This handbook contains official information for the 2015-2016 academic year. Fort Scott Community College reserves the right to repeal, change or amend rules, regulations, or tuition and fees; and may withdraw, add to or modify the courses listed in this catalog. Additions or other changes to the curriculum for each semester are published in the class schedule. This catalog is for general information purposes only and does not constitute a contract.

_FSCC Mission Statement_

Fort Scott Community College is an institution of higher learning with a long history of culture and diversity that provides affordable academic, technical and occupational programs to meet student needs while fostering a mutually supportive relationship between the college and its communities.

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Address:    2108 S. Horton  
Fort Scott, Kansas 66701  
Phone:      (620) 223-2700  
Toll-Free:  (800) 874-3722  
Fax:         (620) 223-4927
FSCC Student Services Mission Statement
Through departmental collaboration, professional guidance, reliable support services, and a welcoming environment, Fort Scott Community College’s Student Services commits to assisting students in achieving their educational objectives.

A Message from the Dean of Students

Welcome to Fort Scott Community College! The Dean of Students Office at Fort Scott Community College has a long and rich history and tradition, for decades the office has provided support and advocacy on behalf of students. The student services offices assists students in the resolution of problems, provides information about, and referral to campus resources, and promotes initiatives that address students’ needs and interests. This handbook provides you with an overview of the various offices and programs associated with FSCC. This handbook is filled with helpful information on what services and resources are available to you as a student, important campus policies, and contacts to other offices on campus. More information is available at our website: (http://www.fortscott.edu/Student). Your success is our priority and we hope you’ll take advantage of the many resources our campus has to offer. Go Greyhounds!

Robert Goltra III
Dean of Students
robertg@fortscott.edu
Office Location: Bailey Hall
Office Phone: 620-223-2700, Ext. 3500
Academic Calendar 2015-2016
See the following link for the most up to date Academic Calendar.
http://www.fortscott.edu/sites/default/files/PDFs/2015_2016%20SCHOOL%20CALENDAR.pdf

Programs of Study 2015-2016
See the following link for the most up to date degree and certificate programs.
http://www.fortscott.edu/home

Campus Safety and Security 2015-2016
See the following link for the most up to date campus safety and security information:
http://www.fortscott.edu/search/node/incident%20report

Title VI, Title IX and Violence Against Women Act
http://www.fortscott.edu/vawa

At Fort Scott Community College, your success is our success and success starts with attending class. We want you to know that your “Attendance Matters” at FSCC. An expectation at FSCC is for students to notify their instructor(s) when they are absent and set an appointment to meet with them during their office hours.

For a list of instructor contacts, use the following link:
http://www.fortscott.edu/directory

STUDENT SERVICES IMPORTANT NUMBERS

Admissions/Scholarships
Office Location: Bailey Hall
admissions@fortscott.edu
620-223-2700, ext. 3520

Advising/Enrollment
Office Location: Bailey Hall
advising@fortscott.edu
620-223-2700, ext. 3630

Financial Aid
Office Location: Bailey Hall
financialaid@fortscott.edu
620-223-2700, ext. 3522

Registrar
Office Location: Bailey Hall
620-223-2700 ext.3560

Director of Student Life, Marci Myers
marcim@fortscott.edu
Office Location: Boileau Hall
Office Phone: 620-223-2700, ext. 3526
Main Campus Directory

Fort Scott Community College'facilities are located on more than 150 acres of land at the southwest edge of Fort Scott, Kan. The campus includes a restored one room school from the 19th Century; two lakes stocked with fish surrounded by a paved walking trail; a series of environmental studies ponds; a turf practice field; a lighted baseball field and indoor practice area; two lighted softball fields; an indoor rodeo arena; and pasture and stalls for rodeo team livestock.

Dick Hedges Administration Building
This tri-level building serves a multi-purpose role with administrative offices, the cafeteria, bookstore and conference rooms sharing the second level, and classrooms on the first floor. A three-story dormitory - Greyhound Hall - adjoins the building on the north side. The prefix “E” is used for all numbered rooms.

