an introduction to digital photography for the beginning designer. Basic concepts such as lighting, framing, and staging are delved into. These concepts allow designers to choose appropriate images from stock photography and commercial photographers, or to take images of their own that meet the needs of their projects

CGT 165 WEB DESIGN I
3 CR
This course introduces the student to what makes a great website. The student discovers how layout and design, color, and typography, relate to the world of web. We discuss how to apply the lessons of great layout and design to web design. Web design principles, storyboarding, site structure, design strategies, and browser capabilities are all discussed.

CGT 170 DIGITAL MEDIA I
3 CR
This course provides an introduction to the development of commercial motion graphics. Students will be given a comprehensive introduction to industry-standard animation software and given projects that will help them develop a range of valuable motion design skills. Projects will require the development of effective time management skills as well as an efficient production workflow. Students will also be exposed to basic video and audio recording, editing, and publishing.

CGT 200 COMPUTER DESIGN III
3 CR
This advanced course builds on concepts from previous computer design courses for continued development of the digital skills necessary to be proficient and effective as a computer graphics technician. Students will demonstrate an advanced understanding of vector, raster and publication software, and utilize all to complete industry-compliant projects. Also introduced will be the creation of business documents and forms using Adobe Acrobat Pro and the publication of interactive digital documents using Adobe InDesign.

CGT 205 LAYOUT & DESIGN III
3 CR
This course takes the skills learned in Layout and Design I and II and builds upon that skill base. The principles of graphic design are further honed. The student is exposed to additional layout and design challenges that build further confidence

and great pieces for a strong portfolio. This course is mainly about big projects and complex software experiences portfolio. This course is mainly about big projects and complex software experiences.

CGT 210 WEB DESIGN II
3 CR
This course further develops the skills learned in Fundamentals of Web Design by delving deeper into web design & a variety of design programs; combining them to create an advanced web design structure. Students gain a more intimate knowledge of web design through the use of tables, CSS, forms, links & images. Inclusion of interactivity, animation, video and audio in websites is also included.

CGT 215 DIGITAL MEDIA II
3 CR
This course is an introduction to the development of three-dimensional graphics and animations. Students will explore the software and processes involved in developing three-dimensional modeling and animation. Cinema 4D will be utilized to model, texture, animate, and render three-dimensional projects.

CGT 250 DIGITAL IMAGING II
2 CR
Digital Imaging II focuses on advanced photographic techniques. Students will become proficient in determining camera settings for shooting in manual mode with natural and studio lighting. Development of a workflow for processing RAW photos and delivering finished images to a client will be covered. Students explore concepts including high dynamic range (HDR), panoramic, and product photography

CGT 255 LAYOUT & DESIGN IV
3 CR
Working from the skill base built in Layout and Design I, II, and III, students will develop larger projects in both print and digital formats. Students will demonstrate a workflow for their design processes and business timelines. Emphasis in this course is placed on professionalism, productivity, time management, and meeting the needs of a client.

CGT 265 DIGITAL MEDIA III
3CR
In this course, students will explore 3D Graphics software like Adobe Dimension, Cinema 4D, or Maya to create animations. Students will also gain experience working with the MakerBot to create and print 3D objects.

CGT 270 PORTFOLIO DEVELOPMENT
3CR
Essential to any designer is their portfolio. This course is a compilation of everything the students have done and achieved throughout the program. This is also their last chance to fine-tune and perfect their work. Traditionally, portfolios are a collection of printed items such as brochures & posters mounted in a portfolio case. While these traditional portfolios are important, so is developing a CD & Web site portfolio that can be easily sent anywhere in the world providing designers with a broader set of employment opportunities. By the conclusion of this course, each student will have completed a traditional print portfolio, a CD portfolio, and a functional Web site portfolio. This course also provides the knowledge of when it is appropriate to use each type of portfolio. The goal is a well-rounded, high-quality, set of portfolios.

CGT 290 ADVANCED GRAPHIC DESIGN
2CR
The students will work with a non-profit corporation or a business to develop a plan to meet the communication needs of the business or develop another project that coincides with their future employment goals.

-OR-

CGT 295 OCCUPATIONAL WORK EXPERIENCE
2CR
Occupational work experience is actual on-the-job training. This is designed for each individual student and the

instructor shall maintain contact and support of the student during this final phase of their education. Students are highly encouraged to participate in the Occupational Work Experience/Internship Program.

Elective Course

CGT 260 PORTFOLIO DEVELOPMENT
3 CR
This course introduces students to the career possibilities in the contemporary computer graphics market. Students will prepare develop a personal printed portfolio and design portfolio to industry standard.

CONSTRUCTION TECHNOLOGY

Description:
Construction technology is a practical technical program that provides training in the necessary job skills and related technical information used in the construction trades. The program introduces all phases of residential carpentry up to two-story construction.

Each phase of construction work is preceded with classroom information to prepare the student for actual work experience. Job skills are honed through projects such as the construction of a complete residential home, remodeling work, on/off-campus jobs, and shop projects.

Courses include floors, walls, ceilings, framing, roof framing, windows, doors, stairs, concrete/masonry, flooring and exterior finishes, interior finishes and stains, drywall and insulation, building codes, cabinets, countertops, and commercial applications. Successful students will be poised to advance to the journeyman and master tradesman levels after entering the profession.

Degree/Certificates awarded:
Tech Cert B, Tech Cert C
AAS

Accreditation/Certification:
NCCER

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.
- Construct a resume

Program Schedule:
Students attend class from 7:00 a.m. to 3:30 p.m., Monday through Friday.

CERTIFICATES AND DEGREES

Technical Certificate B		
Freshman: First Semester		
Course #	Course Name	Credits
CNST 105	Introductory Craft Skills	3
CNST 110	Carpentry Basics	4
CNST 115	Floors, Walls, & Ceiling Framing	4
CNST 120	Roof Framing	3
TEC 110	OSHA 10 Construction	1
TEC 200	Workplace Ethics (or Gen Ed Elective)[060]	3
Freshman: Second Semester		
Course #	Course Name	Credits
CNST 150	Roofing & Exterior Finishes	3
CNST 155	Windows, Doors, & Stairs	3
CNST 160	Drywall & Insulation	3
CNST 165	Interior Finishes	3
ENGL 105	Technical Writing (or ENG/COMM Elective)[010 or 020]	3
MATH 102	Technical Math (or Math Elective)[030]	3
Total Certificate Credits		**36**

Technical Certificate C		
Freshman: First Semester		
Course #	Course Name	Credits
CNST 105	Introductory Craft Skills	3
CNST 110	Carpentry Basics	4
CNST 115	Floors, Walls, & Ceiling Framing	4
CNST 120	Roof Framing	3
TEC 110	OSHA 10 Construction	1
TEC 200	Workplace Ethics (or Gen Ed Elective)[060]	3
Freshman: Second Semester		
Course #	Course Name	Credits
CNST 150	Roofing & Exterior Finishes	3
CNST 155	Windows, Doors, & Stairs	3
CNST 160	Drywall & Insulation	3
CNST 165	Interior Finishes	3
ENGL 105	Technical Writing (or ENG/COMM Elective)[010 or 020]	3
MATH 102	Technical Math (or Math Elective)[030]	3
Sophomore: First Semester		
Course #	Course Name	Credits
CNST 220	Residential Concrete/Masonry	2
ELCT 100	Basics of Electricity	1
ENGT 184	Applications of CAD/CAM in Construction Technology	2
TEC 210	Machinery Operations	1

Sophomore: Second Semester		
Course #	Course Name	Credits
CNST 250	Building Codes	3
CNST 255	Interior Stain and Finishes	3
Total Certificate Credits		**48**

Associate of Applied Science		2024-2025
Freshman: First Semester		
Course #	Course Name	Credits
CNST 105	Introductory Craft Skills	3
CNST 110	Carpentry Basics	4
CNST 115	Floors, Walls, & Ceiling Framing	4
CNST 120	Roof Framing	3
TEC 110	OSHA 10 Construction	1
TEC 200	Workplace Ethics (or Gen Ed Elective)[060]	3
Freshman: Second Semester		
Course #	Course Name	Credits
CNST 150	Roofing & Exterior Finishes	3
CNST 155	Windows, Doors, & Stairs	3
CNST 160	Drywall & Insulation	3
CNST 165	Interior Finishes	3
ENGL 105	Technical Writing (or ENG/COMM Elective)[010 or 020]	3
MATH 102	Technical Math (or Math Elective)[030]	3
TEC 205	Forklift Operator Training	1
Sophomore: First Semester		
Course #	Course Name	Credits
CNST 220	Residential Concrete/Masonry	2
ELCT 100	Basics of Electricity	1
ENGT 184	Applications of CAD/CAM in Construction Technology	2
FIN 205	Principles of Personal Finance (Required)[070]	3
INF 101	Intro to Computer Information Systems (or Science elective)[070]	3
TEC 210	Machinery Operations	1
Sophomore: Second Semester		
Course #	Course Name	Credits
CNST 250	Building Codes	3
CNST 255	Interior Stain and Finishes	3
CNST 260	Energy Efficient Building Technology	3
CNST 265	Cabinets/Countertops	3
CNST 290	Carpentry Specialization	2
Total Degree Credits		**63**

Systemwide General Education (SGE) Key

010 English
020 Communications
030 Math & Statistics

040 Natural & Physical Sciences
050 Social & Behavioral Science
060 Arts & Humanities
070 Institutionally Designated
* Course descriptions for General Education courses can be found in the General Education section of the College Catalog.

COURSE DESCRIPTIONS

TEC 110 OSHA 10 CONSTRUCTION
1 CR
Through this course, students are introduced to the construction industry. Personal safety is emphasized through the students learning OSHA laws. Additionally, each student will be required to successfully pass the OSHA 10 safety test.

CNST 105 INTRODUCTORY CRAFT SKILLS
3 CR
Students will utilize the NCCER curriculum modules for: Basic Safety, Introduction to Construction Math, Introduction to Hand and Power Tools, Introduction to Blue Prints, Basic Rigging, Basic Communication Skills, and Basic Employability Skills.

CNST 110 CARPENTRY BASICS
4 CR
This course follows the NCCER modules for: Orientation to the Trade, Building Materials, Fasteners, and Adhesives, Hand and Power Tools, and Reading Plans and Elevations.

CNST 115 FLOORS, WALLS & CEILING FRAMING
4 CR
Utilizing the NCCER curriculum modules students will learn framing basics as well as the procedures for laying out and construction of floors, framing walls, and ceilings. Also included in the course is: roughing-in door and window openings, constructing corners and partitions Ts, bracing walls and ceilings, and applying sheathing.

CNST 120 ROOF FRAMING
3 CR
Following the NCCER module, students will be learning the various kinds of roofs and instructed on how to lay out rafters for gable roofs, hip roofs, and valley intersections. Coverage also includes both stick-built and truss-built roofs.

CNST 150 ROOFING & EXTERIOR FINISHES
3 CR
The use of common materials used in residential and light commercial roofing, along with safety practices and application of material is covered. In addition, students will learn uses and benefits of various types of exterior siding and perform installation of exterior finishes.

CNST 155 WINDOWS, DOORS & STAIRS
3 CR
Utilizing the NCCER curriculum module, students will learn the various types of windows, skylights, exterior doors, weather-stripping, and locksets. Also included in the modules are the techniques for measuring and calculating rise, run, and stairwell openings, laying out stringers, and fabricating basic stairways.

CNST 160 DRYWALL & INSULATION
3 CR
Various types of gypsum drywall, their uses, fastening devices, and methods used for installation are covered in this course along with installation of various types of insulating materials, vapor barriers and waterproofing materials. In addition, instruction of various tools and methods of finishing drywall are also included in the course.

CNST 165 INTERIOR FINISHES

3 CR
This unit covers various types of gypsum drywall, their uses, fastening devices and methods used to install them. Students will learn different drywall finishing, painting and tile installation.

TEC 205 FORKLIFT OPERATOR TRAINING
1 CR
This course covers the safety and operation of all classes of forklifts set by OSHA and the National Safety and Health Counsel.

TEC 210 MACHINERY OPERATIONS
1 CR
This course introduces students to the safety, maintenance and operation of a Telehandler, Scissor Lift, Skid Loader and Mini Excavator.

CNST 220 RESIDENTIAL CONCRETE/MASONRY
2 CR
This course is the study of concrete mixtures, footing forms, wall forms, flat works, concrete stairs and slump tests. Students will also learn brick/lock laying foundations, walls and wall finishes and exterior stucco.

ELCT 100 BASICS OF ELECTRICITY
1 CR
This introductory course will provide students the basic principles of electricity including sources of voltage and direct currents.
Pre-requisite: open only to Carpentry students

ENGT 184 APPLICATIONS OF CAD/CAM IN CONSTRUCTION TECHNOLOGY
2 CR
This course instructs on the application of computer-aided design (CAD) and computer-aided manufacturing (CAM) in the field of carpentry. Students will learn the basics of 3D CAD, CNC router programming, and operations. By the end of this course, students will have the knowledge and skills needed to design and build custom woodworking items using CNC machines.
Pre-requisite: open only to Carpentry students

CNST 250 BUILDING CODES
3CR
This course is an overview of the regulations that govern the safety of residential construction. The course also includes the design, construction, use, occupancy and location of residential dwellings.

CNST 255 INTERIOR STAIN AND FINISHES
3 CR
This course focuses on the various materials used for coatings that cover all types of finishes, including wood and other materials such as metals and drywall. The course will provide instruction and experience in paints, stains, varnishes, and various synthetic materials both clear and colored.

CNST 260 ENERGY EFFICIENT BUILDING TECHNOLOGY
3 CR
This course instructs on the understanding of high-energy performance construction, insulation, thermal mass, thermal bridging, air tightness, moisture management, and efficient heating and cooling. This course will also explain how these methods can be applied to both new and existing structures.

CNST 265 CABINETS/COUNTERTOPS
3 CR
Utilizing materials, tools and methods used in cabinet making, students will complete layout designs, construct and install cabinetry. Students will also learn how to install various countertop materials.

CNST 290 CARPENTRY SPECIALIZATION
2 CR
Students will get on-the-job experience by working with qualified personnel in a construction field. The instructor/advisor, the construction supervisor/coordinator and the student will agree upon work hours and objectives. Student progress will be gauged by meeting objectives and by a written report from the supervisor/coordinator.

ELECTIVE COURSES

CNST 103 CONSTRUCTION I
6 CR
Carpentry is a practical technical program that provides training in the necessary job skills and related technical information used in the construction and cabinet-making trades. The program introduces all phases of residential carpentry. Each phase of construction work is preceded with classroom information to prepare the student for actual work experience. Job skills are honed through projects such as the construction of a complete residential home, remodeling work, on/off-campus jobs, and shop projects. Courses include floors, walls, ceilings, framing, roof framing, windows, doors, stairs, concrete/masonry, flooring and exterior finishes, interior finishes and stains, drywall and insulation, building codes, cabinets, countertops, and commercial applications. Successful students will be poised to advance to the journeyman and master tradesman levels after entering the profession.

CNST 109 CONSTRUCTION II
6 CR
Carpentry II builds on foundational skills developed in Carpentry I, focusing on advanced techniques and greater depth in residential and light commercial construction. This course emphasizes mastery in specialized areas such as advanced framing systems, finish carpentry, cabinetry, stair design, and complex roofing structures. Students apply skills to hands-on projects, including remodels, on-site building, and design-intensive shop projects, developing the craftsmanship required for higher-level positions in the field. Coursework also explores advanced blueprint reading, estimating, project management, building codes, and sustainable practices, equipping students with the competencies necessary to excel as future journeymen and prepare for master tradesman roles in construction.

CNST 111 SKILLED MECHANICAL CRAFTS
3 CR
A technical-level course designed to introduce and instruct students in the basic skills necessary for occupations in skilled mechanical trades.

CNST 230 FURNITURE/CABINETRY
6 CR
The Furniture & Cabinetry Fabrication course is designed to equip students with the knowledge and skills necessary to excel in the field of custom furniture and cabinetry design and construction. This comprehensive course provides a hands-on, practical approach to crafting high-quality, custom woodwork. From designing elegant furniture pieces to creating functional, aesthetically pleasing cabinetry, students will learn the art of working with wood, using a variety of tools, materials, and techniques.

CNST 231 ADVANCED FURNITURE/CABINETRY
6 CR
The Furniture & Cabinetry Fabrication Advanced course builds on foundational skills, guiding students through the intricate techniques of fine woodworking and custom cabinetry. This advanced course focuses on precision craftsmanship, exploring complex joinery, intricate design elements, and high-level finishing techniques. Students will engage in challenging, hands-on projects that emphasize advanced tool operation, innovative materials, and personalized design, preparing them for professional work or further specialization in custom woodwork.

COSMETOLOGY

Description: The Cosmetology Program is a practical, and immediately applicable technical program designed to teach the art of cosmetics for the skin, hair, and nails, along with the proper applications of products. Students will be exposed to a wide variety of situations including: haircutting, hairstyling, hair color, chemical texture services, shampooing, manicuring, pedicuring, artificial nails, facials, makeup, infection control, scientific concepts, business skills, and much more.

Following introductory instruction, students gain practical experience "hands-on" instruction involving receptionist desk management, appointment scheduling, 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 final phase of training, students perform practical services for customers and 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.

Northwest Tech's curriculum is directly related to the Kansas State Board of Cosmetology (KBOC) laws and licensing. As styles, fashions, new regulations, and KBOC requirements change, the curriculum is continually updated.

Degree/Certificates awarded:

Tech Cert C

AAS

Accreditation/Certification:

Students should be prepared to complete the Kansas State Board of Cosmetology licensing requirements by taking a theory 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 basic salon business and management skills.

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. For this reason, students who are absent will be required to make up missed hours in the following year.

CERTIFICATES AND DEGREES

Technical Certificate C		
Freshman: First Semester		
Course #	Course Name	Credits
CSMT 100	Scientific Concepts I	3
CSMT 110	Cosmetology Physical Services I	6
CSMT 120	Chemical Services I	6
CSMT 130	Hair Designing I	6
CSMT 140	Business Skills I	2
INF 101	Introduction to Computer Information Systems (or Science elective)[070]	3
Freshman: Second Semester		
Course #	Course Name	Credits
CSMT 150	Scientific Concepts II	2
CSMT 160	Cosmetology Physical Services II	6
CSMT 170	Chemical Services II	6
CSMT 180	Hair Designing II	6
CSMT 190	Business Skills II	2
FIN 205	Principles of Personal Finance[070]	3
Total Certificate Credits		**51**

Associate of Applied Science		
Freshman: First Semester		
Course #	Course Name	Credits
CSMT 100	Scientific Concepts I	3
CSMT 110	Cosmetology Physical Services I	6
CSMT 120	Chemical Services I	6
CSMT 130	Hair Designing I	6
CSMT 140	Business Skills I	2
INF 101	Introduction to Computer Information Systems (or Science elective)[070]	3
Freshman: Second Semester		
Course #	Course Name	Credits
CSMT 150	Scientific Concepts II	2
CSMT 160	Cosmetology Physical Services II	6
CSMT 170	Chemical Services II	6
CSMT 180	Hair Designing II	6
CSMT 190	Business Skills II	2
FIN 205	Principles of Personal Finance[070]	3
ART 180	Fundamentals & Appreciation of Art (or general education elective)[060]	3
COMM 204	Interpersonal Communications (or other approved English or	3

	communications elective)[020 or 010]	
MATH 102 or	Technical Math (or other approved math elective)[030]	3
Total Certificate Credits		**60**

Systemwide General Education (SGE) Key

010 English
020 Communications
030 Math & Statistics
040 Natural & Physical Sciences
050 Social & Behavioral Science
060 Arts & Humanities
070 Institutionally Designated
* Course descriptions for General Education courses can be found in the General Education section of the College Catalog.

COURSE DESCRIPTIONS

CSMT 100 SCIENTIFIC CONCEPTS I
3 CR
Scientific Concepts I includes safety and sanitation in the Salon. Along with State rules and regulations to ensure the health of both the stylist and the client. Covered in this course will be: Infection Control, General Anatomy and Physiology, Skin Structure, Skin Disorders, Nail and Nail Disorders, basic Chemistry, Basics of Electricity.

CSMT 110 COSMETOLOGY PHYSICAL SERVICES I
6 CR
Physical Services I includes both theory and procedures for many of the services offered in salons and day spas, including: shampooing, hair removal, facials, makeup, manicuring, pedicuring, and artificial nails. Safety, sanitation, and regulations pertaining to these services will also be covered.

CSMT 120 CHEMICAL SERVICES I
6 CR
Chemical Services I includes both theory and procedures for chemical services offered in the salon, including: permanent waving, relaxers, curl reforming, hair color, lighteners, toners, special effects, and corrective coloring.

CSMT 130 HAIR DESIGNING I
6CR
Hair Designing I explores the elements, principles, and practical skills needed to be successful in haircutting and styling. This course covers the basics of braiding, wigs, hairpieces, and extensions.

CSMT 140 BUSINESS SKILLS I
2 CR
Business Skills I will cover the field of cosmetology and the personal skills you will need to become successful. This course begins with the history and career opportunities in the cosmetology field. Learning valuable life skills and the ability to set goals along with your professional image and communication skills in building a career will be focused on.