Boileau Hall
This dorm opened in 2002 and houses more than 100 students.

Robert & Sylvia Bailey Hall (Formerly Academic Building)
Most FSCC classrooms and laboratories are located here, along with the Library, the MILL, the Print Shop and faculty offices. The building also includes the offices of the Dean of Instruction, Dean of Students, Director of Admissions, Registrar, and Advisors. The prefix A is used for rooms in the Academic Building.

Arnold Arena
This facility contains a gymnasium, indoor rodeo arena, classrooms, weightlifting and exercise area, lockers, showers, a computer lab and office space.

East Campus
The prefix “F” is used for numbered rooms in this building.

Burke Street Campus
This building houses the Nursing Program, the HEP program and the Allied Health programs. The commercial truck-driving program, agriculture and some construction courses are housed here.

Danny and Willa Ellis Family Fine Arts Center
This center is home to a 600-seat theatre, three community meeting rooms and the Gordon Parks Center for Culture and Diversity. The Kathy Ellis Academic Hall houses FSCC's fine arts including art, band, choir, speech and theatre. The prefix “H” is used for numbered rooms in this building.
School of Cosmetology
A salon and classrooms are located in this building. Numbered rooms in this building have the prefix "D."

N. Jack Burris Hall
This building houses the Environmental Technologies program. The facility consists of an interactive distance learning lab, a comprehensive environmental lab and offices. It also contains interactive video and satellite downlink facilities, which are used for workshop broadcasts and classes across the state. Room numbers in this building use the prefix “G.”

General Information
Fort Scott Community College serves the citizens of Bourbon County and the surrounding eastern Kansas areas with an emphasis on lifelong learning and continued day-to-day use of campus facilities, personal enrichment, marketable technical skills and a sound academic program.

The college has approximately 3,000 full-time and part-time students on its main campus and outreach centers in Bourbon, Crawford, Linn and Miami counties.

College athletic teams are the Greyhounds, named after the school mascot. Varsity sports include football, baseball, softball, men’s and women’s basketball, volleyball, and spirit squad. The varsity athletics programs are governed by the Kansas Jayhawk Community College Conference and the National Junior College Athletic Association (NJCAA). All varsity athletes are subject to the rules of those governing bodies.

Accreditation and Transfer: Fort Scott Community College is fully accredited by the Kansas State Board of Regents and the North Central Association of Colleges and Schools (NCA). FSCC is currently involved in the Academic Quality Improvement Program (AQIP), an accreditation process with the Higher Learning Commission (HLC). The HLC/NCA can be contacted at 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604, 800.621.7440/ 312.263.0456, Fax: 312.263.7462, or info@hlcommission.org.

Through accreditation by the Higher Learning Commission, all FSCC college credit hours are fully accepted in the 19 states that make up the association, through reciprocal agreements by the association, and all college credit hours are accepted throughout the 50 states in the United States.

Students or others with questions about accreditation or licensure may contact either the Office of the President or the Dean of Instruction. Documents relating to accreditation and licensure are on file and may be reviewed in either of these offices.

Governance of the College: The FSCC Board of Trustees is the governing body for the college. The board operates the college under the rules and regulations of the Kansas State Board of Regents covering such items as tuition costs, length of school terms, health standards, approved courses of study and class offerings, teacher qualifications and facilities.

Fort Scott Community College does not discriminate on the basis of race, color, national origin, sex, age, religion or disability in admission or access to its programs and activities. If you have questions regarding the above, please contact the President’s Office at 2108 S. Horton, Fort Scott, KS 66701, telephone (620) 223-2700.

History of the College: Established in 1919, Fort Scott Community College is the oldest public community college in Kansas. The first graduating class in 1921 had two members. Originally, Fort Scott Junior College shared the Fort Scott High School building and operated as an extension of the high school program for a student's 13th and 14th years of public education.