CSMT 150 SCIENTIFIC CONCEPTS II
2 CR
This advanced course will expand on Infection Control: Principles and Practices, General Anatomy and Physiology, Skin Structure, Growth, and Nutrition, Skin Disorders and Diseases, Nail Structure and Growth, Nail Disorders and Diseases, Properties of the Hair and Scalp, Basics of Chemistry, Basics of Electricity and State laws, rules, and regulations.

CSMT 160 COSMETOLOGY PHYSICAL SERVICES II

6 CR
Physical Services II is an advanced course that focuses primarily on procedures for many of the services offered in salons and day spas, including: shampooing, hair removal, facials, makeup, manicuring, pedicuring, and artificial nails.

CSMT 170 CHEMICAL SERVICES II
6 CR
Chemical Services II is an advanced course that focuses primarily on procedures for chemical services offered in the salon, including: permanent waving, relaxers, curl re-forming, haircolor, lighteners, toners, special effects, and corrective coloring.

CSMT 180 HAIR DESIGNING II
6 CR
Advancing the knowledge and skill base is the focus on this course as students refine their skills in haircutting, hairstyling, braiding and braid extensions, and wigs.

CSMT 190 BUSINESS SKILLS II
2CR
Business Skills II explores the skills necessary to secure employment and to be successful in the salon. Preparing students for licensure exams, creating a resume and job interview skills are covered in this course.

EXTRA HOURS

CSMT 250 SCIENTIFIC CONCEPTS III
1 CR
This advanced course is designed for students who need extra hours to meet out-of-state licensing requirements or have a desire for more advanced training. Students will apply their knowledge and skills in Infection Control and State laws, rules and regulations in the Salon Lab.

CSMT 260 COSMETOLOGY PHYSICAL SERVICES III
4 CR
This advanced course is designed for students who need extra hours to meet out-of-state licensing requirementsor have a desire for more advanced training. Students will continue to develop technical skills and practice procedures for the services offered in salons and day spas, including: shampooing, hair removal, facials, makeup, manicuring, pedicuring, and artificial nails.

CSMT 270 CHEMICAL SERVICES III
3 CR
This advanced course is designed for students who need extra hours to meet out-of-state licensing requirementsor have a desire for more advanced training. Students will continue to develop technical skills and practice procedures for chemical services offered in salons, including: permanent waving, relaxers, curl re-forming, haircolor, lighteners, toners, special effects, and corrective coloring.

CSMT 280 HAIR DESIGNING III
2 CR
This advanced course is designed for students who need extra hours to meet out-of-state licensing requirements or have a desire for more advanced training. Students will continue to develop technical skills and practice procedures for services offered in salons, including: haircutting, hairstyling, braiding, and braid extensions and wigs.

CSMT 290 BUSINESS SKILLS III
1 CR
This advanced course is designed for students who need extra hours to meet out-of-state licensing requirements or have a desire for more advanced training. Students will apply their knowledge and skills in communication, life skills, and the professional skills needed to be successful in the cosmetology industry in the Salon Lab.

CSMT 255 SCIENTIFIC CONCEPTS IV

1 CR
This advanced course is designed for students who need extra hours to meet out-of-state licensing requirements or have a desire for more advanced training. Students will apply their knowledge and skills in Infection Control and State laws, rules and regulations in the Salon Lab.

CSMT 265 COSMETOLOGY PHYSICAL SERVICES IV
4CR
This advanced course is designed for students who need extra hours to meet out-of-state licensing requirements. Students will continue to develop technical skills and practice procedures for the services offered in salons and day spas, including: shampooing, hair removal, facials, makeup, manicuring, pedicuring, and artificial nails.

CSMT 275 CHEMICAL SERVICES IV
3CR
This advanced course is designed for students who need extra hours to meet out-of-state licensing requirements or have a desire for more advanced training. Students will continue to develop technical skills and practice procedures for chemical services offered in salons, including: permanent waving, relaxers, curl re-forming, haircolor, lighteners, toners, special effects, and corrective coloring.

CSMT 285 HAIR DESIGNING IV
2CR
This advanced course is designed for students who need extra hours to meet out-of-state licensing requirements or have a desire for more advanced training. Students will continue to develop technical skills and practice procedures for services offered in salons, including: haircutting, hairstyling, braiding, and braid extensions and wigs.

CSMT 295 BUSINESS SKILLS IV
1CR
This advanced course is designed for students who need extra hours to meet out-of-state licensing requirements or have a desire for more advanced training. Students will apply their knowledge and skills in communication, life skills, and the professional skills needed to be successful in the cosmetology industry in the Salon Lab.

INSTRUCTOR HOURS
(THESE COURSES ARE ONLY AVAILABLE IN UNIQUE CASES AND REQUIRE PRIOR APPROVAL)

CSMT 202 THE PROFESSIONAL TEACHER
1CR
This course focuses on the qualities, characteristics, traits, skills, and practices needed to help students develop the skills, techniques, and creativity necessary for successful performance within the cosmetology industry.

CSMT 204 STUDENT MOTIVATION & LEARNING
1 CR
This course focuses on the importance of the educator's ability to communicate effectively with various generations. The Master Educator will recognize the psychological and physical needs of their learners when preparing motivation for learning lessons

CSMT 206 METHODS, MANAGEMENT, & MATERIALS
5 CR
This course focuses on understanding the learner. Classroom management is stressed by setting well-defined goals, guidelines, and expectations for learner behavior. Educators must develop skills in a wide variety of teaching methods and techniques to maximize the potential of all learners. The development of classroom materials using a wide array of teaching and learning methods for use and consideration will be utilized.

CSMT 208 TESTING & EVALUATION
3 CR
This course focuses on developing various testing measures to identify educational progress and measure the

knowledge, skills, and attitudes of the student learner.

CSMT 210 EVALUATIONS
1 CR
The course stresses the importance for all learners to understand the criteria with which they are being graded and to know how they are progressing. Professional development is also discussed.

CRIME SCENE INVESTIGATION

Description: The Crime Scene Investigation Technology program will students with skills in identifying, preserving, analyzing, and presenting evidence and information relevant to the field of crime scene investigation. This program will also equip students with the necessary competencies to effectively engage with other aspects of the criminal justice system.

Degree/Certificates awarded:

Tech Cert B

AAS

Program Learning Outcomes:

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

- Demonstrate the proper analysis and processing of a crime scene.
- Demonstrate the proper investigation of crimes and criminal activity.
- Knowledge of the different roles in the criminal justice community.
- Demonstrate communication skills both in writing and orally to diverse audiences within the criminal justice field and to the broader community.
- Understand the United States legal framework by gaining a solid foundation in law and legal procedures.
- Demonstrate community engagement by participating in community initiatives, partnerships, and outreach programs.
- Knowledge of ways to preserve mental health and wellness.

Program Schedule:

Students attend class from 8 a.m. - 2:30 p.m., Monday through Friday.

CERTIFICATES AND DEGREES

Technical Certificate B		
Freshman: First Semester		
Course #	Course Name	Credits
CRJ 100	Introduction to Forensic Science	3
CRJ 105	Rules of Evidence	3
CRJ 110	Technical Crime Scene Documentation	3
CRJ 115	Crime Scene Photography I	4
ENG 101	English Composition I (Required)[010]	3
Freshman: Second Semester		
Course #	Course Name	Credits
CRJ 150	Criminal Law & Procedure	3
CRJ 155	Criminalistics: Physical Evidence	5
CRJ 160	Drug Identification & Effects	4

ENG 102	English Composition II (Required)[010]	3
MATH 250	Elements of Statistics (or College Algebra)[030]	3
Total Certificate Credits		**34**

Associate of Applied Science		
Freshman: First Semester		
Course #	Course Name	Credits
CRJ 100	Introduction to Forensic Science	3
CRJ 105	Rules of Evidence	3
CRJ 110	Technical Crime Scene Documentation	3
CRJ 115	Crime Scene Photography I	4
ENG 101	English Composition I (Required)[010]	3
Freshman: Second Semester		
Course #	Course Name	Credits
CRJ 150	Criminal Law & Procedure	3
CRJ 155	Criminalistics: Physical Evidence	5
CRJ 160	Drug Identification & Effects	4
ENG 102	English Composition II (Required)[010]	3
MATH 250	Elements of Statistics (or College Algebra)[030]	3
Sophomore: First Semester		
Course #	Course Name	Credits
BIOL 180	Principles of Biology (or Chemistry)[040]	3
BIOL 180L	Principles of Biology Lab[040]	2
CRJ 200	Criminalistics: Biological Evidence	4
CRJ 205	Introduction to Cyber Investigation	4
CRJ 210	Interview & Interrogation	3
TEC 125	First Aid/CPR/AED	1
Sophomore: Second Semester		
Course #	Course Name	Credits
CRJ 250	Terrorism & US Security	3
CRJ 255	Forensic Pathology: Death Investigation	3
CRJ 260	Crime Scene Reconstruction	5
CRJ 290	CSI Internship	3
FIN 205	Principles of Personal Finance (Required)[070]	3
Total Degree Credits		**68**

Systemwide General Education (SGE) Key

010 English
020 Communications
030 Math & Statistics
040 Natural & Physical Sciences
050 Social & Behavioral Science
060 Arts & Humanities
070 Institutionally Designated
* Course descriptions for General Education courses can be found in the General Education section of the College Catalog.

COURSE DESCRIPTIONS

CRJ 100 INTRODUCTION TO FORENSIC SCIENCE
3 CR
This course provides an introduction to various topics in forensic science as related to crime scene investigation. The course includes instruction in crime scene investigation. Hands-on instruction in the collection, handling, and analysis of evidence; observation and recording; fingerprints; hairs and fibers; documents and handwriting are emphasized. There will be an overview of the duties of the forensic laboratory

CRJ 105 RULES OF EVIDENCE
3 CR
This course offers an introduction to the principles and applications of law and evidence. Students will learn the role of evidence admissibility, the role of evidence in the judicial process, and various types of evidence. Emphasis will be placed on case law analysis, practical challenges, and ethical considerations.

CRJ 110 TECHNICAL CRIME SCENE DOCUMENTATION
3 CR
This course expands students' basic writing skills while developing the skills needed to write effective reports across the criminal justice system. Emphasis will be placed on technical report writing in all three major areas of criminal justice, including law enforcement, corrections, and courts, as well as on scientific writing in the discipline.

CRJ 115 CRIME SCENE PHOTOGRAPHY I
4 CR
This course offers an in-depth exploration of crime scene photography. Students will learn the principles and techniques used to accurately document crime scenes through photography. The proper use of photographic equipment, lighting, composition, and methods for capturing various types of evidence will be covered.

CRJ 150 CRIMINAL LAW & PROCEDURE
3 CR
This course covers the principles of criminal law, including the nature of criminal liability, defenses, and the classification of offenses. Students will develop critical thinking and analytical skills through the study of legal reasoning and court decisions.

CRH 155 CRIMINALISTICS: PHYSICAL EVIDENCE
5 CR
This course provides an introduction to various topics as related to crime scene investigation. Hands-on instruction of the collection, handling, and analysis of physical evidence; soil and glass analysis; firearms and toolmarks; and footwear/tire tracks is emphasized.

CRJ 160 DRUG IDENTIFICATION & AFFECTS
4 CR
This course explores issues related to drug and alcohol use. Specifically, students will evaluate the impact that drugs have on society, criminalization, decriminalization, and legalization of drugs, and the criminal justice response to drug use.

CRJ 200 CRIMINALISTICS: BIOLOGICAL EVIDENCE
4 CR
This course provides an introduction to various advanced topics in forensic science as related to crime scene investigation. The course includes instruction in crime scene investigation. Hands-on instruction in the collection, handling, and analysis of evidence; botany; DNA; toxicology; forensic anthropology; forensic odontology; forensic entomology; arsons/explosions; and wildlife forensics is emphasized. Modes of human death will also be explored.

CRJ 205 INTRODUCTION TO CYBER INVESTIGATION
4 CR
This course is designed to enhance student understanding of issues related to crime and responses to crime occurring in the digital/online domain and law enforcement responses to such crimes.

CRJ 210 INTERVIEW & INTERROGATION
3 CR
This course will help the student examine practical aspects of interview and interrogation techniques. Students will explore fundamental concepts, methodologies, and ethical considerations involved in interrogating suspects, witnesses, and victims in criminal investigations. Emphasis will be placed on understanding human behavior, building rapport, detecting deception, and employing effective questioning strategies.

TEC 125 FIRST AID/CPR/AED
1 CR
This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

CRJ 250 TERRORISM & US SECURITY
3 CR
This course explores the historical and theoretical foundations of terrorism as defined by various types and motivations associated with such criminal acts and behaviors.

CRJ 255 FORENSIC PATHOLOGY: DEATH INVESTIGATION
3 CR
This course exposes students to a systematic approach to death scene management. The course also explains forensic pathology, cause and manner of death, and the nuances of different homicide classifications. Additional topics include the autopsy, physical trauma, documenting and evaluating the body, and routine and special investigative techniques. Prerequisites: CRJ 155 - Criminalistics: Physical Evidence and CRJ 200 – Criminalistics: Biological Evidence.

CRJ 260 CRIME SCENE RECONSTRUCTION
5 CR
This course examines techniques used to reconstruct the physical actions that occurred at a crime or accident scene. Students will learn about shooting reconstruction, bloodstain pattern analysis, and scene and case management. The scientific method, including deductive and inductive logic, is emphasized. Students will complete a capstone project including a full-scale mock crime scene investigation and reconstruction, consultation with an attorney, and culminating with a presentation of their findings in court. Prerequisites: CRJ Intro to Forensic Science, CRJ 110 Technical Crime Scene Documentation, and CRJ 115 Crime Scene Photography I.

CRJ 299 CSI INTERNSHIP
3 CR
This course covers the internship section of the CSI Program. Internships may be one to two weeks long and are conducted with outside agencies unless an alternative is assigned. Internships are conducted in the Spring Semester, typically around Spring Break. Internship hours may also be conducted online via "micro-internships." Actual dates will vary by student. This course is available to CSI Program students only.

KANSAS INSTITUTE OF DIESEL TECHNOLOGY SM

Description:

Kansas Institute of Diesel Technology SM is a practical and in-depth technical program designed to provide students with the skills necessary to successfully gain employment as a diesel technician. Students choose one of two pathways in the program: over-the-road or agricultural diesel technician.

Coursework and live-work projects include: electromechanical testing equipment; use of diesel calibration instruments; electrical systems; transmissions; suspensions; braking; 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.

Degree/Certificates awarded:

Tech Cert C
AAS

Accreditation/Certification:

ASE Education Foundation (formerly NATEF)

Program Learning Outcomes:

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

a. Demonstrate knowledge of safety practices, tools, fasteners, and fittings related to diesel mechanics.
b. Apply the theory of diesel mechanics to specific jobs.
c. OSHA 10-hour general industry training
d. Diagnosis and repair electrical / electronic systems.
e. Diagnosis and repair charging, starting, and ignition systems.
f. Diagnosis and repair fuel systems.
g. Diagnosis performance problems and perform tune-up.
h. Diagnosis and repair heating and air-conditioning systems.
i. Diagnosis and repair hydraulic systems.
j. Diagnosis, repair, and rebuild small engines.
k. Perform preventive maintenance checks and service.
l. Diagnose, repair and rebuild large engines.
m. Diagnosis and repair valve systems.

n. Diagnosis and repair cooling and lubrication systems.
o. Diagnose and repair intake, exhaust and emission systems
p. Diagnosis and repair power train, clutches, transmission, and final drives.
q. Diagnosis and repair suspension and steering systems.
r. Diagnosis and repair brake systems.
s. Demonstrate effective reading, writing, speaking, listening, time management, and mathematical skills.
t. Demonstrate effective workplace skills.
u. Complete all tasks of Specialization/Occupational Experience unit.
v. Demonstrate effective computer skills and knowledge.

Program Schedule:
Students attend class at 7:00 a.m. to 3:30 p.m., Monday through Thursday and 7:00a.m. to 2:30p.m. on Friday.

Miscellaneous Notes:
After the first year of study, students must choose one of two tracks for the second year of study. The two tracks are (1) Over the road Track and (2) Agriculture Equipment Track.

CERTIFICATES AND DEGREES

Technical Certificate C		
Freshman: First Semester		
Course #	Course Name	Credits
INF 101	Intro to Computer Information Systems (or Science elective)[070]	3
DSL 105	Tools, Fasteners, & Fittings	1
DSL 115	Air Conditioning	3
DSL 170	Fundamentals of Hydraulics	2
DSL 175	Hydraulic Pumps & Motors	2
DSL180	Hydraulic Valves & Cylinders	2
TEC 105	OSHA 10 General Industry	1
Freshman: Second Semester		
Course #	Course Name	Credits
ENG 105	Technical Writing (or English Composition)[010]	3
DSL 110	Electrical/Electronic Systems	5
DSL 135	Advanced Electrical/Electronic Systems	5
DSL 140	Preventative Maintenance	3
DSL 155	Diesel Fuel System	4
Sophomore: First Semester		
Course #	Course Name	Credits
DSL 200	Orientation & Safety	1
DSL 273	Diesel Engines I	5
DSL 278	Electronic Controls, Sensors & Senders	3
Sophomore: Second Semester		

Course #	Course Name	Credits
DSL 250	Powertrains	1
DSL 255	Clutches	1
DSL 260	Transmission	4
DSL 265	Drive Trains	4
DSL 270	Suspension and Steering	3
DSL 275	Brakes	3
Total Certificate Credits		**59**

Credentials (ASE Entry-Level Certifications)

- Diesel Engines
- Electrical/Electronic Systems
- Brakes
- Suspension and Steering

Associate of Applied Science		
Freshman: First Semester		
Course #	Course Name	Credits
INF 101	Intro to Computer Information Systems (or Science elective)[070]	3
DSL 105	Tools, Fasteners, & Fittings	1
DSL 115	Air Conditioning	3
DSL 170	Fundamentals of Hydraulics	2
DSL 175	Hydraulic Pumps & Motors	2
DSL180	Hydraulic Valves & Cylinders	2
TEC 105	OSHA 10 General Industry	1
Freshman: Second Semester		
Course #	Course Name	Credits
ENG 105	Technical Writing (or English Composition)[010]	3
DSL 110	Electrical/Electronic Systems	5
DSL 135	Advanced Electrical/Electronic Systems	5
DSL 140	Preventative Maintenance	3
DSL 155	Diesel Fuel System	4
Sophomore: First Semester		
Course #	Course Name	Credits
FIN 205	Principles of Personal Finance (Required)[070]	3
DSL 200	Orientation & Safety	1
DSL 273	Diesel Engines I	5
DSL 278	Electronic Controls, Sensors & Senders	3
Sophomore: Second Semester		
Course #	Course Name	Credits
DSL 250	Powertrains	1
DSL 255	Clutches	1
DSL 260	Transmission	4
DSL 265	Drive Trains	4
DSL 270	Suspension and Steering	3

DSL 275	Brakes	3
TEC 200	Workplace Ethics (Required or Trans. Cr.)[060]	3
MATH 102	Technical Math (or Math Elective)[030]	3
Total Degree Credits		**68**

Credentials (ASE Entry-Level Certifications)

- Diesel Engines
- Electrical/Electronic Systems
- Brakes
- Suspension and Steering

Systemwide General Education (SGE) Key

010 English
020 Communications
030 Math & Statistics
040 Natural & Physical Sciences
050 Social & Behavioral Science
060 Arts & Humanities
070 Institutionally Designated
* Course descriptions for General Education courses can be found in the General Education section of the College Catalog.

COURSE DESCRIPTIONS

TEC 105 OSHA 10 GENERAL INDUSTRY
1 CR
Through a variety of classroom and/or lab learning and assessment activities, students in this course will: explain job/site safety and precautions for job/site hazards; determine the uses of personal protective equipment (PPE); identify the safety equipment and procedures related to safe work practices and environment; identify fire prevention and protection techniques; explore Hazardous Communications (HazCom) including Safety Data Sheets (SDS).

DSL 105 TOOLS, FASTENERS & FITTINGS
1 CR
Students will learn the proper use of hand tools, measuring tools, torque devices, and identification and use of fasteners.

DSL 115 AIR CONDITIONING
3 CR
Students will learn the theory of air conditioning systems on modern farm equipment and heavy-duty trucks. Students have the opportunity to become MACS (Mobile Air Conditioning Society) certified in this course.

DSL 170 FUNDAMENTALS OF HYDRAULICS
2 CR
Students will learn how hydraulics work and the safety issues associated with hydraulics. Students will diagnose and test hydraulic system

DSL 175 HYDRAULIC PUMPS & MOTORS
2 CR
Students will have the opportunity to disassemble radial and axial piston pumps. They will test, diagnose, replace, and overhaul hydraulic devices related to pumps and motors.

DSL 180 HYDRAULIC VALVES & CYLINDERS
2 CR
In this course on hydraulics, students will test, diagnose, replace, and overhaul hydraulic devices related to valves and cylinders, which will include the electro-hydraulic valve and cylinder.

DSL 110 ELECTRICAL/ELECTRONIC SYSTEMS
5 CR
Electrical/Electronic systems studies the principles of electricity through operations and testing procedures and provides an introduction to electronics. Diagnostic and repair of starting and charging electrical systems are covered, in addition to practical applications of the principles of electricity. Electronic management programs are referenced and studied.

DSL 135 ADVANCED ELECTRICAL/ELECTRONIC SYSTEMS
5 CR
This course provides a comprehensive introduction to the fundamentals of electronic diagnostics for heavy-duty diesel systems. Participants will gain essential knowledge of electronic control systems, sensors, and diagnostic tools used in modern diesel engines. Topics include understanding engine control modules (ECMs), interpreting diagnostic trouble codes (DTCs), and utilizing diagnostic software for fault analysis. Hands-on training emphasizes practical troubleshooting techniques to ensure efficient and accurate maintenance of heavy-duty diesel vehicles. Ideal for technicians seeking foundational expertise in electronic diagnostics.

DSL 140 PREVENTATIVE MAINTENANCE
3 CR
Students will learn to identify normal vs abnormal wear and tear, potential failures, and areas needing attention in both heavy-duty trucks and agricultural machinery. Students will learn to develop the skills needed to implement an effective preventative maintenance plan tailored to specific equipment and operational demands. Understand the role of oils, coolants, and lubricants in maintaining vehicle health. Gain expertise in servicing vehicle engine tune up, transmissions, brakes, and hydraulic systems to optimize performance.

DSL 155 DIESEL FUEL SYSTEM
4 CR
Students will learn components, operation principles, and maintenance of heavy-duty diesel fuel injection systems. Exploring fuel pumps, injectors, fuel rails, filters, and related components in various diesel engine configurations. Understand the differences between common rail, unit injector, and mechanical injection systems. Students will learn techniques used to identify and resolve fuel system issues, such as low power, emissions problems, and fuel leaks.

DSL 200 ORIENTATION & SAFETY
1 CR
This course covers the use of task sheets, cleanup techniques, and repair orders. Students will follow procedures for personal safety and proper use of equipment and tools.
This course covers the fundamentals of operation of engines and diesel-related equipment and the use of diagnosis equipment and procedures. Students will use equipment and tools to diagnose shop projects.

DSL 273 DIESEL ENGINES I
5CR
Diesel Engines I introduces the theory of operation and the use of the engine's mechanical components; disassembling, inspecting, measuring, reassembling and performing maintenance procedures on diesel engines.

DSL 278 ELECTRONIC CONTROLS, SENSORS & SENDERS
3CR
In this course, students will diagnose engine computer systems and repair sensor wires and connectors. Data Bus Systems and Multiplexin. Basics will also be covered in this course.

DSL 250 POWERTRAINS
1CR

At the completion of this unit the student will be able to service, adjust, diagnose, repair, recondition, and replace bearing and seals that are used in power trains. The student will have an understanding of how power trains operate.

DSL 255 CLUTCHES
1CR
At the completion of this unit, the student will be able to service, adjust, diagnose, repair, recondition, and replace clutches and clutch linkages. The student will understand how clutches work and how to diagnose clutch problems.

DSL 260 Transmission
4CR
Students will be able to service, adjust, diagnose, repair, recondition, and replace transmissions and transmission parts used in power trains, which are normally serviceable.

DSL 265 DRIVE TRAINS
4 CR
At the completion of this unit, the student will be able to service, adjust, diagnose, repair, recondition, and replace differential and final drive components, which are normally serviceable.

DSL 270 SUSPENSION AND STEERING
3 CR
Suspension and Steering addresses the theory, operations and troubleshooting of various steering and suspension system components.

DSL 275 BRAKES
3 CR
Brakes will cover the theory and operations of hydraulic and air brake systems, teaching troubleshooting, disassembly, inspection and adjustments of hydraulic and air brake systems, including ABS.

ELECTIVE COURSES

DSL 215 SMALL ENGINE REPAIR
4 CR
Students will learn how a small engine operates and also how to service and overhaul a small engine.

DSL 220 SMALL ENGINE REPAIR/PREVENTATIVE MAINTENANCE
6 CR
Students will learn how a small engine operates and also how to service and overhaul a small engine.

DSL 295 ADVANCED DIESEL ENGINES
6 CR
This course covers the operation of engines and diesel related equipment and the use of diagnostic equipment and procedures. Students will use equipment and tools to diagnosis shop projects.

TEC 205 FORKLIFT OPERATOR TRAINING
1 CR
This course covers the safety and operation of all classes of forklifts set by OSHA and the National Safety and Health Counsel.

ELECTRICAL TECHNOLOGY

Description:
Electrical Technology 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 program begins with the fundamentals of electricity and progresses through various types of residential, commercial, and industrial wiring, including electromechanical and advanced solid-state motor controls. Throughout the program, instruction will include class work, shop projects, and on-the-job service work.

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.

Degree/Certificates awarded:
Tech Cert B, Tech Cert C
AAS

Accreditation/Certification:
This program prepares students to sit for the journeyman electrician exam.

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

1. Demonstrate safety while working with electrical equipment.
2. Analyze schematics and blueprints.
3. Perform installation of electrical equipment and materials in residential, industrial, and commercial.
4. Apply the theory of electrical technology to specific jobs using critical thinking/reasoning.
5. Diagnose and install motor control centers.
6. Utilize troubleshooting techniques.
7. 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 7:30 a.m. to 3:30 p.m., Monday through Thursday and 7:30 a.m. to 2:30 p.m. on Friday.

Miscellaneous Notes:
During the sophomore year, students may participate in the Occupational Work Experience (OWE) as early as 6 weeks before the end of the program.

CERTIFICATES AND DEGREES

Technical Certificate B		
Freshman: First Semester		
Course #	Course Name	Credits
ELCT 105	AC/DC Circuits I	4
ELCT 110	Instruments & Measurements	1
ELCT 115	Print Reading	2
ELCT 120	National Electrical Code I	4
ELCT 149	Electrical Practicum I	3
INF 101	Intro to Computer Information Systems (or Science elective)[070]	3
TEC 110	OSHA 10 Construction	1
Freshman: Second Semester		
Course #	Course Name	Credits
ELCT 150	Safety	2
ELCT 155	Residential Wiring I	4
ELCT 160	Motor Controls I	2
ELCT 165	Troubleshooting Techniques I	3
ELCT 170	National Electric Code II	4
ELCT 199	Electrical Practicum II	3
MATH 102	Technical Math (or Math elective)[030]	3
Total Certificate Credits		**39**

Technical Certificate C		
Freshman: First Semester		
Course #	Course Name	Credits
ELCT 105	AC/DC Circuits I	4
ELCT 110	Instruments & Measurements	1
ELCT 115	Print Reading	2
ELCT 120	National Electrical Code I	4
ELCT 149	Electrical Practicum I	3
INF 101	Intro to Computer Information Systems (or Science elective)[070]	3
TEC 110	OSHA 10 Construction	1
Freshman: Second Semester		
Course #	Course Name	Credits
ELCT 150	Safety	2
ELCT 155	Residential Wiring I	4
ELCT 160	Motor Controls I	2
ELCT 165	Troubleshooting Techniques I	3
ELCT 170	National Electric Code II	4
ELCT 199	Electrical Practicum II	3

MATH 102	Technical Math (or Math elective)[030]	3
Sophomore: First Semester		
Course #	Course Name	Credits
ELCT 205	Motor Controls II	2
ELCT 210	Troubleshooting Techniques II	2
ELCT 215	National Electric Code III	5
Sophomore: Second Semester		
Course #	Course Name	Credits
ELCT 250	Programmable Logic Controllers	3
ELCT 255	National Electric Code IV	4
ELCT 265	Commercial Wiring I	4
Total Certificate Credits		**59**

Associate of Applied Science		
Freshman: First Semester		
Course #	Course Name	Credits
ELCT 105	AC/DC Circuits I	4
ELCT 110	Instruments & Measurements	1
ELCT 115	Print Reading	2
ELCT 120	National Electrical Code I	4
ELCT 149	Electrical Practicum I	3
INF 101	Intro to Computer Information Systems (or Science elective)[070]	3
TEC 110	OSHA 10 Construction	1
Freshman: Second Semester		
Course #	Course Name	Credits
ELCT 150	Safety	2
ELCT 155	Residential Wiring I	4
ELCT 160	Motor Controls I	2
ELCT 165	Troubleshooting Techniques I	3
ELCT 170	National Electric Code II	4
ELCT 199	Electrical Practicum II	3
MATH 102	Technical Math (or Math elective)[030]	3
Sophomore: First Semester		
Course #	Course Name	Credits
ELCT 205	Motor Controls II	2
ELCT 210	Troubleshooting Techniques II	2
ELCT 215	National Electric Code III	5
FIN 205	Principles of Personal Finance (Required)[070]	3
TEC 200	Workplace Ethics (or Gen Ed Elective)[060]	3
Sophomore: Second Semester		
Course #	Course Name	Credits
ELCT 250	Programmable Logic Controllers	3
ELCT 255	National Electric Code IV	4
ELCT 265	Commercial Wiring I	4
ENGL 105	Technical Writing (or COMM/ENG elective)[010 or 020]	3
Total Degree Credits		**68**

Systemwide General Education (SGE) Key

010 English
020 Communications
030 Math & Statistics
040 Natural & Physical Sciences
050 Social & Behavioral Science
060 Arts & Humanities
070 Institutionally Designated
* Course descriptions for General Education courses can be found in the General Education section of the College Catalog.

COURSE DESCRIPTIONS

TEC 110 OSHA 10 CONSTRUCTION
1 CR
Standard industry safety practices, job hazards and emergency procedures will be covered. Students will prepare to pass the CPR/First Aid course and follow OSHA requirements for safety. They must know and follow school and departmental policies.

ELCT 105 AC/DC CIRCUITS I
4 CR
This course will provide the student with the basic principles of electrical and mechanical secure connections, which are approved by NEC. Electrical instrumentation and measurement devices are included.

ELCT 110 INSTRUMENTS & MEASUREMENTS
1 CR
Students will identify and learn the safe and proper use of the electrical tools and materials.

ELCT 115 PRINT READING
2 CR
This course includes use of components, design and installation of branch circuits, design and installation of service equipment, use of sizing and installation of over-current protection, grounding and ground-fault protection and installation. This course also includes reading blueprints and analyzing wiring schematics.

ELCT 120 NATIONAL ELECTRIC CODE I
4 CR
This course is introductory to the NEC and will include definitions, requirements for electrical installation, wiring design and protection, method and materials, equipment for general use, special occupancies equipment and condition.

ELCT 149 ELECTRICAL PRACTICUM I
3 CR
Application of learned skills in a lab, shop or job site setting.

TEC 210 MACHINERY OPERATIONS
1 CR
This course introduces students to the safety, maintenance and operation of a Telehandler, Scissor Lift, Skid Loader and Mini Excavator.

ELCT 150 SAFETY
2 CR
Standard industry safety practices, job hazards and emergency procedures will be covered. Students must know and follow school and departmental policies.

ELCT 155 RESIDENTIAL WIRING I
4 CR
This course will provide information on conductor ratings, wiring styles, grounding, and practical experience in basic residential electric wiring. Students will be exposed to advanced practical experience in lighting branch circuits and special purpose circuits. Lab included

ELCT 160 MOTOR CONTROLS I
2 CR
Students will have the opportunity to install manual and magnetic starters and contractors. The photoelectric and proximity controls and controls for agricultural and commercial equipment will be studied.

ELCT 165 TROUBLESHOOTING TECHNIQUES I
3 CR
Students learn how to evaluate customer complaints, observe system operations, formulate a plan, read and interpret schematics and perform operational checks.

ELCT 170 NATIONAL ELECTRIC CODE II
4 CR
This course will teach the industrial wiring and agriculture requirements for the National Electrical Code examination.

ELCT 199 ELECTRICAL PRACTICUM II
3 CR
Continued application of learned skills in a lab, shop or job site setting.

ELCT 205 MOTOR CONTROLS II
2 CR
Theory and hands-on applications of various motor control equipment and circuits will enable students to maintain and repair actual MCC systems. Instruction includes full voltage reversing and non-reversing starters, reduced voltage autotransformers, two-speed winding starters, and solid-state motor starters.

ELCT 210 TROUBLESHOOTING TECHNIQUES II
2 CR
Students study all areas of electrical troubleshooting including evaluating customer complaints, observing system operations, formulating a plan, reading and interpreting schematics and performing operational checks.

ELCT 215 NATIONAL ELECTRIC CODE III
5 CR
A thorough knowledge of the NEC will be gained through practical applications of both residential and commercial experiences. Instruction includes how to determine feeder size, conductor size and conduit size. Students develop the competency to pass the state-prescribed Journeyman exam.

ELCT 250 PROGRAMMABLE LOGIC CONTROLLERS
3 CR
This course will educate the students on how to draw a ladder logic control diagram, apply ladder logic to a process, troubleshoot & correct ladder logic for process control, convert a schematic diagram to ladder logic, to use PLC timers and cascaded timers, and learn work ethics.

ELCT 255 NATIONAL ELECTRIC CODE IV
4 CR
This course teaches and reviews for all the components of the exam for Journeyman certification.

ELCT 265 COMMERCIAL WIRING I
4 CR
This course will demonstrate the installation of wiring systems for a classified area; demonstrate bending ability as

applied to IMC, GRC, and EMT conduit systems, to size feeders and branch circuits for multi-motor and single-motor systems and apply proper protective devices, and to learn work ethics.

TEC 205 FORKLIFT OPERATOR TRAINING
1 CR
This course covers the safety and operation of all classes of forklifts set by OSHA and the National Safety and Health Counsel.

ELECTIVE COURSES

ELCT 200 BLUEPRINTS & SCHEMATICS
2 CR
This class will educate the student on: how to read and interpret blueprints, layout a job from blueprints, calculate materials for a job from blueprints, draw electrical requirements a blueprint conforming to NEC, locate components on a wiring schematic, draw a schematic diagram, and learn work ethics.

EL 260 ADVANCED AUTOMATION & CONTROLS
2 CR
Students will work with the sensors; solid-state components and fiber-optic transmission associated with advanced automation controls. This course is directly related to the other advanced motor control and automation courses and is taught together to complete an entire working system.

ELCT 290 APPLIED CONSTRUCTION SKILLS
5 CR
This course will be for the student to apply the knowledge he/she has learned in the course of the program. It will involve the demonstration of various techniques learned throughout the program.

ELCT 299 OCCUPATIONAL WORK EXPERIENCE
5 CR
This time is spent on specific job-related activities, which may include actual on-the-job training, or special approved projects to accommodate individual interests. This course is designed for the individual student and will supplement his/her regular curriculum.

ENGINEERING TECHNOLOGY – CIVIL

Description:
The Engineering Technology Program provides 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. 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.

Mathematical applications are used throughout the various subjects and applied in actual job situations. Mathematical applications are introduced in basic and intermediate forms and expanded to higher levels throughout the course of study.

Degree/Certificates awarded:
Tech Cert A, Tech Cert B, Tech Cert C
AAS

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.

Miscellaneous Notes:
During the sophomore year, students may participate in the Occupational Work Experience (OWE) as early as eight weeks before the end of the program.

CERTIFICATES AND DEGREES

Technical Certificate A		
Freshman: First Semester		
Course #	Course Name	Credits
ENGT 100	Fundamentals of Drafting	2
ENGT 105	Applications of Engineering Technology	3
ENGT 110	Drafting 2D Views and Dimensioning	3
ENGT 115	Civil Drafting Fundamentals	3
ENGT 120	CAD Fundamentals	2
ENG 101	English Composition I (Required)[010]	3
INF 101	Intro to Computer Information Systems (or Science)[070]	3
Total Certificate Credits		**19**

Technical Certificate B		
Freshman: First Semester		
Course #	Course Name	Credits
ENGT 100	Fundamentals of Drafting	2
ENGT 105	Applications of Engineering Technology	3
ENGT 110	Drafting 2D Views and Dimensioning	3
ENGT 115	Civil Drafting Fundamentals	3
ENGT 120	CAD Fundamentals	2
ENG 101	English Composition I (Required)[010]	3
INF 101	Intro to Computer Information Systems (or Science)[070]	3
Freshman: Second Semester		
Course #	Course Name	Credits
ENGT 150	UAS Flight Systems	1
ENGT 155	Topographic Triangulation	2
ENGT 160	Applications of Spatial Reasoning in Engineering	2
ENGT 165	Mechanical CAD/CAM Drafting	2
ENGT 170	Intermediate CAD Drafting	1
ENGT 175	Civil CAD Fundamentals	2
ENGT 180	Surveying Measurements & Analysis	3
TEC 105	OSHA 10 General Industry	1
TEC 200	Workplace Ethics (Required or Ethics, PSY, SOC)[050]	3
Total Certificate Credits		**36**

Technical Certificate C		
Freshman: First Semester		
Course #	Course Name	Credits
ENGT 100	Fundamentals of Drafting	2
ENGT 105	Applications of Engineering Technology	3
ENGT 110	Drafting 2D Views and Dimensioning	3
ENGT 115	Civil Drafting Fundamentals	3

ENGT 120	CAD Fundamentals	2
ENG 101	English Composition I (Required)[010]	3
INF 101	Intro to Computer Information Systems (or Science)[070]	3
Freshman: Second Semester		
Course #	Course Name	Credits
ENGT 150	UAS Flight Systems	1
ENGT 155	Topographic Triangulation	2
ENGT 160	Applications of Spatial Reasoning in Engineering	2
ENGT 165	Mechanical CAD/CAM Drafting	2
ENGT 170	Intermediate CAD Drafting	1
ENGT 175	Civil CAD Fundamentals	2
ENGT 180	Surveying Measurements & Analysis	3
TEC 105	OSHA 10 General Industry	1
TEC 200	Workplace Ethics (Required or Ethics, PSY, SOC)[050]	3
Sophomore: First Semester		
Course #	Course Name	Credits
CENT 200	Civil Plans & Regulations	3
CENT 205	Geographical Information Systems (GIS)	2
CENT 210	Applications of Civil Design Process	3
CENT 215	Global Positioning Systems (GPS)	3
Sophomore: Second Semester		
Course #	Course Name	Credits
CENT 250	Civil CAD Advanced Procedures	3
CENT 255	Applications of Land Development	7
Total Degree Credits		**57**

Associate of Applied Science	
Freshman: First Semester	
Course #	Course Name	Credits
ENGT 100	Fundamentals of Drafting	2
ENGT 105	Applications of Engineering Technology	3
ENGT 110	Drafting 2D Views and Dimensioning	3
ENGT 115	Civil Drafting Fundamentals	3
ENGT 120	CAD Fundamentals	2
ENG 101	English Composition I (Required)[010]	3
INF 101	Intro to Computer Information Systems (or Science)[070]	3
Freshman: Second Semester	
Course #	Course Name	Credits
ENGT 150	UAS Flight Systems	1
ENGT 155	Topographic Triangulation	2
ENGT 160	Applications of Spatial Reasoning in Engineering	2
ENGT 165	Mechanical CAD/CAM Drafting	2
ENGT 170	Intermediate CAD Drafting	1
ENGT 175	Civil CAD Fundamentals	2
ENGT 180	Surveying Measurements & Analysis	3

TEC 105	OSHA 10 General Industry	1
TEC 200	Workplace Ethics (Required or Ethics, PSY, SOC)[050]	3
Sophomore: First Semester		
Course #	Course Name	Credits
CENT 200	Civil Plans & Regulations	3
CENT 205	Geographical Information Systems (GIS)	2
CENT 210	Applications of Civil Design Process	3
CENT 215	Global Positioning Systems (GPS)	3
FIN 205	Principles of Personal Finance (Required)[070]	3
MATH 110	College Algebra (Required or higher level math)[030]	3
Sophomore: Second Semester		
Course #	Course Name	Credits
CENT 250	Civil CAD Advanced Procedures	3
CENT 255	Applications of Land Development	7
CENT 290 or	Civil Industry Applications or	5
CENT 295	Occupational Work Experience	
Total Degree Credits		**68**

Systemwide General Education (SGE) Key

010 English
020 Communications
030 Math & Statistics
040 Natural & Physical Sciences
050 Social & Behavioral Science
060 Arts & Humanities
070 Institutionally Designated
* Course descriptions for General Education courses can be found in the General Education section of the College Catalog.

COURSE DESCRIPTIONS

ENGT 100 FUNDAMENTALS OF DRAFTING
2 CR
The student will identify and display the basic use of drafting instruments. Emphasis will be placed on reading the various scales, engineering lettering, and manipulation of compasses, dividers, and other tools

ENGT 105 APPLICATION OF ENGINEERING TECHNOLOGY
3 CR
This course provides student orientation for the Engineering Technology program, a short history of Engineering drawing and drafting technology, and an introduction to modern technology used in the various fields and professions that are within engineering technology. This course also includes fundamental operations and applications of fractions, decimals, ratios, proportions, percentages, and basic algebra as applied in the engineering technology field.

ENGT 110 DRAFTING 2D VIEWS AND DIMENSIONING
2 CR
Technical drawing exercises are produced using the methods of projection and the fundamentals of drafting. Emphasis in accuracy, completeness,and time management. Multi-view drawings are produced through the application of the principles of orthographic projection. Problems and projects cover the relationship of views to each other, methods of developing views, alternate positions, and revolution.

ENGT 115 CIVIL DRAFTING FUNDAMENTALS
2CR
Methods of construction of geometric figures, tangency's, ellipses, parabolas, and hyperbolas are used to complete the exercise and projects in this course.