The college became a separate institution with a county-wide district pursuant to a 1965 act of the Kansas Legislature, and was renamed Fort Scott Community Junior College. After Bourbon County voters approved a general-obligation bond issue to purchase the land and construct the first two buildings, about 200 students moved to the present 150 acre campus in October 1967. Some federal funds also paid part of the original $1.2 million cost. In 1967, FSCC also began offering courses in Paola. The original Academic Building was renamed Robert & Sylvia Bailey Hall in 2011.

The Administration Building was added in 1973. This building includes administrative offices and meeting rooms, cafeteria, college bookstore and classrooms as well as an adjacent dormitory. In 2010, the building was renamed the Dick Hedges Administration Building.

In 1982, the college completed the 38,500 square-foot Arnold Arena, named in honor of Emory Arnold, an FSCC graduate and retired administrator. The twin-module arena serves agricultural, business, and sports, as well as community, state and regional organizations. One side consists of a rodeo arena with earth floor and pipe fencing. The other half of the structure contains a basketball gymnasium, weight training area, athletic dressing rooms, classrooms, a computer lab, and athletic offices.

In 1986, FSCC acquired the Pittsburg School of Beauty from Pittsburg State University, and a year later FSCC teamed up with several entities to provide workforce training and other classes at the Pittsburg Education Center.

N. Jack Burris Hall, located between the Administration Building and Arnold Arena, was completed in 1989. The 3,600 square-foot building houses the Environmental Water Technologies program, which provides training for operators of water and wastewater treatment plants throughout Kansas. The FSCC program is one of a few in the nation to provide comprehensive training in this specialty.

Boileau Hall is located to the northwest of Burris Hall. This dormitory houses more than 100 students in a suite-type environment. The building opened in 2002. It offers students a relaxed living atmosphere with a game room, spacious quarters and 103 space parking lot.
In 2004, FSCC purchased the Sisters of Mercy Convent upon its closing. This is where the Nursing program began. FSCC renovated the space for community rooms and the Nursing program.

Also in 2004, FSCC remodeled a wing of the former Miami County Hospital at 501 S. Hospital Drive in Paola, which then became the Miami County Campus. This expansion nearly doubled FSCC's campus in Paola and created more opportunities for programs in the northern tier.

In 2009, FSCC opened the new Danny and Willa Ellis Family Fine Arts Center. This building includes a 600-seat theatre, community meeting rooms, the Gordon Parks Center for Culture and Diversity, and the Kathy Ellis Academic Hall, which houses FSCC arts programs including art, band, choir, speech, and theatre.

In 2010, FSCC successfully secured the Kansas National Guard Armory building for campus expansion. Construction Trades, Truck Driving and Agriculture are housed in the armory.

In 2014, the School of Cosmetology was moved into the building at the southwest corner of Bailey Hall.

Alumni & Friends Association
The Fort Scott Community College Alumni & Friends Association was organized in 1983 to promote the welfare of FSCC through the establishment of mutually beneficial relationships among alumni, students, parents of students, faculty and friends of the college. The association promotes a spirit of loyalty and fellowship; provides a channel for the flow of information, needs and wants of the college and alumni; assists in publicizing programs; helps to interest prospective students in the college; and gives support to the Endowment Association. The Alumni and Friends Association functions as a part of the development program. The association maintains a computerized database of names and addresses of alumni since 1919, and publishes an alumni newsletter twice a year called The Legacy.

In the spring, a national Phone-a-Thon is the Alumni & Friends' major intensive money-raising endeavor, but contributions can be made at any time. Gifts may be designated for specific purposes and will be expended as directed by the donor or may be left unrestricted.

Endowment Association
Established in 1975, the Endowment Association functions as a non-profit, 501(c)(3) educational corporation that encourages, receives, and administers gifts and bequests to Fort Scott Community College in support of the college mission. This private support provides the margin of excellence in college programs.

From modest beginnings, the Endowment Association, under the direction of a board of directors, now provides significant assistance to the college in the form of scholarships. In addition, at the request of a donor, gifts may be used for special projects.