ENGT 120 CAD FUNDAMENTALS
2 CR
This includes constructing various pictorial drawings using the various methods of projection. Methods applied are axonometric, oblique and perspective projection. Sectional views include full, half, broken, revolved, thin and removed sections. Dimensions involve complete size description. It includes aligned and unidirectional dimensions systems, decimal, metric and fractional dimensions, and notes and standard classification of cylindrical fits.

ENGT 150 UAS FLIGHT SYSTEMS
1 CR
Students will be introduced to the world of Unmanned Aerial Systems (UAS). This course exposes students to basic aviation flight principles, safety considerations, FAA regulations, and current UAS applications. The student will safely pilot an entry-level UAS within a controlled environment.

ENGT 155 TOPOGRAPHIC TRIANGULATION
2CR
This course consists of applications of triangles used in drafting and engineering with an emphasis placed on finding solutions to right and oblique triangles as related in the engineering field.

ENGT 160 APPLICATIONS OF SPATIAL REASONING IN ENGINEERING
3 CR
This course consists of a demonstration of the uses of fundamental geometric theorems applied to various drafting principles. Emphasis is placed on proper construction methods of all geometric figures and use of geometric formulas used in the field to assist the student in their CAD training. This course is essential and a prerequisite to Topographic Triangulation for the recognition of triangles contained in complex drawings.

ENGT 165 MECHANICAL CAD/CAM DRAFTING
2 CR
The student will learn the basics of production drawing by means of 3-dimensional modeling CAD program provided. The student will create parts, assemblies, and properly annotated production drawing sets in ways that align with industry practices.

ENGT 170 INTERMEDIATE CAD DRAFTING
1 CR
The student will learn different methods for creating 3-dimensional design models using the CAD program provided. Emphasis is placed on scales, coordinates, proper projections and referencing multiple design models together.

ENGT 175 CIVIL CAD FUNDAMENTALS
2 CR
The student will learn the basics of infrastructure design through the use of civil CAD program provided. The student will use template 3-dimensional infrastructure designs to perform the civil drafting techniques and mathematical concepts previously learned during the manual drafting courses.

ENGT 180 SURVEYING MEASUREMENTS & ANALYSIS
3 CR
The manipulations involved in setting up the engineering transit and level are covered in this course. Basics of note-taking and transfer of data to a drawing are stressed. Mathematics includes latitude, departure, azimuth, bearing and length calculations making sure a traversed area will close.

TEC 105 OSHA 10 GENERAL INDUSTRY
1 CR

Through a variety of classroom and/or lab learning and assessment activities, student in this course will: explain job/site safety and precautions for job/site hazards; determine the uses of personal protective equipment (PPE); identify the safety equipment and procedures related to safe work practices and environment; identify fire prevention and protection techniques; explore Hazardous Communications (HazCom) including Material Safety Data Sheets (MSDS).

CENT 200 CIVIL PLANS AND REGULATIONS
3 CR
This course introduces the components of a subdivision set of plans by means of city, county, and state regulations. Including legal description, horizontal and vertical design.

CENT 205 GEOGRAPHICAL INFORMATION SYSTEMS (GIS)
2 CR
This course will deal with the practical understanding of GIS concepts, techniques, and real-world applications This introductory course in Geographic Information Systems is designed to provide basic knowledge of GIS theory and applications using the existing state-of-the-art GIS software.

CENT 210 APPLICATIONS OF CIVIL DESIGN PROCESS
3 CR
Application of all basics of drafting is applied in this segment of technical drafting and expands to include complex assembly drawings, detail sheets, layout and orientation of site plans, and more techniques related to the civil design profession. Projects are assigned to include research, use of civil CAD software, and solving basic to complex design problems.

CENT 215 GLOBAL POSITIONING SYSTEMS (GPS)
3 CR
This course focuses primarily on the Global Positioning System (GPS) and gives the student hands-on experience with a surveying system. This course examines current and future GPS applications. Students will explore basic navigation, map coordinate systems, and then integrate this knowledge with the GPS satellite navigation system.

CENT 250 CIVIL CAD ADVANCED PROCEDURES
3 CR
Design models and drawings for land development are prepared using the Civil CAD program provided. Emphasis is on the layout and design of parcels, roadways, residential utilities and surface grading.

CENT 255 APPLICATIONS OF LAND DEVELOPMENT
7 CR
The student will apply concepts learned throughout their education in Civil/Surveying to create a basic set of design files and plans for a residential subdivision in accordance with the provided design standards and regulations.

CENT 290 CIVIL INDUSTRY APPLICATIONS
5 CR
Students who complete the capstone project and are awaiting employment or graduation shall complete the special projects course. These special projects will be assigned from faculty to better prepare students for their jobs, post-graduation. Project discipline and deliverables will be considered when assigning to a student to ensure the student has the right skills to complete the project and/or the project aligns with the concentration of the student.

-OR-

CENT 295 OCCUPATIONAL WORK EXPERIENCE
5 CR
Students who complete the Capstone project and obtain a job with a company in the field of expertise of the Mechanical Engineering Technology program are eligible for Occupational Work Experience (OWE). Students on OWE shall begin working full-time and coordinate with their supervisor to submit weekly reports of the tasks they were active on with performance scores.

ELECTIVE COURSES

ENGT 183 COMPUTER AIDED DRAFTING
2 CR
This introductory course provides students with a foundational understanding of Computer-Aided Design (CAD) software and its applications. Students will learn the basic tools and techniques for creating 2D and 3D drawings, models, and layouts using industry-standard CAD software.

MECHANICAL ENGINEERING TECHNOLOGY

Description:
Mechanical Engineering Technology at Fort Hays Tech | Northwest provides a well-balanced curriculum in drafting, design, and advanced manufacturing processes by covering three basic areas of mechanical computer-aided drafting, additive manufacturing (3D printing) and subtractive manufacturing (multi-axis CNC machining). Students will develop necessary job skills and related technical information in an on-the-job atmosphere similar to an actual engineering/manufacturing firm. Training will begin on the drafting boards and move to computers using the same software that industry uses, as well as multiple advanced manufacturing machines within the 1800 sq.ft. Advanced Manufacturing Lab. Design and mathematical applications are used throughout many diverse live projects that the program is involved with.

Degree/Certificates awarded:
Tech Cert A, Tech Cert B, Tech Cert C
AAS

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

- Demonstrate the ability to visualize objects and layouts and demonstrate good communication and integrated math skills.
- Demonstrate proficiency in completing technical designs and drawings with accuracy, legibility, neatness, and speed.
- Define terms and elements related to the different engineering industries introduced throughout the program.
- As a team member, contribute to the project by completing and organizing assigned tasks in a timely manner.
- As a team leader, manage people and resources to complete assigned projects.
- Demonstrate mechanical CAD procedures proficiently and accurately.
- Design for and safely operate additive and subtractive manufacturing equipment.
- Perform calculations for proper operation of subtractive manufacturing equipment.
- Prepare shop-level detail drawings in accordance with industry standards.

Program Schedule:
Students will attend class from 7:00 a.m. – 2:30 p.m., Monday through Friday

Miscellaneous Notes:
During the sophomore year students may participate in the Occupational Work Experience (OWE) as early as eight weeks before the end of the program.

CERTIFICATES AND DEGREES

Technical Certificate A		
Freshman: First Semester		
Course #	Course Name	Credits
ENGT 100	Fundamentals of Drafting	2
ENGT 105	Applications of Engineering Technology	3
ENGT 110	Drafting 2D Views and Dimensioning	3
ENGT 115	Civil Drafting Fundamentals	3
ENGT 120	CAD Fundamentals	2
ENG 101	English Composition I (Required)[010]	3
INF 101	Intro to Computer Information Systems (or Science)[070]	3
Total Certificate Credits		**19**

Technical Certificate B		
Freshman: First Semester		
Course #	Course Name	Credits
ENGT 100	Fundamentals of Drafting	2
ENGT 105	Applications of Engineering Technology	3
ENGT 110	Drafting 2D Views and Dimensioning	3
ENGT 115	Civil Drafting Fundamentals	3
ENGT 120	CAD Fundamentals	2
ENG 101	English Composition I (Required)[010]	3
INF 101	Intro to Computer Information Systems (or Science)[070]	3
Freshman: Second Semester		
Course #	Course Name	Credits
ENGT 150	UAS Flight Systems	1
ENGT 155	Topographic Triangulation	2
ENGT 160	Applications of Spatial Reasoning in Engineering	2
ENGT 165	Mechanical CAD/CAM Drafting	2
ENGT 170	Intermediate CAD Drafting	1
ENGT 175	Civil CAD Fundamentals	2
ENGT 180	Surveying Measurements & Analysis	3
TEC 105	OSHA 10 General Industry	1
TEC 200	Workplace Ethics (Required or Ethics, PSY, SOC)[050]	3
Total Certificate Credits		**36**

Technical Certificate C		
Freshman: First Semester		
Course #	Course Name	Credits
ENGT 100	Fundamentals of Drafting	2
ENGT 105	Applications of Engineering Technology	3
ENGT 110	Drafting 2D Views and Dimensioning	3
ENGT 115	Civil Drafting Fundamentals	3

ENGT 120	CAD Fundamentals	2
ENG 101	English Composition I (Required)[010]	3
INF 101	Intro to Computer Information Systems (or Science)[070]	3
Freshman: Second Semester		
Course #	Course Name	Credits
ENGT 150	UAS Flight Systems	1
ENGT 155	Topographic Triangulation	2
ENGT 160	Applications of Spatial Reasoning in Engineering	2
ENGT 165	Mechanical CAD/CAM Drafting	2
ENGT 170	Intermediate CAD Drafting	1
ENGT 175	Civil CAD Fundamentals	2
ENGT 180	Surveying Measurements & Analysis	3
TEC 105	OSHA 10 General Industry	1
TEC 200	Workplace Ethics (Required or Ethics, PSY, SOC)[050]	3
Sophomore: First Semester		
Course #	Course Name	Credits
MENT 200	Advanced Mechanical Drafting	2
MENT 205	Manual Machining Operations	3
MENT 210	Applications of Mechanical Design Process	3
MENT 215	Additive Manufacturing Design & Operations	3
Sophomore: Second Semester		
Course #	Course Name	Credits
MENT 250	Advanced Manufacturing Processes	3
MENT 255	Applications of Product Development	7
Total Certificate Credits		**57**

Associate of Applied Science	
Freshman: First Semester	
Course #	Course Name	Credits
ENGT 100	Fundamentals of Drafting	2
ENGT 105	Applications of Engineering Technology	3
ENGT 110	Drafting 2D Views and Dimensioning	3
ENGT 115	Civil Drafting Fundamentals	3
ENGT 120	CAD Fundamentals	2
ENG 101	English Composition I (Required)[010]	3
INF 101	Intro to Computer Information Systems (or Science)[070]	3
Freshman: Second Semester	
Course #	Course Name	Credits
ENGT 150	UAS Flight Systems	1
ENGT 155	Topographic Triangulation	2
ENGT 160	Applications of Spatial Reasoning in Engineering	2
ENGT 165	Mechanical CAD/CAM Drafting	2
ENGT 170	Intermediate CAD Drafting	1
ENGT 175	Civil CAD Fundamentals	2
ENGT 180	Surveying Measurements & Analysis	3

TEC 105	OSHA 10 General Industry	1
TEC 200	Workplace Ethics (Required or Ethics, PSY, SOC)[050]	3
Sophomore: First Semester		
Course #	Course Name	Credits
FIN 205	Principles of Personal Finance (Required)[070]	3
MATH 110	College Algebra (Required)[030]	3
MENT 200	Advanced Mechanical Drafting	2
MENT 205	Manual Machining Operations	3
MENT 210	Applications of Mechanical Design Process	3
MENT 215	Additive Manufacturing Design & Operations	3
Sophomore: Second Semester		
Course #	Course Name	Credits
MENT 250	Advanced Manufacturing Processes	3
MENT 255	Applications of Product Development	7
MENT 290 or	Mechanical Industry Applications or	5
MENT 295	Occupational Work Experience	
Total Degree Credits		**68**

Systemwide General Education (SGE) Key

010 English
020 Communications
030 Math & Statistics
040 Natural & Physical Sciences
050 Social & Behavioral Science
060 Arts & Humanities
070 Institutionally Designated
* Course descriptions for General Education courses can be found in the General Education section of the College Catalog.

COURSE DESCRIPTIONS

ENGT 100 FUNDAMENTALS OF DRAFTING
2 CR
The student will identify and display the basic use of drafting instruments. Emphasis will be placed on reading the various scales, engineering lettering, and manipulation of compasses, dividers, and other tools

ENGT 105 APPLICATION OF ENGINEERING TECHNOLOGY
3 CR
This course provides student orientation for the Engineering Technology program, a short history of Engineering drawing and drafting technology, and an introduction to modern technology used in the various fields and professions that are within engineering technology. This course also includes fundamental operations and applications of fractions, decimals, ratios, proportions, percentages, and basic algebra as applied in the engineering technology field.

ENGT 110 DRAFTING 2D VIEWS AND DIMENSIONING
2 CR
Technical drawing exercises are produced using the methods of projection and the fundamentals of drafting. Emphasis in accuracy, completeness,and time management. Multi-view drawings are produced through the application of the principles of orthographic projection. Problems and projects cover the relationship of views to each other, methods of developing views, alternate positions, and revolution.

ENGT 115 CIVIL DRAFTING FUNDAMENTALS
2 CR
Methods of construction of geometric figures, tangency's, ellipses, parabolas, and hyperbolas are used to complete the exercise and projects in this course.

ENGT 120 CAD FUNDAMENTALS
2 CR
This includes constructing various pictorial drawings using the various methods of projection. Methods applied are axonometric, oblique and perspective projection. Sectional views include full, half, broken, revolved, thin and removed sections. Dimensions involve complete size description. It includes aligned and unidirectional dimensions systems, decimal, metric and fractional dimensions, and notes and standard classification of cylindrical fits.

ENGT 150 UAS FLIGHT SYSTEMS
1 CR
Students will be introduced to the world of Unmanned Aerial Systems (UAS). This course exposes students to basic aviation flight principles, safety considerations, FAA regulations, and current UAS applications. The student will safely pilot an entry-level UAS within a controlled environment.

ENGT 155 TOPOGRAPHIC TRIANGULATION
2CR
This course consists of applications of triangles used in drafting and engineering with an emphasis placed on finding solutions to right and oblique triangles as related in the engineering field.

ENGT 160 APPLICATIONS OF SPATIAL REASONING IN ENGINEERING
3 CR
This course consists of a demonstration of the uses of fundamental geometric theorems applied to various drafting principles. Emphasis is placed on proper construction methods of all geometric figures and use of geometric formulas used in the field to assist the student in their CAD training. This course is essential and a prerequisite to Topographic Triangulation for the recognition of triangles contained in complex drawings.

ENGT 165 MECHANICAL CAD/CAM DRAFTING
2 CR
The student will learn the basics of production drawing by means of 3-dimensional modeling CAD program provided. The student will create parts, assemblies, and properly annotated production drawing sets in ways that align with industry practices.

ENGT 170 INTERMEDIATE CAD DRAFTING
1 CR
The student will learn different methods for creating 3-dimensional design models using the CAD program provided. Emphasis is placed on scales, coordinates, proper projections and referencing multiple design models together.

ENGT 175 CIVIL CAD FUNDAMENTALS
2 CR
The student will learn the basics of infrastructure design through the use of civil CAD program provided. The student will use template 3-dimensional infrastructure designs to perform the civil drafting techniques and mathematical concepts previously learned during the manual drafting courses.

ENGT 180 SURVEYING MEASUREMENTS & ANALYSIS
3 CR
The manipulations involved in setting up the engineering transit and level are covered in this course. Basics of note-taking and transfer of data to a drawing are stressed. Mathematics includes latitude, departure, azimuth, bearing and length calculations making sure a traversed area will close.

TEC 105 OSHA 10 GENERAL INDUSTRY
1 CR

Through a variety of classroom and/or lab learning and assessment activities, student in this course will: explain job/site safety and precautions for job/site hazards; determine the uses of personal protective equipment (PPE); identify the safety equipment and procedures related to safe work practices and environment; identify fire prevention and protection techniques; explore Hazardous Communications (HazCom) including Material Safety Data Sheets (MSDS).

MENT 200 ADVANCED MECHANICAL DRAFTING
2 CR
Application of all basics of drafting are applied in this segment of technical drafting and expands to include complex assembly drawings, weldment drawings, flat patterns, and more design techniques related to the mechanical and manufacturing profession. Projects are assigned to include research, use of multiple CAD/CAM software, and solving basic design problems.

MENT 205 MANUAL MACHINING OPERATIONS
3 CR
The student will identify and display the basic use of manual machining equipment to complete the exercises in this course. Emphasis will be placed on correctly following standard operating procedures, lab safety, tool identification, precision, and the desired outcome of a final product.

MENT 210 APPLICATIONS OF MECHANICAL DESIGN PROCESS
3 CR
Students will be placed in lead design and manufacturing roles and will prepare working design models and drawings for all mechanical projects assigned while collaborating with classmates on shared projects. Students will implement various manufacturing methods to create prototypes or end-use parts for the various projects assigned.

MENT 215 ADDITIVE MANUFACTURING DESIGN & OPERATIONS
3 CR
This course explores how to conceptualize and create a part design for an additive manufacturing Process. The student will learn and demonstrate the procedures for mechanical designs using modern software and equipment for manufacturing that require material to be added to create a product. Additive manufacturing equipment is available on-site to instruct hands-on applications that utilize various design planes, axis, and material types.

MENT 250 ADVANCED MANUFACTURING PROCESS
3 CR
This course covers the modern manufacturing processes and systems, and will emphasize hands-on training with industry current machines and technology, such as robotics, 3, 4, 5-axis CNC milling, and 4 & 5 axis 3D printing.

MENT 255 APPLICATIONS OF PRODUCT DEVELOPMENT
7 CR
Application of all material covered through the student's education will be demonstrated through a comprehensive and robust design project. The design/build project will require the student to apply mechanical design practices along with advanced manufacturing technology and techniques in order to create a functional prototype of the design following all regulations of the project scope.

MENT 290 MECHANICAL INDUSTRY APPLICATIONS
5 CR
Students who complete the capstone project and are awaiting employment or graduation shall complete the special projects course. These special projects will be assigned from faculty to better prepare students for their jobs, post graduation. Project discipline and deliverables will be considered when assigning to a student to ensure the student has the right skills to complete the project and/or the project aligns with the concentration of the student.

-OR-

MENT 295 OCCUPATIONAL WORK EXPERIENCE
5 CR

Students who complete the Capstone project and obtain a job with a company in the field of expertise of the Mechanical Engineering Technology program are eligible for Occupational Work Experience (OWE). Students on OWE shall begin working full-time and coordinate with their supervisor to submit weekly reports of the tasks they were active on with performance scores.

ELECTIVE COURSES

ENGT 183 COMPUTER AIDED DRAFTING
2 CR
This introductory course provides students with a foundational understanding of Computer-Aided Design (CAD) software and its applications. Students will learn the basic tools and techniques for creating 2D and 3D drawings, models, and layouts using industry-standard CAD software.

MENT 105 INTRODUCTION TO CNC MACHINING OPERATIONS
1 CR - 8 WEEK
An introduction of Computer Numerical Control (CNC) machining principles and operations related to milling applications. Includes the overview of manufacturing methods, use of the Cartesian coordinate system, programming codes and commands to control machine functions, machine safety, setup, and operation.

MENT 110 INTRODUCTION TO 3D PRINTING OPERATIONS
1 CR - 8 WEEK
An introduction to 3D printing principles and concepts related to Fused Deposition Modeling (FDM) applications. Includes the overview of additive manufacturing methods, and splicing software settings. Hands-on learning that involves machine safety, setup, and operation of a 3D printer.

MENT 115 INTRODUCTION TO DESIGNING FOR ADVANCED MANUFACTURING
1 CR - 8 WEEK
An introduction to the design applications and processes used in advanced manufacturing. This course includes the overview and applications of CAD/CAM software and its use to create 3-dimensional models of items that will be created using additive and subtractive manufacturing processes. This course ends with a capstone project that will demonstrate the student's ability to design and manufacture multiple parts that will be assembled to complete a function or task.

MEDICAL ASSISTANT

Description:
The Medical Assistant program provides students with the necessary job skills and related technical information to work as an assistant in medical facilities. 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.

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 be certified in BLA/AED CPR and performing basic first aid.

Degree/Certificates awarded:
Tech Cert A, Tech Cert B, Tech Cert C
AAS optional with the completion of general education coursework

Accreditation/Certification:
The Fort Hays Tech | Northwest 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

MAERB
2339 N California Ave
#47132
Chicago, IL 60647

Program Learning Outcomes:
Upon successful program completion, students will be able to:

1. Demonstrate professionalism.
2. Demonstrate ICD and CPT coding procedures.

3. Demonstrate phlebotomy and entry-level laboratory testing.
4. Comply with principles of aseptic techniques and infection control.
5. Demonstrate proficiency in medical office applications.
6. Prepare patients and assist physicians with medical procedures.
7. Perform reception and administrative duties.
8. Demonstrate knowledge of Pharmacology.
9. Apply ethical concepts in the field of medicine.
10. Demonstrate mathematical and reasoning skills.
11. Demonstrate effective reading, writing, speaking, listening, and time management skills.
12. Construct a resume.
13. Promote health and wellness through nutritional knowledge

Program Schedule:
Students will attend class from 7:00 a.m. – 2:30 p.m., Monday through Friday

Miscellaneous Notes:
The Medical Assistant students are required to complete 160 hours of supervised clinical/laboratory/medical administrative hours.

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 Registrar's office will release all documents upon receipt of notification from either Credentialing Board that the students have obtained applicable certification.

The Medical Assistant program is a one-year program. Students who wish to earn the AAS degree will need to complete an additional 9 credit hours as indicated on the program guide.

CERTIFICATES AND DEGREES

Technical Certificate A		**2024-2025**
Freshman: First Semester		
Course #	Course Name	Credits
MED 100	Medical Terminology	3
MED 105	Human Body in Health & Disease	5
MED 110	Lab Techniques & Diagnostics	5
MED 115	Pharmacology	3
MED 120	Medication Administration	1
MED 125	Patient Care I	4

MED 130	Medical Administrative Aspects	4
TEC 125	First Aid/CPR/AED	1
Freshman: Second Semester		
Course #	Course Name	Credits
MED 150	Emergency Preparedness	1
MED 155	Medical Professional Issues	2
Total Certificate Credits		**29**

Technical Certificate B		**2024-2025**
Freshman: First Semester		
Course #	Course Name	Credits
MED 100	Medical Terminology	3
MED 105	Human Body in Health & Disease	5
MED 110	Lab Techniques & Diagnostics	5
MED 115	Pharmacology	3
MED 120	Medication Administration	1
MED 125	Patient Care I	4
MED 130	Medical Administrative Aspects	4
TEC 125	First Aid/CPR/AED	1
Freshman: Second Semester		
Course #	Course Name	Credits
MED 150	Emergency Preparedness	1
MED 155	Medical Professional Issues	2
MED 160	Dietary Needs & Nutrients	3
MED 165	Insurance Billing & Coding	4
MED 170	Patient Care II	4
Total Certificate Credits		**40**

Technical Certificate C		
Freshman: First Semester		
Course #	Course Name	Credits
MED 100	Medical Terminology	3
MED 105	Human Body in Health & Disease	5
MED 110	Lab Techniques & Diagnostics	5
MED 115	Pharmacology	3
MED 120	Medication Administration	1
MED 125	Patient Care I	4
MED 130	Medical Administrative Aspects	4
TEC 125	First Aid/CPR/AED	1
Freshman: Second Semester		
Course #	Course Name	Credits
MED 150	Emergency Preparedness	1
MED 155	Medical Professional Issues	2
MED 160	Dietary Needs & Nutrients	3
MED 165	Insurance Billing & Coding	4
MED 170	Patient Care II	4

MED 190	Medical Assisting Practicum	6
ENG 101	English Composition I (Required)[010]	3
FIN 205	Principles of Personal Finance (Required)[070]	3
Total Certificate Credits		**52**

Associate of Applied Science		
Freshman: First Semester		
Course #	Course Name	Semester
MED 100	Medical Terminology	3
MED 105	Human Body in Health & Disease	5
MED 110	Lab Techniques & Diagnostics	5
MED 115	Pharmacology	3
MED 120	Medication Administration	1
MED 125	Patient Care I	4
MED 130	Medical Administrative Aspects	4
TEC 125	First Aid/CPR/AED	1
ART 180	Fundamentals & Appreciation of Art (or Gen Ed)[060]	3
COMM 204	Interpersonal Communication (or Gen Ed)[020]	3
Freshman: Second Semester		
Course #	Course Name	Credits
ENG 101	English Composition I (Required)[010]	3
FIN 205	Principles of Personal Finance (Required)[070]	3
MED 150	Emergency Preparedness	1
MED 155	Medical Professional Issues	2
MED 160	Dietary Needs & Nutrients	3
MED 165	Insurance Billing & Coding	4
MED 170	Patient Care II	4
MED 190	Medical Assisting Practicum	6
MATH 101 or	Contemporary Math or[030]	3
MATH 102 or	Technical Math or[030]	
MATH 110	College Algebra[030]	
Total Degree Credits		**61**

Systemwide General Education (SGE) Key

010 English
020 Communications
030 Math & Statistics
040 Natural & Physical Sciences
050 Social & Behavioral Science
060 Arts & Humanities
070 Institutionally Designated
* Course descriptions for General Education courses can be found in the General Education section of the College Catalog.

COURSE DESCRIPTIONS

MED 100 MEDICAL TERMINOLOGY
3 CR
The content of this course focuses on the introduction to medical terminology. Vocabulary is explored to structure of words, prefixes, suffixes, and root words. Emphasis is on proper usage pronunciation, spelling and definition of each of the structures commonly used in the medical field.

MED 105 HUMAN BODY IN HEALTH & DISEASE
5 CR
This course will focus on diseases and disorders by body systems that are frequently diagnosed and treated in the medical office setting.

MED 110 LAB TECHNIQUES & DIAGNOSIS
5 CR
This course will introduce the principle vocabulary used by Medical Assistants in a variety of clinical lab settings. Students will be introduced the policies and procedures used when performing diagnostic tests (including a variety of CLIA-waived tests) and EKGs.

MED 115 PHARMACOLOGY
3 CR
The course focus will be drug regulations legal classifications of drugs. The student will determine the effects of drug abuse and emergency drugs and supplies used in the medical office setting.

MED 120 MEDICATION ADMINISTRATION
1 CR
This pharmacology course is designed to inform Medical Assistants of the different drug classification. The student will learn the actions, side effects, clinical uses, and contraindications, adverse reactions, and precautions of different medications per classification. In addition, the student will learn how to dispense medication, administer medications, calculate medication dosage(s), and perform clinical tests.

MED 125 PATIENT CARE I
4 CR
This course is an entry-level introduction to basic clinical skills necessary for the medical assistant. Basic patient interaction such as interviewing obtaining vital signs and assisting with basic physical exams and testing will be studied. Procedures for the administration of injections are also included.

MED 130 MEDICAL ADMINISTRATIVE ASPECTS
4 CR
Students will learn the necessary skills to prepare and edit medical office communication material and miscellaneous documents. Rules of punctuation, capitalization, and proper sentence structure will be addressed.

TEC 125 FIRST AID/CPR/AED
1 CR
This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

MED 150 EMERGENCY PREPAREDNESS
1 CR
National disasters and their impact place challenges for the healthcare industry from emergency preparedness and response to the continuity of care. This course will focus on the types of natural disasters, the challenges associated with a natural disaster, and the role of the medical assistant in a natural disaster.

MED 155 MEDICAL PROFESSIONAL ISSUES
2 CR
This course focuses on the basic concept of professional practice of medicine and the role and function of the medical assistant. Students discuss the personal and professional characteristics and legal and ethical standard for medical assistants; explore professional and personal therapeutic communication, and address time management and goal setting.

MED 160 DIETARY NEEDS & NUTRIENTS
3 CR
This course will focus on the human body's need for nutrients and how each system regulates calorie intake and usage. Upon successful completion of the course students will be able to identify dietary nutrients that a body requires, the function of dietary supplements, identify any special dietary need, and the components of a food label. Students will be able to instruct a patient regarding a dietary change related to the patient's special dietary needs.

MED 165 INSURANCE BILLING & CODING
4 CR
Designed to educate the health team member with the mechanics of submission of electronic/paper insurance claim forms and current industry coding for medical office treatments and procedures.

MED 170 PATIENT CARE II
4 CR
Focus will be on expanding the knowledge gained in Patient Care 1. More complex, independent procedures performed by the medical assistant: Surgical procedures, physical therapy, and special patient exams will be explored.

MED 190 MEDICAL ASSISTING PRACTICUM
6 CR
Applied theory and practiced competencies introduced in the classroom provide each student with the opportunity to complete an externship practicum in a health care clinical setting. A supervised practicum of 160 contact hours in a healthcare setting, demonstrating the knowledge, skills, and behaviors of the MAERB Core Curriculum in performing clinical and administrative duties, must be completed prior to graduation. Evaluations are based on the student's preparation for duties active participation and professionalism. This experience contributes to the employability of the student.

FOR AAS 3 ADDITIONAL GENERAL EDUCATION COURSES ARE REQUIRED INCLUDING 3 CREDITS OF MATH

PLUMBING

Description:
The plumbing program is a two-year program that provides a hands-on approach to learning a broad base of skills for a career in plumbing.

Degree/Certificates awarded:
Tech Cert A, Tech Cert B, Tech Cert C
AAS

Accreditation/Certification:
NCCER, Rigid NC3

Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

1. Demonstrate knowledge of safety practices, tools, and materials related to the plumbing industry
2. Demonstrate the ability to read and calculate the estimated materials needed from blueprints
3. Demonstrate the ability to size, install, test and service drains, wastes and vents
4. Demonstrate the ability to size, install, test and service water distribution piping
5. Demonstrate the ability to size, install, test and service fuel gas piping
6. Demonstrate the ability to install and service plumbing fixtures
7. Demonstrate the ability to install, service and test backflow prevention devices
8. Demonstrate the ability to size and install private waste disposal systems
9. Demonstrate a general knowledge and understanding of the International Plumbing Code
10. Complete NC3 Ridgid Certifications.
11. Demonstrate proper hand communication skills, PPE, inspections, maintenance, safety, machine functions and capabilities.

Program Schedule:
Students will attend class from 8:00 a.m. – 3:30 p.m., Monday through Friday

CERTIFICATES AND DEGREES

Technical Certificate A		
Freshman: First Semester		
Course #	Course Name	Credits
COMM 204	Interpersonal Communications (or COMM/ENG elective)[010 or 020]	3
PLM 105	Craft Skills for Plumbing	4
PLM 110	Plumbing Tools and Safety	2
PLM 120	Pipes and Fittings	4
PLM 125	DWV and Water Distribution Systems	4
TEC 110	OSHA 10 Construction	1
Total Certificate Credits		**18**

Technical Certificate B		
Freshman: First Semester		
Course #	Course Name	Credits
COMM 204	Interpersonal Communications (or COMM/ENG elective)[010 or 020]	3
PLM 105	Craft Skills for Plumbing	4
PLM 110	Plumbing Tools and Safety	2
PLM 120	Pipes and Fittings	4
PLM 125	DWV and Water Distribution Systems	4
TEC 110	OSHA 10 Construction	1
Freshman: Second Semester		
Course #	Course Name	Credits
MATH 102	Technical Math (or Math elective)[030]	3
PLM 135	Building Supply Systems	5
PLM 140	Plumbing Fixtures and Valves	4
PLM 145	Electricity and Fuel Gas	3
TEC 210	Machinery Operations	1
Total Certificate Credits		**34**

Technical Certificate C		
Freshman: First Semester		
Course #	Course Name	Credits
COMM 204	Interpersonal Communications (or COMM/ENG elective)[010 or 020]	3
PLM 105	Craft Skills for Plumbing	4
PLM 110	Plumbing Tools and Safety	2
PLM 120	Pipes and Fittings	4
PLM 125	DWV and Water Distribution Systems	4
TEC 110	OSHA 10 Construction	1
Freshman: Second Semester		
Course #	Course Name	Credits
MATH 102	Technical Math (or Math elective)[030]	3
PLM 135	Building Supply Systems	5
PLM 140	Plumbing Fixtures and Valves	4

PLM 145	Electricity and Fuel Gas	3
TEC 210	Machinery Operations	1
Sophomore: First Semester		
Course #	Course Name	Credits
PLM 205	Water Supply Systems	4
PLM 210	Venting and Pumps	4
PLM 215	Intermediate Plumbing	3
Sophomore: Second Semester		
Course #	Course Name	Credits
PLM 220	Advanced Plumbing	4
PLM 225	Codes and Special Systems	2
PLM 230	Private Systems	3
PLM 235*	Medical Gas and Vacuum Systems*	1
PLM 290 or	Applied Plumbing Projects or	4
PLM 299	Occupational Work Experience	
Total Certificate Credits		**59**

Associate of Applied Science		
Freshman: First Semester		
Course #	Course Name	Credits
COMM 204	Interpersonal Communications (or COMM/ENG elective)[010 or 020]	3
PLM 105	Craft Skills for Plumbing	4
PLM 110	Plumbing Tools and Safety	2
PLM 120	Pipes and Fittings	4
PLM 125	DWV and Water Distribution Systems	4
TEC 110	OSHA 10 Construction	1
Freshman: Second Semester		
Course #	Course Name	Credits
MATH 102	Technical Math (or Math elective)[030]	3
PLM 135	Building Supply Systems	5
PLM 140	Plumbing Fixtures and Valves	4
PLM 145	Electricity and Fuel Gas	3
TEC 210	Machinery Operations	1
Sophomore: First Semester		
Course #	Course Name	Credits
FIN 205	Principles of Personal Finance (Required)[070]	3
PLM 205	Water Supply Systems	4
PLM 210	Venting and Pumps	4
PLM 215	Intermediate Plumbing	3
TEC 200	Workplace Ethics (or Gen Ed elective)[060]	3
Sophomore: Second Semester		
Course #	Course Name	Credits
INF 101	Intro to Computer Information Systems (or Science elective)[070]	3
PLM 220	Advanced Plumbing	4
PLM 225	Codes and Special Systems	2
PLM 230	Private Systems	3

PLM 235	Medical Gas and Vacuum Systems	1
PLM 290 or	Applied Plumbing Projects or	4
PLM 299	Occupational Work Experience	
Total Degree Credits		**68**

Systemwide General Education (SGE) Key

010 English
020 Communications
030 Math & Statistics
040 Natural & Physical Sciences
050 Social & Behavioral Science
060 Arts & Humanities
070 Institutionally Designated
* Course descriptions for General Education courses can be found in the General Education section of the College Catalog.

COURSE DESCRIPTIONS

TEC 110 OSHA 10 CONSTRUCTION
1 CR
This course introduces students to basic safety concepts for the general industry OSHA safety program.

PLM 105 CRAFT SKILLS FOR PLUMBING
4 CR
This course presents the NCCER Core of introductory craft skills and safety, communication skills, and introduction to construction drawings.

PLM 110 PLUMBING TOOLS AND SAFETY
2 CR
This course introduces students to the plumbing profession; plumbing safety; tools of the trade. Prerequisite: PLM100, PLM 105

PLM 120 PIPES AND FITTINGS
4 CR
This course introduces students to plastic pipe and fittings; copper tube and fittings; cast-iron pipe and fittings; and steel pipe and fittings. Prerequisite: PLM100, PLM 105

PLM 125 DWV AND WATER DISTRIBUTION SYSTEMS
4 CR
This course introduces students to plumbing fixtures; drain, waste and vent (DWV) systems; and water distribution systems. Prerequisite: PLM100, PLM 105

PLM 135 BUILDING SUPPLY SYSTEMS
5 CR
This course introduces students to Installing and testing DWV; installing roof, floor and area drains; installing and testing water supply piping.

PLM 140 PLUMBING FIXTURES AND VALVES
4 CR
This course introduces students to types of valves; installation of fixtures and valves; installing water heaters.

PLM 145 ELECTRICITY AND FUEL GAS

3 CR
This course introduces students to basic electricity and fuel gas systems.

TEC 210 MACHINERY OPERATIONS
1 CR
This course introduces students to the safety, maintenance and operation of a Telehandler, Scissor Lift, Skid Loader and Mini Excavator.

PLM 205 WATER SUPPLY SYSTEMS
4 CR
This course introduces students to sizing and protecting the water supply system; Potable Water Supply Treatment and applied math for plumbing.

PLM 210 VENTING AND PUMPS
4 CR
This course introduces students to types of venting; sizing DWV and storm systems; sewage pumps and sump pumps.

PLM 215 INTERMEDIATE PLUMBING
3 CR
This course introduces students to corrosive-resistant waste piping; compressed air; and service pumping.

PLM 220 ADVANCED PLUMBING
4 CR
This course introduces students to water pressure booster and recirculation systems; indirect and special waste; business principles for plumbers and the fundamentals of crew leadership.

PLM 225 CODES AND SPECIAL SYSTEMS
2 CR
This course introduces students to hydronic and solar heating systems; codes.

PLM 230 PRIVATE SYSTEMS
3 CR
This course introduces students to private water supply well systems; private waste disposal systems; swimming pools and hot tubs; plumbing for mobile homes and travel trailer parks.

PLM 235 MEDICAL GAS AND VACUUM SYSTEMS
1 CR
This course introduces students to medical gas and vacuum systems.

PLM 290 APPLIED PLUMBING PROJECTS
4 CR
This course offers students the option to gain practical work experience with a plumber or to complete a special plumbing project demonstrating mastery of the program competencies.

PLM 299 OCCUPATIONAL WORK EXPERIENCE
4 CR
This course offers students the option to gain practical work experience with a plumber or to complete a special plumbing project demonstrating mastery of the program competencies.

PRECISION AGRICULTURE TECHNOLOGY

Description:
The Precision Agriculture Technology teaches modern farming technology and methods used in the field and office for precision farming operations. The Precision Agriculture Technology program will develop students' 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.

Upon successful completion of the program, students will be prepared to work in precision farming operations or for entry into industry as precision agriculture technicians or agronomic support technicians.

Degree/Certificates awarded:
Tech Cert A, Tech Cert B
AAS

Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

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.
3. Properly collect, store, analyze and make farming decisions from all the data collected from farm-related machinery, remote sensors, soil sensors, weather monitors, and GIS analytics.
4. Conduct the proper method of crop-related sampling and measuring.
5. Develop variable rate and prescriptive mapping solutions.
6. Collect soil data using sampling and electrically conductive methods.
7. Collect plant data using sampling and remotely sensed infrared methods.
8. Collect field-related spatial data such as yield, moisture, and as-applied information using farm machinery and data collection equipment.
9. Demonstrate the ability to use a Geographic Information System to organize and analyze agricultural data, and use it to make farming applications and operations decisions.
10. Demonstrate the ability to install, initialize, calibrate, operate and maintain a machine guidance system.
11. Identify geospatial equipment, software, system types, and applications of each.
12. Identify the major components of a computer system and network.
13. Exhibit the proper method of presentation of geospatial and agronomic data for consultant and end-user use in operations decision-making.

Program Schedule:
Students will attend class and lab from 8:00 am to 3:00 pm Monday through Friday.

Miscellaneous:
Students may choose to complete an OWE during the fourth semester instead of completing the courses indicated on the program guide.

CERTIFICATES AND DEGREES

Technical Certificate A		
Freshman: First Semester		
Course #	Course Name	Credits
AGRI 100	Information Technology in Agriculture	3
AGRI 105	Applied Geospatial and Navigation Technologies	3
AGRI 110	Geographic Information Systems	3
AGRI 115	Precision Cropping Systems	4
ENG 101	English Composition I (Required)[010]	3
Total Certificate Credits		**16**

Technical Certificate B		
Freshman: First Semester		
Course #	Course Name	Credits
AGRI 100	Information Technology in Agriculture	3
AGRI 105	Applied Geospatial and Navigation Technologies	3
AGRI 110	Geographic Information Systems	3
AGRI 115	Precision Cropping Systems	4
ENG 101	English Composition I (Required)[010]	3
Freshman: Second Semester		
Course #	Course Name	Credits
AGRI 150	Advanced Geographic Information Systems	3
AGRI 155	Data Collection and Management	3
AGRI 160	Remote Sensing and Aerial Data Processing	2
AGRI 170	Precision Farming Systems I	3
CHEM 120 and CHEM 120L	University Chemistry I and Lab (or approved science elective)[040]	5
Total Certificate Credits		**32**

Associate of Applied Science		
Freshman: First Semester		
Course #	Course Name	Credits
AGRI 100	Information Technology in Agriculture	3
AGRI 105	Applied Geospatial and Navigation Technologies	3
AGRI 110	Geographic Information Systems	3
AGRI 115	Precision Cropping Systems	4
ENG 101	English Composition I (Required)[010]	3
Freshman: Second Semester		
Course #	Course Name	Credits

AGRI 150	Advanced Geographic Information Systems	3
AGRI 155	Data Collection and Management	3
AGRI 160	Remote Sensing and Aerial Data Processing	2
AGRI 170	Precision Farming Systems I	3
CHEM 120 and CHEM 120L	University Chemistry I and Lab (or approved science elective)[040]	5
Sophomore: First Semester		
Course #	Course Name	Credits
AGRI 210	Precision Farming Systems II	3
AGRI 215	Crop Protection and Fertilizing Technologies	3
AGRI 220	Soil Sensing and Mapping Technologies	3
AGRI 225	Precision Operations Management	3
AGRI 230	Applied Agricultural Technical Consultation and Implementation	2
FIN 205	Principles of Personal Finance (Required)[070]	3
MATH 250	Elements of Statistics (or College Algebra)[030]	3
Sophomore: Second Semester		
Course #	Course Name	Credits
AGRI 250	Precision Farming Operations	4
AGRI 255	UAS Applications in Agriculture	3
AGRI 260	Water Management Technology	3
AGRI 265	Integrated Technologies	3
AGRI 295	Occupational Work Experience (or AGRI 250, 255, 260, 265)	**13**
TEC 200	Workplace Ethics (or Gen Ed)[050]	3
Total Degree Credits		**68**

Systemwide General Education (SGE) Key

010 English
020 Communications
030 Math & Statistics
040 Natural & Physical Sciences
050 Social & Behavioral Science
060 Arts & Humanities
070 Institutionally Designated
* Course descriptions for General Education courses can be found in the General Education section of the College Catalog.