Thanks to the generosity of many donors, the Endowment Association, Fort Scott Community College will remain a vibrant, responsive, full-service institution, fully capable of fulfilling its mission.

Friends of the College wishing to make a gift, establish a scholarship, etc. should contact the Director of Development, Bailey Lyons at (620) 223-2700 ext. 5830 or by e-mail at baileyl@fortscott.edu

Gordon Parks Museum / Center for Culture and Diversity
The Gordon Parks Center was established in 2004 by FSCC to honor Fort Scott native Gordon Parks and to use his powerful life story to teach and inspire. Parks, who was a long-time photographer for Life magazine, also excelled as a writer, poet, musician, and filmmaker with the films The Learning Tree and Shaft to his credits. He was born in 1912 and died in March 2006 and is buried in Fort Scott’s Evergreen Cemetery. Mr. Parks visited his hometown several times throughout the years and was present at the inaugural Gordon Parks Celebration in 2004.

The Gordon Parks Center, located in the FSCC Danny and Willa Ellis Family Fine Arts Center, sponsors an annual International Photography Contest, year-round programming dealing with topics of culture or diversity, and the annual Gordon Parks Celebration held each October.

In addition, the Museum / Center has a growing collection of Mr. Parks’ memorabilia, photographs, and personal belongings for student and public viewing. The Gordon Parks Center website is www.gordonparksceneter.org.
Greyhound Club
To help support Fort Scott Community College athletic programs, the Greyhound Club raises money to foster the growth and development of athletics. Membership dues, advertising revenues, profits from concession stands and money raised from special events sponsored by the Club are used to pay scholarships (tuition and books) for student athletes and supplement budgets. Greyhound Club membership is open to those interested in supporting athletics at FSCC.

About Fort Scott, KS
Fort Scott, the county seat of Bourbon County, is a thriving agricultural-industrial town at the intersections of U.S. Highways 54 and 69 in southeast Kansas. About 8,100 people reside in Fort Scott, and an additional 7,000 live in the surrounding Bourbon County area.

Where is Fort Scott?
Fort Scott is just an 80 minute drive south of Kansas City, a three-hour drive east of Wichita, a three-hour drive northeast of Tulsa, Okla., and a short hour and fifteen minute drive to Joplin, Mo. A municipal airport serves the city.

What's the weather like?
Fort Scott has a four-season climate with an average temperature of 58° F. The sun shines about 68 percent of the time; the normal yearly precipitation is 40 inches and the average yearly snowfall is 15 inches. Winter temperatures range from about -5°F to about 40°F; summer temperatures are from 60°F to 100°F.

Rich History of Fort Scott
Fort Scott citizens value their historic background as the second-oldest town in Kansas, dating from the time the town was established as a military outpost in 1842 and named in honor of General Winfield Scott. The original army post on the Indian frontier has been restored and is operated by the National Parks Service as the Fort Scott National Historic Site. It draws thousands of visitors annually.

Services in the Community
The community is served by a daily newspaper, The Fort Scott Tribune, and an AM/FM radio station KOMB/KMDO. Greyhound Athletics are broadcast on KOMB, and games are streamed online as well. Medical facilities include a new comprehensive hospital operated by the Sisters of Mercy with medical clinics and a mental health clinic serving a five-county area.

Cultural activities, sporting events and social activities are sponsored by more than 30 churches, elementary schools and secondary schools, the Bourbon County Arts Council, the Historic Preservation Association, the Civic Symphony, Buck Run Community Center, Bourbon County Fairgrounds, 180 acres of city parks, Lake Fort Scott, the Municipal Swimming Pool, a country club golf course, and numerous civic and social organizations. Fort Scott also has several retail businesses.
Student Conduct

All student behavior shall be based upon respect and consideration for the rights of others. Students shall be responsible for knowing and abiding by the rules and regulations of the college.