COURSE DESCRIPTIONS

AGRI 100 INFORMATION TECHNOLOGY IN AGRICULTURE
3 CR
This course explores the concepts of precision farming and how it can improve profitability in a crop management system. The student will learn the principles of precision agriculture and the advanced technologies involved, including; geospatial science, advanced navigation technology, computer information systems, farm operations management technologies, Geographic Information Systems (GIS), data collection methods, remote sensing, machine control and other integrated solutions. Attention is also given to the economic and environmental challenges confronting agriculture today and how these technologies are being utilized to meet these demands.

AGRI 105 APPLIED GEOSPATIAL AND NAVIGATION TECHNOLOGIES

3 CR
This course provides an overview of geospatial science and advanced navigation technologies. Students will be involved in using radiometric positioning technologies including: the Global Positioning System (GPS), the Global Navigation Satellite System (GNSS), Real-Time Kinematics (RTK), Virtual Reference Systems (VRS), and Inertial Measurement Units (IMU). The use of these technologies will be coupled with their applications in the fundamentals of geospatial mapping such as: coordinate systems, projections, datums, township and range, legal descriptions, elevations, bearings and distance measurements. Students will gain hands-on experience with using various navigation equipment/GPS tools to get started working with geospatial information and software. Basic analysis and problem-solving skills are addressed in this course.
Prerequisites: None

AGRI 110 GEOGRAPHIC INFORMATION SYSTEMS
3CR
This is a foundation course that provides students with the basic knowledge of Geographic Information Systems (GIS) with regard to theoretical, technical, and application issues. It provides direct experience with the techniques used to display and analyze spatial data using GIS, with a concentration on agricultural and land management applications. Basic cartography, map production, data transformations and annotation are covered. ESRI ArcGIS and Autodesk Map 3D software platforms are emphasized.
Prerequisites: None

AGRI 115 PRECISION CROPPING SYSTEMS
4 CR
This course will cover the fundamentals of precision cropping systems. In this class, students will gain an understanding of the operations necessary to produce the major field crop commodities in the Central United States, corn, sorghum, wheat, soybeans, and some specialty crops. Students will gain hands-on experience with technologies used to conduct precision farming operations relative to each step of the crop production system. Material will cover all steps involved in producing a crop including, soil analysis, crop system planning, tillage, sowing, fertilizer application, crop protection, harvesting, commodity handling, and commodity marketing. Students will gain the ability to relate the implementation of Precision Cropping Systems and Technology to Return-on-Investment and overall production success.
Prerequisites: None

AGRI 150 ADVANCED GEOGRAPHIC INFORMATION SYSTEMS
3CR
Students will gain additional experience using ESRI ArcGIS in performing spatial analysis for addressing relevant land use, agricultural, hydrological and natural resource challenges. Students will become proficient in performing queries, setting up auto-correlation functions, and determining spatial relationships. The class will cover geoprocessing, geodatabases, links, and topologies. Basic Python programming will be introduced. Agronomic applications will be emphasized.
Prerequisites: AG 120

AGRI 155 DATA COLLECTION AND MANAGEMENT
3 CR
Introduces the student to the collection methods, equipment, planning, operations, survey principles, and data formats associated with using the Global Navigation Satellite System and other radiometric data collection systems. Students gain hands-on experience in the field with equipment, GPS/GNSS receivers, mobile applications and post-processing software, including: Trimble Yuma, Trimble Business Center, TSC3 field computer, ESRI ArcPad, and Farmworks Mobile. Attention is also given to data storage methods; server systems, backup equipment, database structure, cloud technologies, and data transfer tools.
Prerequisites: AG 125

AGRI 160 REMOTE SENSING AND AERIAL DATA PROCESSING
2 CR
This course provides an overview of photogrammetric and remote sensing principles, as well as practical experience in the extraction of earth surface information from digital aerial imagery. Topics include electromagnetic radiation principles, aerial sensors, collection systems (satellite, aircraft, UAV), LiDAR technology, laser,

multispectral/hyperspectral sensing, mission planning, accuracy, data interpretation, and processing methods. The application of remote sensing technologies in agriculture and other land management fields is emphasized. Students will receive hands-on software experience using Exelis ENVI and Trimble eCognition to perform coverage measurements, classification, change detection, biomass calculations, and mapping.
Prerequisites: AG 115 and AG 120

AGRI 170 PRECISION FARMING SYSTEMS I
3 CR
In this course, students will gain knowledge regarding several power systems used in the implementation of emerging agricultural technologies. Systems covered will include, Fluid Power systems (Hydraulic and Pneumatic), Electrical Systems, and Computer information systems. In each system, the class will gain experience with the processes of assembling and disassembling the power systems and creating relative connectors/couplers. Students will gain hands-on experience with equipment utilizing stand-alone or combination systems for agricultural applications. Students will also gain experience with reading schematics to gain knowledge of system functions and to assist in hands-on troubleshooting with each of the power systems

AGRI 190 INTERNSHIP
3 CR
This course will teach students how to meet goals and deadlines. The student will learn to exhibit their quality of work, respect for customers, coworkers, management, and punctuality. They will learn problem-solving skills and how to exhibit trust, responsibility, honesty, proper appearance, and both oral and written communication.

AGRI 210 PRECISION FARMING SYSTEMS II
3 CR
Students are introduced to machine control applications, development and history. Focus is placed on operations and equipment considerations, tractor type options, control systems, antenna types, and related GNSS and VRT hardware. The student will successfully perform a system installation, including; the navigation controller, steering interface, cabling, antennas, console setup, firmware update, and steering calibration. Special emphasis will be made on solenoid/valve control, connector types, signal voltages, hydraulic efficiency, dead zones, cross-track errors, and common troubleshooting issues. John Deere, Trimble and AGCO systems will be used.
Prerequisites: AGRI 100 and AGRI 105

AGRI 215 CROP PROTECTION AND FERTILIZING TECHNOLOGIES
3 CR
This course will cover the fundamentals of implementing precision crop protection and crop/soil fertility technologies, with an overview of crop protection, plant nutrition, and soil fertility. In this class, students will learn about different types of technology used in the precision application of pesticides, fertilizers, soil amendments, or other agricultural chemicals for the purposes of controlling weeds, crop disease, or increasing fertility. Students will get hands-on experience with different application technology including those applying chemicals and fertilizers through dry spreading, liquid application, or banding.

AGRI 220 SOIL SENSING AND MAPPING TECHNOLOGIES
3 CR
This course provides an in-depth study into the concepts, technologies and methodologies utilized in collecting soil data for agriculture applications. The student will gain hands-on experience using electrical conductivity and electromagnetic sensors to map soil texture, moisture content, topsoil depth, organic matter, pH and salinity for use in determining management zones, grid sampling locations, nitrogen efficiency and other prescription applications. Students will be introduced to traditional grid sampling methods using GPS/GNSS. Ground-Penetrating Radar (GPR) and seismic technologies will be discussed.
Prerequisites: AGRI 105, AGRI 150 and AGRI 155

AGRI 225 PRECISION OPERATIONS MANAGEMENT
3 CR
This course explores the use of agri-business GIS software for managing farm operations. Students will gain practical experience using Trimble Farm Works and John Deere Apex software platforms for managing machine and farm data.

Students will learn how to perform field input tracking and cost analysis, track labor costs, generate accounting reports, visualize soils and nutrient variability, manage water resources, calculate coverages, visualize topographic information, input land records, and generate a prescription map.
Prerequisites: AGRI 105 and AGRI 150

AGRI 230 APPLIED AGRICULTURAL TECHNICAL CONSULTATION AND IMPLEMENTATION
2 CR
In this application-based course, students will engage in hands-on learning by interviewing agricultural producers to gain practical insights into real-world agricultural operations. They will then apply their knowledge and skills to complete two comprehensive projects. The first project involves traveling to a farming operation to evaluate the current operation, identifying an area possible of improvement, and then researching and recommending the implementation of a new technology to enhance agricultural productivity, profitability, and sustainability. The second project focuses on providing agronomic recommendations to producers, including fertility, seeding, hybrid selection, and pesticides, based on an on farm evaluation and consultation with a producer, and then digitally analyzed geospatial datasets, integrating financial analysis and reporting, to support their recommendations. Throughout the course, students will develop a deep understanding of agricultural innovation, financial analysis, and the practical application of geospatial data in the agricultural sector. They will have the opportunity to collaborate with industry professionals and apply critical thinking to address the complex challenges faced by agricultural producers.

AGRI 250 PRECISION FARMING OPERATIONS
4 CR
The student will learn various precision navigation and application procedures using equipped machinery. Focus is placed on field guidance and operations, including; configuring system settings, calibration, establishing guidance patterns, field boundaries, creating implement profiles, and managing client/field data. A special focus will be given to configuring and using rate control systems for planters, sprayers, and seeders, including; population monitoring, section control, and variable rate systems (PWM, Servo and Rawson). The student will also become proficient at importing and executing prescription map data for variable rate applications. Yield monitoring systems will be demonstrated.
Prerequisites: AG 125 and AG 210

AGRI 255 UAS APPLICATIONS IN AGRICULTURE
3 CR
This course will guide students deeper into Unmanned Aerial Systems (UAS). Topics will include: FAA regulations, advanced-level components, autopilot programming and flight plan development. Students will work with UAS autopilot simulators and will also be introduced to flying professional UAS systems. Students will apply what they have learned conducting simulated and real-life flight missions in the field. This course focuses on applying Unmanned Aerial Systems to agricultural applications such as aerial imagery, thermal sensing, 4-band sensing (for NDVI generation), and aerial video.

AGRI 260 WATER MANAGEMENT TECHNOLOGY
3 CR
This course provides an in-depth study into the concepts, controls, and data integration associated with the operation of a variable rate irrigation (VRI) system. Students will learn about working with electromagnetic (EM) and electrical conductivity (EC) data, the utilization of variability/prescription maps, VRI chemical applications, speed control systems, zone (nozzle) control systems, GPS tracking, and remote management technologies. A special emphasis will be made on the

AGRI 265 INTEGRATED TECHNOLOGIES
3 CR
This course introduces the student to various integrated and emerging technologies, including: electromagnetic (EM) soils mapping, GreenSeeker NDVI sensing, mobile telematics, data logging systems, augmentation and visualization tools, remote weather stations, asset management systems, internet tools, smartphone applications, planning simulations, and security solutions.
Prerequisites: AG 250

AGRI 295 OCCUPATIONAL WORK EXPERIENCE (CAN TAKE THE PLACE OF AGRI 250, 255, 260, 265)
13 CR
Students who complete the Capstone project and obtain a job with a company in the field of expertise of the Precision Agriculture Technology program are eligible for Occupational Work Experience (OWE). Students on OWE shall begin working full-time and coordinate with their supervisor to submit weekly reports of the tasks they were active on with performance scores.

RESPIRATORY CARE

Description:
The Respiratory Care program is designed to provide students with the necessary skills and related technical information to work as a respiratory therapist in the medical field. 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; and Rehabilitation.

Degree/Certificates awarded:
AAS

Accreditation/Certification:
Fort Hays Tech | Northwest holds a Letter of Review from the Committee on Accreditation for Respiratory Care (www.coarc.com).
Committee on Accreditation for Respiratory Care
1248 Harwood Road Bedford, Texas 76021-4244
(817) 283-2835.

Program Learning Outcomes:
Upon successful program completion, students will be able to:

1. Apply standard medical terminology to define and translate common medical terms.
2. Demonstrate knowledge of laws, theories, concepts and/or principles to clinical situations.
3. Demonstrate basic patient assessment skills to include vital signs, breath sounds, palpation, percussion, and patient interview.
4. Identify and explain the functions of anatomical structures.
5. 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.
- Demonstrate professionalism.

Program Schedule:
Students' daily schedule will vary. Clinicals will be arranged off-campus with participating hospitals.

DEGREE

Prerequisites		
Course #	Course Name	Credits
BIOL 245	Medical Terminology	3
BIOL 230	Anatomy & Physiology I	3
BIOL 230L	Anatomy & Physiology I Laboratory	2
Prerequisite Total		8
Associate of Applied Science		
Freshman: First Semester		
Course #	Course Name	Credits
MATH 110	College Algebra (Required)[030]	3
PSY 100	General Psychology (Required)[040]	3
RESP 110	Cardiopulmonary A&P	3
RESP 120	Patient Assessment & Planning	4
RESP 140	Respiratory Care Sciences	3
RESP 150	Respiratory Therapy I	4
Freshman: Second Semester		
Course #	Course Name	Credits
ENG 101	English Composition I (Required)[010]	3
RESP 130	Respiratory Care Pharmacology	4
RESP 160	Cardiopulmonary Pathology & Treatment	3
RESP 180	Clinical Practice I	6
Sophomore: First Semester		
Course #	Course Name	Credits
FIN 205	Principles of Personal Finance (Required)[070]	3
RESP 200	Respiratory Therapy II	4
RESP 205	Respiratory Therapy II Lab	1
RESP 220	Clinical Practice II	6
Sophomore: Second Semester		
Course #	Course Name	Credits
RESP 250	Respiratory Therapy III	4
RESP 255	Respiratory Therapy III Lab	1
RESP 260	Respiratory Therapy IV	4
RESP 270	Clinical Practice III	6
RESP 280	Respiratory Care Seminar	3
Total Degree Credits		**68**

Systemwide General Education (SGE) Key

010 English
020 Communications
030 Math & Statistics
040 Natural & Physical Sciences
050 Social & Behavioral Science
060 Arts & Humanities
070 Institutionally Designated
* Course descriptions for General Education courses can be found in the General Education section of the College

Catalog.

COURSE DESCRIPTIONS

PREREQUISITES

BIOL 245 MEDICAL TERMINOLOGY (3 CR)
BIOL 230 ANATOMY & PHYSIOLOGY I (3 CR)
BIOL 230L ANATOMY & PHYSIOLOGY I LAB (2 CR)

RESP 110 CARDIOPULMONARY A&P
3 CR
This course is a study of cardiopulmonary physiology in relation to the practice of respiratory care.

RESP 120 PATIENT ASSESSMENT & PLANNING
4 CR
This course is a fundamental approach to subjective and objective evaluation, assessment, and care plan formation for the individual needs of the patient. It is an introduction to cardiopulmonary diseases including etiology, pathophysiology, complications, occurrences, clinical manifestations, treatment, and prevention.

RESP 140 RESPIRATORY CARE SCIENCES
3 CR
This course is designed to introduce the student to respiratory care math and sciences that are used in respiratory therapy.

RESP 150 RESPIRATORY THERAPY I
4 CR
This course is a study of respiratory treatments and equipment design and operation related to non-critical care procedures.

RESP 130 RESPIRATORY CARE PHARMACOLOGY
4 CR
This course is designed to introduce the student to the pharmacology related to cardiopulmonary disorders.

RESP 160 CARDIOPULMONARY PATHOLOGY & TREATMENT
3 CR
This course is a study of cardiopulmonary pathophysiology. It includes etiology, clinical manifestations, diagnostics and treatment of various cardiopulmonary diseases incorporating clinical practice guidelines and therapist-driven protocols. Case studies and/or clinical simulations will be utilized to enforce learning and evaluate progress.

RESP 180 CLINICAL PRACTICE I
6 CR
Patient assessment, performance of respiratory care procedures, and care plan formation are practiced in the hospital environment. A procedural guide is utilized to evaluate student competencies and performance of respiratory care procedures.

RESP 200 RESPIRATORY THERAPY II
4 CR
This course is a continuation of Respiratory Care Practitioner. It is a study of the management the critically ill patient. Respiratory failure and the management of patients on mechanical ventilation will be explored. Advanced concepts to include hemodynamic monitoring of patients will be covered.

RESP 205 RESPIRATORY THERAPY II LAB
1 CR
This course is in conjunction with RT II enhancing critical thinking skills. This course will provide equipment and patient care scenarios to connect theory from RT II.

RESP 220 CLINICAL PRACTICE II
6 CR
In this course, students rotate through various respiratory care sub-specialty areas for evaluation of competency and performance of respiratory care procedures

RESP 250 RESPIRATORY THERAPY III
4 CR
This course is a study of fetal development and the transition to extra uterine environment. It includes the most common cardiopulmonary disorders, neonatal and pediatric disease processes, and the modes of treatment.
RESP 255 RESPIRATORY THERAPY III LAB
1 CR
This course is in conjunction with RT III enhancing critical thinking skills. This course will provide equipment and patient care scenarios to connect theory from RT III.

RESP 260 RESPIRATORY THERAPY IV
4 CR
This course covers advanced concepts in emergency care of patients in all age groups. Students will obtain Advance Cardiac Life Support Certification and Neonatal Resuscitation Certification.

RESP 270 CLINICAL PRACTICE III
6 CR
This course is a continuation of Clinical Practice II. In this course, students rotate through adult and neonatal critical care arenas. A

RESP 280 RESPIRATORY CARE SEMINAR
3CR
This course is designed to integrate the essential elements of respiratory care practice through the use of care plans, case studies, and clinical simulations in a laboratory environment. Students develop an analytical approach to problem-solving. Critical thinking is emphasized.

WELDING

Description:
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 work, 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.

Degree/Certificates awarded:
Tech Cert A, Tech Cert B, Tech Cert C
AAS optional with the completion of general education coursework

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

1. Demonstrate welding safety and proper use of shop tools.
2. Demonstrate oxy-acetylene and cutting skills.
3. Demonstrate shielded metal arc welding skills.
4. Demonstrate gas metal arc welding skills.
5. Perform braze welding.
6. 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 from 7:00 a.m.- 3:00 p.m., Monday through Friday

Miscellaneous Notes:
Welding is a one-year program at Fort Hays Tech Northwest. Students who wish to earn the AAS degree must complete (5) credits of internship and an additional (9) credits as shown in the program guide. FHNW offers a location on the Goodland campus as well as the Gove County location in Quinter, KS.

CERTIFICATES AND DEGREES

Technical Certificate A		
Freshman: First Semester		
Course #	Course Name	Credits
TEC 105	OSHA 10 General Industry (OSHA 30 is an approved substitution)	1
WELD 110	Oxy Fuel Welding	2
WELD 115	Cutting Processes	3
WELD 120	Welding Blueprint Reading I	3
WELD 125	Automated Cutting Processes	2
WELD 130	SMAW	3
WELD 135	GMAW	3
WELD 140	Practicum in Fabrication I	2
WELD 145	Core Wire Welding	3
Total Certificate Credits		**22**

Technical Certificate B		
Freshman: First Semester		
Course #	Course Name	Credits
TEC 105	OSHA 10 General Industry (OSHA 30 is an approved substitution)	1
WELD 110	Oxy Fuel Welding	2
WELD 115	Cutting Processes	3
WELD 120	Welding Blueprint Reading I	3
WELD 125	Automated Cutting Processes	2
WELD 130	SMAW	3
WELD 135	GMAW	3
WELD 140	Practicum in Fabrication I	2
WELD 145	Core Wire Welding	3
Freshman: Second Semester		
Course #	Course Name	Credits
TEC 205	Forklift Operator Training	1
WELD 150	Welding Blueprint Reading II	3
WELD 155	GTAW	3
WELD 160	GMAW II	4
WELD 165	Practicum in Fabrication II	2
WELD 170	Pipe Welding SMAW	3
WELD 175	SMAW II	4
WELD 180	Pipe Welding TIG	2
Total Certificate Credits		**44**

Technical Certificate C		
Freshman: First Semester		
Course #	Course Name	Credits
MATH 102	Technical Math (or Math Elective)[030]	3
TEC 105	OSHA 10 General Industry (OSHA 30 is an approved substitution)	1

WELD 110	Oxy Fuel Welding	2
WELD 115	Cutting Processes	3
WELD 120	Welding Blueprint Reading I	3
WELD 125	Automated Cutting Processes	2
WELD 130	SMAW	3
WELD 135	GMAW	3
WELD 140	Practicum in Fabrication I	2
WELD 145	Core Wire Welding	3
Freshman: Second Semester		
Course #	Course Name	Credits
FIN 205	Principles of Personal Finance[070]	3
INF 101	Introduction to Computer Information Systems (or Science elective)[070]	3
TEC 205	Forklift Operator Training	1
WELD 150	Welding Blueprint Reading II	3
WELD 155	GTAW	3
WELD 160	GMAW II	4
WELD 165	Practicum in Fabrication II	2
WELD 170	Pipe Welding SMAW	3
WELD 175	SMAW II	4
WELD 180	Pipe Welding TIG	2
Total Certificate Credits		**53**

Associate of Applied Science		
Freshman: First Semester		
Course #	Course Name	Credits
MATH 102	Technical Math (or Math Elective)[030]	3
TEC 105	OSHA 10 General Industry (OSHA 30 is an approved substitution)	1
WELD 110	Oxy Fuel Welding	2
WELD 115	Cutting Processes	3
WELD 120	Welding Blueprint Reading I	3
WELD 125	Automated Cutting Processes	2
WELD 130	SMAW	3
WELD 135	GMAW	3
WELD 140	Practicum in Fabrication I	2
WELD 145	Core Wire Welding	3
COMM 204	Interpersonal Communication (or ENG/COMM elective)[010 or 020]	3
TEC 200	Workplace Ethics (or general education elective)[050]	3
Freshman: Second Semester		
Course #	Course Name	Credits
FIN 205	Principles of Personal Finance[070]	3
INF 101	Introduction to Computer Information Systems (or Science elective)[070]	3
TEC 205	Forklift Operator Training	1
WELD 150	Welding Blueprint Reading II	3
WELD 155	GTAW	3
WELD 160	GMAW II	4
WELD 165	Practicum in Fabrication II	2

WELD 170	Pipe Welding SMAW	3
WELD 175	SMAW II	4
WELD 180	Pipe Welding TIG	2
ART 180	Fundamentals & Appreciation of Art (or general education elective)[060]	3
Total Degree Credits		**62**

Systemwide General Education (SGE) Key

010 English
020 Communications
030 Math & Statistics
040 Natural & Physical Sciences
050 Social & Behavioral Science
060 Arts & Humanities
070 Institutionally Designated
* Course descriptions for General Education courses can be found in the General Education section of the College Catalog.

COURSE DESCRIPTIONS

TEC 105 OSHA 10 GENERAL INDUSTRY
1 CR
Through a variety of classroom and/or lab learning and assessment activities, student in this course will: explain job/site safety and precautions for job/site hazards; determine the uses of personal protective equipment (PPE); identify the safety equipment and procedures related to safe work practices and environment; identify fire prevention and protection techniques; explore Hazardous Communications (HazCom) including Material Safety Data Sheets (MSDS).

WELD 110 OXY FUEL WELDING
2 CR
This course introduces the basic principles and fundamentals of the oxy-acetylene welding process, safety and methods of producing and handling industrial gases. Welding of the standard basic joints in all positions, as well as fusion welding of steel pipe with the oxy-acetylene welding process in the out-of-position is the main thrust of this course. Joint preparation, welding procedures, inspection, and testing of welded pipe joints according to API (American Petroleum Institute) 1104 code requirements are included.

WELD 115 CUTTING PROCESSES
3 CR
Through classroom and/or shop/lab learning and assessment activities, students in this course will: distinguish several types of mechanical and thermal cutting equipment and processes used in the welding trade; demonstrate the safe and correct setup, operation and shutdown of the oxy-fuel (OFC) workstation; demonstrate the safe and correct setup, operation and shut down of the Plasma Arc (PAC) workstation;

WELD 120 WELDING BLUEPRINT READING I
3 CR
Through a variety of classroom and/or shop/lab learning and assessment activities, the students in this course will: identify basic lines, views, and abbreviations used in blueprints; interpret basic 3D sketches using orthographic projection and blueprints; solve applicable mathematical equations; use basic measuring tools; interpret scale ratios on a blueprint; identify basic welding joints and structural shapes; interpret a Bill of Materials; identify standard AWS weld symbols.

WELD 125 AUTOMATED CUTTING PROCESS
2 CR

This course will introduce students to CNC plasma cutter techniques with the intent to ensure technicians exits with comprehensive skill sets.

WELD 130 SMAW
3 CR
Through classroom and/or lab/shop learning and assessment activities, students in this course will: describe the Shielded Metal Arc Welding process (SMAW); demonstrate the safe and correct set up of the SMAW workstation; associate SMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the flat position; build pads of weld beads with selected electrodes in the horizontal position; perform basic SMAW welds on selected weld joints; and perform visual inspection of welds.

WELD 135 GMAW
3 CR
Through classroom and/or shop/lab learning and assessment activities, students in this course will: explain gas metal arc welding process (GMAW); demonstrate the safe and correct set up of the GMAW workstation.; correlate GMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the flat position; build pads of weld beads with selected electrodes in the horizontal position; produce basic GMAW welds on selected weld joints; and conduct visual inspection of GMAW welds.

WELD 140 PRACTICUM IN FABRICATION I
2 CR
This course will introduce students to live work in fabrication brought in from the community and surrounding area. It is also possible to do an internship in fabrication at an area business that matches our competency profiles.

WELD 145 CORE WIRE WELDING
3 CR
This course will cover Flux core wire welding.

TEC 205 FORKLIFT OPERATOR TRAINING
1 CR
This course covers the safety and operation of all classes of forklifts set by OSHA and the National Safety and Health Counsel.

WELD 150 WELDING BLUEPRINT READING II
3 CR
This is an introduction to blueprint reading and drawing procedures used in the industries of production and fabrication. This course involves shape description, size description, instrument drawing, pictorial drawing (isometric and oblique drawing), and freehand sketching. Also included are the reading and drawing of welding symbols as well as interpretation of industrial drawings used in the welding industry.

WELD 155 GTAW
3 CR
Through classroom and/or lab/shop learning and assessment activities, students in this course will: explain the gas tungsten arc welding process (GTAW); demonstrate the safe and correct set up of the GTAW workstation; relate GTAW electrode and filler metal classifications with base metals and joint criteria; build proper electrode and filler metal selection and use based on metal types and thicknesses; build pads of
weld beads with selected electrodes and filler material in the flat position; build pads of weld beads with selected electrodes and filler material in the horizontal position; perform basic GTAW welds on selected weld joints; and perform visual inspection of GTAW welds.

WELD 160 GMAW II
4 CR
Students will construct, design and engineer projects using MG processes.

WELD 165 PRACTICUM IN FABRICATION II
2CR
This course will introduce students to live work in fabrication brought in from the community and surrounding area. It is also possible to do an internship in fabrication at an area business that matches our competency profiles.

WELD 170 PIPE WELDING SMAW
3 CR
This course will cover pipe welding and fit-up on pipe.

WELD 175 SMAW II
4 CR
Students will construct, fabricate, repair and engineer projects using Shielded Metal Arc Weld process.

WELD 180 PIPE WELDING/TIG
2CR
The course will be hands-on welding with the TIG machines on stainless steel, and mild steel pipe in all pipe positions.

ELECTIVE COURSES

WELD 123 WELDING PROCESS I
5 CR
This course involves the study of all kinds of welding technology used to join, separate, shape, and test metal. In this class, students will be able to gain experience and skills with a variety of welding processes and positions. Students will come out of the class with an understanding of the metallurgy, chemistry, and technology involved in welding.

WELD 123 WELDING PROCESS I
6 CR
This course involves the study of all kinds of welding technology used to join, separate, shape, and test metal. In this class, students will be able to gain experience and skills with a variety of welding processes and positions. Students will come out of the class with an understanding of the metallurgy, chemistry, and technology involved in welding.

WELD 151 WELDING PROCESS II
5 CR
This course continues the study of all kinds of welding technology used to join, separate, shape, and test metal. In this class, students will be able to gain experience and skills with a variety of welding processes and positions. Students will come out of the class with an understanding of the metallurgy, chemistry, and technology involved in welding.

WELD 151 WELDING PROCESS II
6 CR
This course continues the study of all kinds of welding technology used to join, separate, shape, and test metal. In this class, students will be able to gain experience and skills with a variety of welding processes and positions. Students will come out of the class with an understanding of the metallurgy, chemistry, and technology involved in welding.

WELD 194 WELDING PRACTICES I
6 CR
This course will cover the basics of structural welding as well as the types of welds encountered in today's industries. Students will be required to pass weld tests in both GMAW and SMAW.

WELD 197 WELDING PRACTICES II
6 CR
This course will continue instruction on structural welding as well as the types of welds encountered in today's industries.

TEC 150 OSHA 30 GENERAL INDUSTRY
3 CR
This course provides students with comprehensive training on occupational safety and health standards as outlined by OSHA for general industry. It covers hazard recognition, workplace safety regulations, and strategies for maintaining a safe work environment. Upon successful completion, students earn the OSHA 30-Hour General Industry Certification, equipping them with valuable knowledge to enhance workplace safety and compliance in various industrial settings.

GENERAL EDUCATION PROGRAM

Mission Statement for the General Education Program:
The mission of the General Education Program at FHNW is to provide opportunities for students to engage in critical, creative and reflective thinking about how various academic disciplines provide information and ideas that can enhance our personal and workplace experiences.

General Education Philosophy:
FHNW believes that general education is a crucial component to a student's education. Consistent with our mission, 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.

The Associate of Applied Science (AAS) degree requires a minimum of 15 credit hours of general education coursework, chosen from the "buckets" approved by the Kansas Board of Regents.

Beyond those six KBOR-designated buckets, FHNW requires additional courses that count toward the General Education requirement of our academic and career/technical programs.

FHNW Program Learning Outcomes (PLOs) of General Education
The General Education PLOs are meant to align with the seven buckets of the KBOR General Education Framework as well as with the mission statement of FHNW (preparation for gainful employment, productive personal lives, and lifelong learning).

1. English Discipline Area: Demonstrates proficiency in reading, writing, and information literacy in order to effectively communicate and to create accurate business/academic/personal documents
2. Communications Discipline Area: Demonstrates proficiency in speaking and listening in order to effectively communicate with others as well as to develop teamwork and resolve conflict
3. Mathematics & Statistics Discipline Area: Demonstrates proficiency in numerical literacy and mathematical skills in order to accurately conduct personal and professional business
4. Natural & Physical Sciences (with Lab) Discipline Area: Demonstrates proficiency in using the scientific method of inquiry in order to understand how natural and physical laws and processes impact our world, and to determine how human activity has impacted the natural and physical world
5. Social & Behavioral Sciences Discipline Area: Demonstrates the ability to apply an understanding of human behavior and/or group dynamics in order to effectively work with others, anticipate how others might behave, establish behavioral expectations, and affirm the uniqueness that each individual has developed as a result of their backgrounds and experiences
6. Arts & Humanities Discipline Area: Demonstrates the ability to explore the human experience, to express oneself and to relate to others through creative endeavors, and to engage in self-reflection
7. Institutionally Designated Area - Personal Finance: Demonstrates sound judgement in planning and making personal financial decisions
8. Institutionally Designated Area – Student Success: Demonstrates the willingness to explore the resources provided in the college environment and to meet or exceed the expectations for integrating

into the college environment while developing academic/metacognitive skills that will enhance success in college

9. Institutionally Designated Area – Computer Literacy: Demonstrates proficiency using computer technology applications in personal and professional settings.

The general education courses listed below are available for students enrolled in programs of study leading to the AAS degree as well as for students in the Early College programs.

However, these general education courses are not "tiered" by the state, and so high school students will need to pay applicable tuition and fees.

Fort Hays Tech | Northwest participates in the Kansas Board of Regents Seamless Systemwide Transfer program. Courses approved by the Kansas Board of Regents for guaranteed transfer among all Kansas public postsecondary institutions are denoted with this icon:

COURSE DESCRIPTIONS by General Education "Bucket"

English Discipline Area (010)

ENG 091 WRITING STUDIO
2 CR
Writing Studio, as a co-requisite course, provides students with a foundation for understanding the writing process and rhetorical frameworks for a variety of genres to enhance writing in and beyond college. This course is for students who want (or may require) more instruction, practice, and time to develop familiarity with writing tools and processes to support their future college writing.

ENG 105 TECHNICAL WRITING
3 CR
Technical Writing provides students with a background in the practical, technical writing skills necessary for today's workplace. This course covers the following topics: internal workplace communications; writing for clarity and brevity; process and service documentation; using visuals and document layout effectively; methods of editing, proofreading, and revising; and a review of punctuation, spelling, and the standard conventions of written English.

 ENG 101 ENGLISH COMPOSITION I
3 CR
English Composition I is the introductory college-level writing communication course. This course covers the following topics: conventions of voice, tone, format, and structure appropriate for various audiences; plagiarism; parts of speech; punctuation; and spelling, syntax, and grammar. Emphasis is placed on the writing process, the standards of conventional written English, peer review, and ethical practice when integrating sources. Written assignments explore four rhetorical styles, which may include the narrative,

descriptive, process, compare/contrast, analytical, and/or persuasive essays.

ENG 102 ENGLISH COMPOSITION II
3 CR
Prerequisite: English Composition I.
English Composition II enables students to further develop their knowledge, skills, and understanding of writing through the research paper. This course covers the following topics: locating and evaluating sources; critical reading of scholarly articles; incorporating the three forms of persuasive appeals; developing the argument and countering the rebuttal; summarizing, paraphrasing, and synthesizing sources; and employing a style guide to cite sources. Emphasis is placed on the writing process, the standards of conventional written English, peer review, and ethical practice when integrating sources.

Communications Discipline Area (020)

COMM 100 FUNDAMENTALS OF ORAL COMMUNICATION
3 CR
This course is an introductory college-level communications class that focuses on developing competent speakers and listeners. Topics include: composing a message; delivering a message appropriate for the topic, purpose, and audience; exploring the purpose of oral discourse; vocal pitch, rate, and intensity; articulation; nonverbal behavior; use of visual aids; elements of critical listening; and evaluating the speech event/performance.

COMM 204 INTERPERSONAL COMMUNICATION
3CR
This course presents both a theoretical and practical approach to enhancing communication within groups. Topics include: effective communication techniques within various contexts; conflict management; impact of gender and culture on communication; effective listening habits; verbal and nonverbal messages; perception of self and others on communication. Emphasis is placed on developing and practicing strategies that bring about desired results in personal and professional relationships.

Mathematics & Statistics Discipline Area (030)

MATH 092 MATH LAB I
2 CR
This corequisite course is designed to support students enrolled in the Technical Mathematics course by reinforcing foundational mathematical concepts and skills. It provides additional lab time for students to receive guided support as they work through assignments and apply the material learned in the main course.

MATH 090 MATH LAB II
2 CR
This corequisite course is designed to support students enrolled in the College Algebra course by reinforcing algebraic concepts and skills. It provides additional lab time for students to receive guided support as they work through assignments and apply the material learned in the main course.

MATH 102 TECHNICAL MATH
3 CR

This course provides material designed for career technical students who need to study particular mathematical topics. These include arithmetic, exponents, the Metric System, measurements, introductory algebra, equations and formulas, ratios and proportions, and geometry. These are presented on an introductory level, and the emphasis is on the applications.

MATH 110 COLLEGE ALGEBRA
3 CR
The course reviews standard topics of algebra. Students will study linear and quadratic equations, graphing, functions and functional notation, quadratic, rational, logarithmic and exponential functions, systems of equations, and matrix algebra.

MATH 101 CONTEMPORARY MATHEMATICS
3 CR
This course develops students' mathematical reasoning and problem-solving abilities, emphasizing real-world applications. Topics include algebra, geometry, logic, the real number system, probability, statistics for decision-making, and financial mathematics. Students will explore how these concepts are applied across disciplines, highlighting the significant role of mathematics in addressing everyday challenges.

MATH 122 PLANE TRIGONOMETRY
3 CR
This course will enable the student to identify and manipulate trigonometric functions, solve triangles, use and prove identities, solve trigonometric equations, use and apply vectors to real-life models, and use complex numbers and polar coordinates.

MATH 250 ELEMENTS OF STATISTICS
3 CR
This is a beginning course in statistical analysis, the skill of making sense of raw data - constructing graphical representations of data, developing models for making predictions, performing tests to determine significant change and finding intervals for population values. Students will learn the basics of descriptive statistics, probability, sampling, confidence intervals, distributions, hypothesis testing, regression and correlation.

MATH 234 ANALYTICAL GEOMETRY & CALCULUS I
5 CR
Limits and continuity of functions; differentiation and integration of algebraic functions; applications of the derivative and definite integral; differentiation of exponential, logarithmic functions; and statistics. Students will use the TI-64 Silver graphing calculators throughout the entire class. They will do problems algebraically and then support the results graphically, and vice versa.

Natural & Physical Sciences (with Lab) Discipline Area (040)

BIOL 180 PRINCIPLES OF BIOLOGY
3 CR
This course provides an emphasis in biological principles common to all life forms. It is designed for all

students, but particularly for those in areas of study other than biological sciences. The course stresses the nature of scientific thinking, data handling and problem solving as it applies to scientific reasoning.

BIOL 180L PRINCIPLES OF BIOLOGY LAB
2 CR
This course is an introduction to basic biology concepts by investigating the scientific method, DNA/RNA and protein synthesis, macromolecules, cell transport and function, biomolecular techniques, basic genetics and classification of animals. Successful completion of the course should provide a strong foundation to investigate biological processes in more detail.

BIOL 230 ANATOMY & PHYSIOLOGY I
3 CR
This course is a study of the structure and function of the human body, beginning with cells and tissues and continuing with the study of the 11 major systems. Upon successful completion of this course students will have a solid foundation in human structure and be prepared for basic clinical course-work.

BIOL 230L ANATOMY & PHYSIOLOGY I LAB
2 CR
This course is a study of the structure and function of the human body, beginning with cells and tissues and continuing with the study of the 11 major systems. Upon successful completion of this course students will have hands-on experience with all 11 major systems.

PHYS 111 PHYSICS I
4 CR
This course will enable the student to understand the principles of mechanics, heat, and thermodynamics, and wave motion and sound. The student will perform laboratory experiments enhance the concepts listed above as well as introduction to the principles and techniques of scientific investigation and data handling.

PHYS 111L PHYSICS I LAB
1 CR
This lab will accompany the Physics I course.

CHEM 120 UNIVERSITY CHEMISTRY 1
3 CR
This course begins with an introduction of chemistry and the basic mathematics and physics needed to understand the subject. Further topics covered are atomic structure, the elements, bonding in compounds, nomenclature, chemical calculations and equations, gases, liquids, and solids, solutions, pollution of the atmosphere, and oxidation and reduction reactions. Where possible, relevant examples and assignments may be given for students to apply chemistry to their everyday lives.

CHEM 120L UNIVERSITY CHEMISTRY 1 LAB
2 CR
This course is an introduction to the basic principles of chemistry including atomic and molecular structure, bonding, chemical reactions and solutions, stoichiometry and nomenclature. Successful completion of this course should provide a strong foundation to understanding chemical processes.

Social & Behavioral Sciences Discipline Area (050)

POLS 101 AMERICAN GOVERNMENT
3 CR
Students will study federalism, including the Constitution, civil liberties, political socialization, the media, political parties, the branches of government and foreign policy. The student will recognize the concerns of diverse populations, relationships between the federal government and current events and how they impact his/her life.

HIST 110 WORLD CIVILIZATION TO 1500
3 CR
This course provides an introduction to the history of the major world civilizations up to approximately 1500 including the major political, social, economic and technical developments of Egypt, Mesopotamia, other Near Eastern civilizations, Rome, Greece, India, China, sub-Saharan Africa, pre-Columbian American and medieval Europe.

HIST 111 MODERN WORLD CIVILIZATION
3 CR
An introductory survey covering world history from 1500 to the present, with an emphasis on the forces that have shaped the contemporary world.

HIST 130 UNITED STATES HISTORY TO 1877
3CR
This course provides an introduction to the major political, economic, social and cultural developments of the United States up to 1877.

HIST 131 UNITED STATES HISTORY SINCE 1877
3CR
This course provides an introduction to the major political, economic, social and cultural developments of the United States since 1877.

PSY 100 GENERAL PSYCHOLOGY
3 CR
This course provides a broad overview and introduction to the field of psychology. Topics include an historical perspective of the field, the major philosophical bases of psychology, the scientific method, the biological basis of behavior, sensation/perception, learning, memory, cognition, intelligence, motivation, development, personality, psychological disorders, and social psychology. The student will be able to use his/her knowledge of the discipline and the critical thinking skills gained from this course to enhance the quality of his/her life as he/she interacts with others.

PSY 231 HUMAN GROWTH & DEVELOPMENT
3CR
This course provides a broad overview and introduction to the field of psychology. Topics include an historical perspective of the field, the major philosophical bases of psychology, the scientific method, the biological basis

of behavior, sensation/perception, learning, memory, cognition, intelligence, motivation, development, personality, psychological disorders, and social psychology. The student will be able to use his/her knowledge of the discipline and the critical thinking skills gained from this course to enhance the quality of his/her life as he/she interacts with others.

Arts & Humanities Discipline Area (060)

ART 180 FUNDAMENTALS AND APPRECIATION OF ART
3 CR
Art Appreciation is an exploration of the visual arts and an in-depth study of the elements, principles, media and methods used in creating various works. This course will also take a brief look at art history and the origin of visual arts.

MLNG 225 BEGINNING SPANISH I
5 CR
Spanish 1 is designed for students who have no or limited knowledge of either Spanish or linguistics. Instruction is based on a communicative approach, with activities designed to emphasize the development of the comprehension of speaking, listening, reading, and writing skills dealing primarily with the Spanish-speaking world and with the cultural and historical background of Spanish civilization; oral and aural drill supplemented by practice in laboratory.

MLNG 226 SPANISH II
5 CR
This course continues the introduction begun in Spanish 1 to the Spanish language and the culture of Spanish-speaking countries. Spanish 2 is designed for students who have had an introduction to Spanish, but have not completed their language requirement or who want to increase their Spanish proficiency. The content of this course is designed to strengthen the student's ability to communicate in the target language. Readings, class discussions, and a variety of activities will be used to help the student improve speaking, listening, reading, and writing skills. The Spanish language will be presented within the context of contemporary Spanish-speaking cultures.

TEC 200 WORKPLACE ETHICS
3 CR
This course provides an introduction to ethical decision making in light of workplace situations. Moral dilemmas are discussed, with examples of disciplinary actions typically available to employers. Topics include: billable hours; upcharging for parts/supplies; employee theft of time and tangible property; use of sick leave and personal leave; conflicts of interest; harassment and bullying; insubordination and insolence; unauthorized use or possession of company tools/equipment; intoxication or impairment on the job; misrepresentation of absences; disregard of safety regulations; failure to adhere to work and time schedules.