The college assumes that all students are able and willing to maintain standards of self-discipline appropriate to membership in a college community. A rigid code of conduct is purposely omitted in order to establish confidence in this assumption. The college reserves the right to take disciplinary measures in the best interests of FSCC.

Discipline is the responsibility of the Dean of Student Services. Cases involving minor infractions of normal discipline are handled by the Disciplinary Review Board. Disciplinary action will be initiated when a student’s behavior/action is determined to be dangerous to that individual’s health/well being, infringement on others’ rights, damage to college property, or any other situation which reflects negatively on the college community, programs, organizations, or activities. The college reserves the right to dismiss a student whose conduct is at any time unsatisfactory in the judgment of college officials. Conflicts with rules/regulations governing the following areas place a student in violation, and subject to discipline, of the Student Code of Conduct:

National Cemetery No. 1, established in 1863, is also located in Fort Scott. Other historic sites include the Old Congregational Church; the Fort Lincoln School, an 1889 one-room schoolhouse located on the northeast corner of the FSCC campus; and the Old Military Bridge. The town’s brick-paved streets, late 19th Century retail businesses, and Victorian housing reflect the town’s historic background.

Violence Against Women Act

The Violence Against Women Act (VAWA) is a landmark piece of legislation that seeks to improve criminal justice and community-based responses to domestic violence, dating violence, sexual assault and stalking in the United States. The passage of VAWA in 1994 and its reauthorization in 2000, 2005 and 2013 has changed the landscape for victims who once suffered in silence. Victims of domestic violence, dating violence, sexual assault and stalking have been able to access services; and a new generation of families and justice system professionals has come to understand that domestic violence, dating violence, sexual assault and stalking are crimes that our society will not tolerate.

In support of the Violence Against Women Reauthorization Act, Title IX regulations and the Clery Act, FSCC prohibits all violent offenses. FSCC’s Greyhounds Take a Stand program promotes the education efforts to help stop relationship violence in support of Title IX, the Violence Against Women Reauthorization Act, the SaVE Act and Clery.

Greyhounds Take a Stand Against: Bullying, Dating Violence, Domestic Violence, Stalking and Sexual Assault. For more information, visit our website at http://www.fortscott.edu/campussecurityreport.

If you need immediate help or need to report a violent act such as bullying, domestic or dating violence, sexual assault, stalking or substance abuse contact the Dean of Students at 620-223-2700 ext. 3500. FSCC employees may contact human resources at 620-223-2700 ext. 5201. In an emergency, contact the Fort Scott Police Department at 620-223-1700 or 911.

Nondiscrimination Policy

In accordance with the provisions of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Title IX of the Education Amendments Act of 1972, and the Regulations of the U.S. Department of Health and Human Services issued pursuant to these statutes at Title 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, and 28 CFR Part 35, Fort Scott Community College does not discriminate on the basis of any characteristic protected by law (such as sex, disability, age, race, color, or national origin) in all aspects of employment, admission, and participation in its education programs or activities. Inquiries concerning Fort Scott Community College’s compliance under these laws, should be directed to contact the College's Compliance Officer/Human Resources Director, Fort Scott Community College, Fort Scott, Kansas 66701 (620) 223-2700.

Sexual Harassment Policy

With respect to the following sexual harassment policy, it is understood that “member of the college” encompasses students, Board members, administrators, certified and support personnel, full time faculty, adjunct faculty, vendors, or any other having business or other contacts with the college. FSCC is committed to providing a learning and working environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Verbal or physical conduct based on college member’s sex, race, color, national origin, age, religion, disability, veteran status, or any other legally protected characteristic will not be tolerated either to or by other members of the College. The College shall provide ongoing anti-harassment
training to ensure its learning and working environment is free of sexual and other unlawful harassment.

By definition, sexual harassment is unwanted, unwelcome, inappropriate, or irrelevant sexual or gender-based sexual advances. Conduct is unwelcome if the individual did not request or invite it and "regarded the conduct as undesirable or offensive." Acquiescence in the conduct or the failure to complain does not always mean that the conduct was welcome. Unwelcome sexual advances, requests for sexual favors, and other visual, verbal, or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of employment, or a factor in the benefits, services, or opportunities received in the College’s educational programs; or
- Submission to or rejection of such conduct by an individual is used as a basis of employment or education decisions; or
- Such conduct has the purpose or effect of interfering with work or educational performance; or
- Such conduct creates an intimidating, hostile, offensive or demeaning environment.

Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment of a member of the college can deny or limit, on the basis of sex, the member’s ability to participate in or to receive benefits, services, or opportunities in the school's programs or employment. Sexual harassment is, therefore, a form of sex discrimination prohibited by Title IX.

Examples of sexual harassment to or from any member of the college include but are not limited to:

- Unwanted sexual advances, including verbal advances or propositions.
- Offering or denying employment and/or benefits based on receipt of sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that may include leering, making sexual gestures, or displaying of sexually suggestive objects, pictures, cartoons, or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct may include touching, assaulting, or impeding or blocking movements.

Any member of the college who believes that he or she is or has been the victim of sexual harassment by another member of the college should report in writing the alleged acts immediately to the Human Resource Director, Fort Scott Community College, 2108 S. Horton Fort Scott, KS 66701, 620-223-2700. Additionally, any FSCC employee with knowledge or belief of conduct that may constitute sexual harassment is obligated to immediately report the incident to the Human Resource Director, Fort Scott Community College, 2108 S. Horton Fort Scott, KS 66701, 620-223-2700.

Upon receipt of the report of complaint alleging sexual harassment or sexual violence, the college will immediately authorize an investigation. This investigation will be conducted FSCC’s HR Director (and/or his/her designee).

In determining whether the alleged conduct constitutes sexual harassment or sexual violence, the college should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment or sexual violence requires a determination based on all the facts and the surrounding circumstances. The investigation may consist of personal interviews with the complainant, the individuals against whom the complaint is filed, and others who have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

Upon receipt of such report, FSCC will immediately investigate the matter and take prompt and effective action to stop the harassment and prevent its recurrence. In all cases, FSCC should make every effort to prevent disclosure of the names of all parties involved (the complainant, the witnesses, and the accused) except to the extent necessary to carry out an investigation.

A complete report of the investigation shall be made within thirty calendar days to the President, Dean of Students, or the dean in charge of the immediate work area upon completion of the investigation. Upon receipt of a recommendation that the complaint is valid, the Board of Trustees will be informed of the action recommended by the President. The college will take such disciplinary action as it deems necessary and appropriate including warning, suspension, or immediate discharge of an employee or expulsion in the case of a student to end sexual harassment and/or sexual violence and prevent its reoccurrence. The college will discipline any individual who retaliates against any person who reports alleged sexual harassment or sexual violence or retaliates against any person who testifies, assists, or participates in an investigation proceeding, or hearing relating to a sexual harassment or
sexual violence complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or additional harassment.

**Acceptable Use Policy (Computer and network usage)**
Fort Scott Community College, through the Information Technology Office, provides computing resources and worldwide network access for legitimate academic and administrative purposes. Individuals utilizing FSCC computer and network resources are expected to be aware of specific policies governing their use, and should act responsibly while using shared computing and network resources. This applies not only to College employees and students, but also to third party individuals or entities granted access to FSCC network resources.

At times, FSCC may elect to provide network access to individuals or entities operating inside our facilities. These arrangements will be made to further the academic vision and mission of FSCC, and all use by these outside entities will be subject to the following policies and restrictions. All policies are subject to change as the computing and network environment evolve.