Institutionally Designated Areas (070)

FIN 205 PRINCIPLES OF PERSONAL FINANCE
3 CR
This course will provide an overview of personal and family financial planning with an emphasis on recordkeeping, planning your spending, tax planning, consumer credit, making buying decisions, purchasing insurance, selecting investments, and retirement and estate planning.

TEC 100 STUDENT SUCCESS SEMINAR
1 CR
This course provides an orientation to FHNW and to college life. College policies, procedures and tips/strategies for successfully completing programs of study are the key elements of this class. Topics include: time management; test-taking; note taking; study habits; relationships; reading/remembering; the AAS degree; finances; and workplace soft skills.

INF 101 INTRODUCTION TO COMPUTER INFORMATION SYSTEMS
3 CR
This course is designed to include computer concepts, terminology, hardware structures, and software applications for business and professional use. Special emphasis will be on the operating systems, the Internet, word processing, database, presentation, graphics, and spreadsheets.

ELECTIVES

GOV 125 CIVIC ENGAGEMENT I
2 CR
This course is designed to help students develop skills as active participants in a democratic society through direct service, education and reflection opportunities.
Enrollment is restricted to students who are eligible for the student activity scholarship.

GOV 135 CIVIC ENGAGEMENT II
2 CR
Provides students the opportunity to continue to learn about the importance of community engagement and community service. Students will develop skills through active participation in service projects available throughout the semester from a variety of organizations.
Enrollment is restricted to students who are eligible for the student activity scholarship.

GOV 145 CIVIC ENGAGEMENT III
2 CR
Provides students the opportunity to continue to learn about the importance of community engagement and community service. Students will develop skills through active participation in service projects available throughout the semester from a variety of organizations.
Enrollment is restricted to students who are eligible for the student activity scholarship.

GOV 155 CIVIC ENGAGEMENT IV
2 CR
Provides students the opportunity to continue to learn about the importance of community engagement and community service. Students will develop skills through active participation in service projects available throughout the semester from a variety of organizations.
Enrollment is restricted to students who are eligible for the student activity scholarship.

PE 126 TRACK & FIELD
2 CR
This course is for Intercollegiate Track and Field Competition - Men and Women. This course will advance the skills of the student interested in track and field. Emphasis is on individual participation and competition. If student desires to compete in NJCAA meets, he/she must meet association and team eligibility requirements. Enrollment is restricted to students who are members of the track/field team.

PE 127 COLLEGIATE TRACK & FIELD SKILLS
2 CR
An activity course designed to teach and practice fundamental skills of track and field. Basic skills through advanced techniques and sequences will be taught. Skills and proficiencies in this course are enhanced by supervised repetition and practice within class periods.
Enrollment is restricted to students who are members of the track/field team.

PE 128 INTERCOLLEGIATE THEORY OF TRACK & FIELD
2 CR
This course teaches a basic understanding of coaching methods involved in track and field events. This will be integrated with a basic knowledge of sports science as it applies to coaching.
Enrollment is restricted to students who are members of the track/field team.

PE 132 COLLEGIATE SKILLS CROSS COUNTRY
2 CR
An activity course designed to teach and practice fundamental skills of cross-country. Basic skills advanced techniques and sequences will be taught. Skills and proficiencies in this course are enhanced by supervised repetition and practice within class periods. If student desires to compete in NJCAA meets, he/she must meet association and team eligibility requirements.
Enrollment is restricted to students who are members of the cross-country team.

PE 133 INTERCOLLEGIATE THEORY OF CROSS COUNTRY
2 CR
This course teaches a basic understanding of coaching methods involved in cross-country events. This will be integrated with a basic knowledge of sports science as it applies to coaching. If student desires to compete in NJCAA meets, he/she must meet association and team eligibility requirements.
Enrollment is restricted to students who are members of the cross-country team.

PE 139 SOFTBALL
2 CR
This course is for intercollegiate varsity softball competition - women. This course will advance the skills of the student interested in softball. Emphasis is on individual participation and competition team play. If student desires to compete in NJCAA matches, tournaments/games, she must meet association and team eligibility requirements. Enrollment is restricted to students who are members of the softball team.

PE 147 COLLEGIATE SOFTBALL SKILLS
2 CR
A class designed to introduce and develop skills necessary to participate in softball. The skills will vary from beginning to advance depending upon the individual and class makeup. Primary emphasis will be on the application of skills developed. Skills and proficiencies in this course are enhanced by supervised repetition and practice within class periods. Enrollment is restricted to students who are members of the softball team.

PE 157 INTERCOLLEGIATE THEORY OF SOFTBALL
2 CR

The game of softball will be analyzed from a theoretical perspective utilizing lecture, lab and discussion in a classroom setting.
Enrollment is restricted to students who are members of the softball team.

PE 148 SHOTGUN SAFETY AND MAINTENANCE
2CR
This course emphasizes shotgun safety and how to properly clean and maintain a shotgun. Students will learn how to compete in shooting sports at a collegiate level.
Enrollment is restricted to students who are members of the shooting sports team.

PE 153 COMPETITIVE SHOOTING SPORTS I
2 CR
This course provides training and practice in skill development related to shooting sports.
Enrollment is restricted to students who are members of the shooting sports team.

PE 166 COMPETITIVE SHOOTING SPORTS II 2 CR
Training includes trapshooting, skeet, and sporting clays. This will include target acquisition and line-of-sight training. Students will learn how to score and league rules for competition. Shooting etiquette will be taught through class and competitions.
Enrollment is restricted to students who are members of the shooting sports team.

PE 174 COMPETITIVE SHOOTING SPORTS III 2 CR
This course will teach the basic technical skills and aspects of include target acquisition and line of sight training. Students will learn how to score and league rules for competition. Shooting etiquette will be taught through class and competitions.
Enrollment is restricted to students who are members of the shooting sports team.

PE 188 COMPETITIVE SHOOTING SPORTS IV
2 CR
Training includes trapshooting, skeet, and sporting clays. This will include target acquisition and line-of-sight training. Students will learn how to score and league rules for competition. Shooting etiquette will be taught through class and competitions.
Enrollment is restricted to students who are members of the shooting sports team.

PE 170 WRESTLING
2 CR
This course teaches Intercollegiate Wrestling competition - men and women. This course will advance the skills of the student interested in wrestling. Emphasis is on individual participation and competition. If student desires to compete in NJCAA matches/tournaments/games, he/she must meet association and team eligibility requirements. Enrollment is restricted to students who are members of the wrestling team.

PE 171 COLLEGIATE WRESTLING SKILLS
2 CR
Traditional folk-style wrestling allows students to advance their skills in wrestling. Basic skills through advanced techniques and sequences will be taught. Skills and proficiencies in this course are enhanced by supervised repetition and practice within class periods.
Enrollment is restricted to students who are members of the wrestling team.

PE 172 INTERCOLLEGIATE THEORY OF WRESTLING
2 CR

Fundamental skills and strategies of wrestling will be analyzed from a theoretical perspective utilizing lecture, lab and discussion in a classroom setting. The course is designed to improve students' understanding of skills and strategies needed to compete in wrestling, both as a player and coach. Enrollment is restricted to students who are members of the wrestling team.

PE 185 BASKETBALL
2 CR
This course is for intercollegiate varsity basketball competition - men and women. This course will advance the skills of the student interested in basketball. Emphasis is on individual participation and competition team play. If student desires to compete in NJCAA games/tournaments, he/she must meet association and team eligibility requirements. Enrollment is restricted to students who are members of the basketball team.

PE 186 COLLEGIATE BASKETBALL SKILLS
2 CR
This course provides skill development in the game of basketball. Emphasis will be placed on games using less than full teams and half-court situations. Skills/proficiencies are enhanced by supervised repetition and practice. Enrollment is restricted to students who are members of the basketball team.

PE 187 INTERCOLLEGIATE THEORY OF BASKETBALL
2 CR
The game of basketball will be analyzed from a theoretical perspective utilizing lecture, lab and discussion in a classroom setting.
Enrollment is restricted to students who are members of the basketball team.

PE 190 BRAZILIAN JIU-JITSU I
2 CR
This course will introduce Brazilian Jiu Jitsu (BJJ) as a form of self-defense and lifetime wellness activity for those with little or no self-defense experience. as well as those with experience. We will cover basic knowledge and skills needed for a progressive skill building approach with an emphasis on proper technique, mobility, pressure, and leverage awareness. intended for those interested in establishing a foundational knowledge of BJJ, or for those who would like to learn self-defense utilizing ground techniques.

PE 193 BRAZILIAN JIU-JITSU II
2 CR
This course will continue to develop the skills learned in Brazilian Jiu-Jitsu I.

PE 194 BRAZILIAN JIU-JITSU III
2 CR
This course will continue to develop the skills learned in Brazilian Jiu-Jitsu II.

HHP 180 SPORTS OFFICIATING BASEBALL
1 CR
Prepare your students to step onto the diamond with confidence. Introduce the fundamentals of umpiring baseball by anchoring them to core concepts in the rulebook. This course addresses the most important definitions, rules, and mechanics students need to take the first step into becoming a baseball umpire.

HHP 181 SPORTS OFFICIATING SOFTBALL
1 CR
Prepare your students to step onto the diamond with confidence. Introduce the fundamentals of softball umpiring by anchoring them to core concepts in the rulebook. This course addresses the most important definitions, rules, and mechanics students need to take the first step into becoming a softball umpire.

HHP 182 SPORTS OFFICIATING BASKETBALL
1 CR
Prepare your students to step onto the hardwood with confidence. Introduce the fundamentals of officiating basketball by anchoring them to core concepts in the rulebook. This course addresses the most important definitions, rules, and mechanics students need to take the first step into becoming a basketball official.

HHP 183 SPORTS OFFICIATING VOLLEYBALL
1 CR
Prepare your students to step onto the floor with confidence. Introduce the fundamentals of officiating volleyball by anchoring them to core concepts in the rulebook. This course addresses the most important definitions, rules, and mechanics students need to take the first step into becoming a volleyball official.

HHP 184 SPORTS OFFICIATING WRESTLING
1 CR
Prepare your students to step onto the mat with confidence. Introduce the fundamentals of wrestling officiating by anchoring them to core concepts in the rulebook. This course addresses the most important definitions, rules, and mechanics students need to take the first step into becoming a wrestling official.

HHP 185 SPORTS OFFICIATING FOOTBALL
1 CR
Prepare your students to step onto the gridiron with confidence. Introduce the fundamentals of football officiating by anchoring them to core concepts in the rulebook. This course addresses the most important definitions, rules, and mechanics students need to take the first step into becoming a football official.

PE 105 WEIGHT TRAINING I (8 WEEK)
1 CR
The principles learned in this course will allow the student to apply the concepts of wellness and health to personal lifestyle through weight training and conditioning activities. This course provides the student with the opportunity to actively participate and apply an awareness of the importance of developing a lifelong plan of health-enhancing behaviors that generate fitness and physical well being. The principles are relevant, as the student will take responsibility to assess levels of wellness and be willing to grow, change and improve personal health by incorporating a fitness lifestyle.

PE 105 WEIGHT TRAINING I (16 WEEK)
2 CR
The principles learned in this course will allow the student to apply the concepts of wellness and health to personal lifestyle through weight training and conditioning activities. This course provides the student with the opportunity to actively participate and apply an awareness of the importance of developing a lifelong plan of health-enhancing behaviors that generate fitness and physical well being. The principles are relevant, as the student will take responsibility to assess levels of wellness and be willing to grow, change and improve personal health by incorporating a fitness lifestyle.

PE 120 WEIGHT TRAINING II (8 WEEK)
1 CR
This course will teach the basic technical skills and aspects of weight training. This course provides the student with the opportunity to actively participate and apply an awareness of the importance of developing a lifelong plan of health-enhancing behaviors that generate fitness and physical well-being. In this course, the student will take responsibility to grow, change and improve personal health by incorporating a fitness lifestyle.

PE 120 WEIGHT TRAINING II (16WEEK)
2 CR

This course will teach the basic technical skills and aspects of weight training. This course provides the student with the opportunity to actively participate and apply an awareness of the importance of developing a lifelong plan of health-enhancing behaviors that generate fitness and physical well-being. In this course, the student will take responsibility to grow, change and improve personal health by incorporating a fitness lifestyle.

PE 130 WEIGHT TRAINING III (8 WEEK)
1 CR
This course will teach the basic technical skills and aspects of weight training. This course provides the student with the opportunity to actively participate and apply an awareness of the importance of developing a lifelong plan of health-enhancing behaviors that generate fitness and physical well-being. In this course, the student will take responsibility to grow, change and improve personal health by incorporating a fitness lifestyle.

PE 130 WEIGHT TRAINING III (16 WEEK)
2 CR
This course will teach the basic technical skills and aspects of weight training. This course provides the student with the opportunity to actively participate and apply an awareness of the importance of developing a lifelong plan of health-enhancing behaviors that generate fitness and physical well-being. In this course, the student will take responsibility to grow, change and improve personal health by incorporating a fitness lifestyle.

PE 140 WEIGHT TRAINING IV (8 WEEK)
1 CR
This course will teach the basic technical skills and aspects of weight training. This course provides the student with the opportunity to actively participate and apply an awareness of the importance of developing a lifelong plan of health-enhancing behaviors that generate fitness and physical well-being. In this course, the student will take responsibility to grow, change and improve personal health by incorporating a fitness lifestyle.

PE 140 WEIGHT TRAINING IV (16 WEEK)
2 CR
This course will teach the basic technical skills and aspects of weight training. This course provides the student with the opportunity to actively participate and apply an awareness of the importance of developing a lifelong plan of health-enhancing behaviors that generate fitness and physical well-being. In this course, the student will take responsibility to grow, change and improve personal health by incorporating a fitness lifestyle.

HHP 200 PERSONAL WELLNESS
1 CR
In this course along with scientific evidence has clearly shown that improving the quality—and most likely the longevity—of our lives is a matter of personal choice. The biggest challenge we face in this century is to learn how to take control of our personal health habits to ensure a better, healthier, happier, and more productive life. The information presented in this course has a goal in mind in teaching students how to take control of their personal lifestyle habits so that they can do what is necessary to stay healthy and realize their highest potential for well-being.

CERTIFIED MEDICATION AIDE (C.M.A)

Description:
This course provides an introduction to the classification and side effects of common medications. Key concepts include the techniques of administration, preparation, and accurate distribution of medications. Safe administration of oral medications is discussed and demonstrated.

Degree/Certificates awarded:
Certificate of Completion

Accreditation/Certification:
Kansas Department of Aging and Disability Services – Certified Medication Aide

Program Learning Outcomes:
Upon successful completion of this program, students will be able to:

- Register to challenge the Kansas C.M.A. exam if all certification requirements are met

COURSE DESCRIPTIONS

AL 155 CERTIFIED MEDICATION AIDE
4 CR
This course includes the development of knowledge related to many commonly prescribed medications. Students will learn the classification, side effects, and techniques of administration, including preparation and accurate distribution of medications. Safe administration of oral medications is discussed and demonstrated. Students will be scheduled to take the Kansas CMA examination.
Pre-requisite: Students must already be a certified nurse aide before enrolling in this course. Students must be at least 18 years of age before enrolling in this course.

CERTIFIED NURSE AIDE (C.N.A)

Description:
This course provides classroom and clinical instruction for the primary care of clients in long-term and acute care facilities. Students learn skills for daily hygiene, bedside care, vital sign measurement, positioning, and safe transfer of clients.

Degree/Certificates awarded:
Certificate of Completion

Accreditation/Certification:
Kansas Department of Aging and Disability Services – Certified Nurse Aide

Program Learning Outcomes:
Upon successful completion of this course, students will be able to:
- Demonstrate nursing skills and patient care
- Register to challenge the Kansas C.N.A. exam if all requirements for certification are met

Miscellaneous Notes:
The course consists of didactic (classroom) instruction and lab skill instruction. Following the lab skill check-off assessment, students complete a practicum experience.

COURSE DESCRIPTIONS

AL 150 CERTIFIED NURSE AIDE
5 CR
This course provides classroom and clinical instruction for the primary care of clients in long-term and acute-care facilities. Students learn skills for daily hygiene, bedside care, vital sign measurement, positioning, and safe transfer of clients. The class prepares and schedules the student to take the Kansas CNA examination.

EMERGENCY MEDICAL TECHNICIAN (E.M.T.)

Description:
This program is designed to prepare students for the EMT certification exams in the state of Kansas. Students must be at least 18 years of age and have a valid driver's license.

Degree/Certificates awarded:
Certificate of Completion

Accreditation/Certification:
Emergency Medical Technician

COURSE DESCRIPTIONS

AL 210 EMT I
6 CR
This program is designed for individuals interested in providing medical care to patients in the pre-hospital setting. The program will provide the participant with opportunities to gain information, skills, and attitudes necessary for certification and practice as an EMT in Kansas.

AL 211 EMT II
6 CR
This class is a continuation of the EMT 1 and cannot be taken prior to EMT 1. After successful completion of the course, students will be able to set for the EMT certification exam.

ADVANCED EMERGENCY MEDICAL TECHNICIAN (A.E.M.T.)

Description:
This program is designed to prepare students for the EMT certification exams in the state of Kansas. Students must be at least 18 years of age and have a valid driver's license.

Degree/Certificates awarded:
Certificate of Completion

Accreditation/Certification:

COURSE DESCRIPTIONS

AL 230 EMT - ADVANCED
10 CR
This program is designed for individuals interested in providing medical care to patients in the pre-hospital setting. The program will provide the participant with opportunities to gain information, skills, and attitudes necessary for certification and practice as an EMT in Kansas.

COMMERCIAL DRIVER'S LICENSE (C.D.L)

Description:
The CDL program at Fort Hays Tech | Northwest prepares individuals to take your state's (KS, CO, or NE) exams for earning your Commercial Learner's Permit and the Commercial Driver's License.

The two required courses include CDL 105 (reviews the federally mandated Entry Level Driver training) and CDL 115 (includes both range and road driving practice). Other courses are available based on the needs and experience of each individual.

Pre-Requisites

- High School Diploma or GED. (High school seniors considered)
- At least 18 years of age to obtain a CDL license.
- A valid driver's license.

Degree/Certificates awarded:
Certificate of Completion

Accreditation/Certification:
Commercial Driver's License

COURSE DESCRIPTIONS

CDL 105 ENTRY LEVEL DRIVER TRAINING (ELDT) THEORY
2 CR
This course is delivered in a classroom on the Northwest Tech campus. Course content includes the federally mandated Entry Level Driver Training theory instruction topics: basic orientation, safe operating procedures; advanced operating practices; vehicle systems and reporting malfunctions; and non-driving activities. Additional coursework includes review of the state DMV's CDL handbook. Upon completion of this course, students may go to their respective DMV to apply for the CDL learner's permit. NOTE: students are responsible to pay the DMV for testing and learner's permit fees.

CDL 110 CDL SIMULATOR PRACTICE
1 CR
This optional course is designed for the student who has no previous experience driving a truck, van or bus. Instruction is delivered in a classroom on the Northwest Tech campus. Course content includes a review of driving skills test tasks and instruction operating the simulator. Each student is allocated a designated amount of time on the simulator to gain skills that will assist in the road and range practice driving courses.

CDL 115 CDL PRACTICE DRIVING/TRIP PREP
2 CR
This course is designed to allow students pursuing either the Class A or Class B CDL to practice range and road driving. Classroom instruction includes a review of driving rules and regulations while individualized instruction includes a

designated number of hours of driving time with the instructor. Topics include: basic vehicle control skills and mastery of basic maneuvers; ground inspection; "Get Out And Look" as mandated by federal regulations.

CDL 120 CDL DRIVING SKILLS TEST PREP
1 CR
This class is optional and is designed as an independent study. The course provides a designated amount of review for the driving skills test; transportation to the DMV; and use of the appropriate vehicle for the driving skills test. The student is responsible for scheduling the appointment for skills testing with their DMV in consultation with the instructor. NOTE: students are responsible to pay DMV fees the day of the driving test.

CDL 125 CDL WRITTEN SKILLS TEST PREP
1 CR
This class is optional and meets in a classroom. The course provides numerous practice written exams and tips/strategies to help students prepare for their CDL written exam. NOTE: students are responsible to pay DMV fees the day of the exam.

CDL 150 CDL ENDORSEMENTS (S) & (P); SCHOOL BUS & PASSENGER
1 CR
This course is designed to provide a designated amount of classroom instruction and a designated amount of behind the wheel (BTW) to prepare students for the passenger (P) and/or the school bus (S) endorsements. NOTE: Upon completion of the course, students are responsible for scheduling their test date and paying the DMV fees when they test.

CDL 155 CDL ENDORSEMENT (H) HAZMAT
1 CR
This course is designed to provide a designated amount of classroom instruction to prepare students for the Hazardous Materials (H) endorsement. NOTE: Upon completion of the course, students are responsible for scheduling their test date and paying the DMV fees when they test. This endorsement requires a written test only (no driving skills test).

CDL 160 CDL ENDORSEMENTS (N) & (T); TANKER & DOUBLES/TRIPLES
1 CR
This course is designed to provide a designated amount of classroom instruction to prepare students for the Tankers (N) and Doubles/Triples (T) endorsements. NOTE: Upon completion of the course, students are responsible for scheduling their test date and paying the DMV fees when they test. These endorsements require written tests only (i.e. no driving skills test).