Each person using FSCC computer and network resources should:

1. Abide by common security measures implemented to protect FSCC information, data, and systems.
   a. Examples of adhering to these measures include, but are not limited to:
      i. Periodic establishment of new passwords for your computer accounts.
      ii. Protecting the confidentiality of passwords.
      iii. Limiting use to only the registered account owner.
   b. Examples of misuse include, but are not limited to:
      i. Using a computer account and/or obtaining a password that you are not authorized to use.
      ii. Using the FSCC network to gain unauthorized access to any computer system.
      iii. Leaving a list of personal passwords in an unsecured location (i.e. sticking on monitor).
      iv. Sharing your username and/or password with another (including work-study or other FSCC employees).

2. Clearly and accurately identify yourself in electronic communications. Using any methods to conceal or mask the identity of electronic communications will constitute a violation of this policy.
   a. Electronic communications shall include but not be limited to:
      i. Email
      ii. Instant messaging
      iii. Bulletin boards
      iv. Web postings

3. Use computer and network resources efficiently. Usage of high-bandwidth applications should not be allowed to interfere with other legitimate purposes.
   a. Installing and playing network games are prohibited unless part of an established curriculum.
   b. Kazzaa, Limewire, Bearshare, Frostwire, Bittorrent, Gnutella and other “peer-to-peer” file sharing applications are prohibited for anything other than legitimate, lawful purposes.
      i. Legal use may include, but not be limited to:
         1. Downloading software patches direct from the software publisher via Bittorrent.
         2. Downloading Linux ISO images via Bittorrent.
         ii. Prohibited uses may include, but are not limited to:
            1. Downloading copyright protected music (in violation of federal copyright law).
            2. Downloading copyright protected movies (in violation of federal copyright law).
            3. Downloading copyright protected software (in violation of federal copyright law).
   c. Other examples of inappropriate use include deliberately wasting computer resources by sending unsolicited email and sending "chain letters" or engaging in "pyramid" schemes.

4. Ensure that others are free from harassment or intimidation.
   This includes, but is not limited to, harassment and intimidation of individuals on the basis of race, sex, religion, ethnicity, sexual orientation, disability, etc.

5. Ensure that the use of computer and network resources is academic or research oriented. Use of FSCC computer or network resources for personal profit or commercial gain is prohibited.
   a. The exception is in the instance of third party entities that have been granted network access by FSCC administration.
   b. These entities may, by their nature, be viewed as using the network for commercial gain, but use is still restricted to the activities that are approved by FSCC administration. These activities will be in line with FSCC goals and missions and in support of the FSCC community.

6. Respect copyright and intellectual-property rights. Users must adhere to all federal and state copyright laws, and the terms and conditions of any and all software licensing agreements and/or copyright laws as specified by the vendor or licensor.

7. Respect College property. Misuse of College property includes, but is not limited to,
   a. Theft or damage of equipment or software,
   b. Knowingly running or installing computer viruses or password acquiring programs.
c. Attempting to circumvent installed data protection methods

d. In any way attempting to interfere with the physical computer network/hardware, or attempting to degrade the performance or integrity of any campus network or computer system.

8. Misuse of computing and network resources or noncompliance with written usage policies may result in one or more of the following consequences:
    a. Temporary deactivation of computer/network access
    b. Permanent deactivation of computer/network access
    c. Termination of contractual agreements between FSCC and the third party entity.
    d. Expulsion from school or termination of employment
    e. Legal prosecution under applicable Federal and State laws
    f. Possible penalties under the law, including fines and imprisonment

The Information Technology office is authorized and expected to identify, monitor, and manage all computers and software connected to the FSCC network for compliance with the above policies. The Information Technology office may require security or monitoring software to be installed on a computer prior to connection at their discretion.

• **Alcohol and Drug Policy** – Alcoholic beverages and illegal drugs are prohibited on college property. Possession, distribution or use of alcoholic beverages, 3.2 beer, or the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on the Fort Scott Community College Campus, within the college buildings or at any college-sponsored event is strictly prohibited. Violation will result in immediate disciplinary action up to and including dismissal from college.

• **Assault and Battery** – includes any action, including hazing, which threatens the physical well being, mental health, or safety of others.

• **Children on Campus** –
  1. Students/Faculty/Staff who bring children to the FSCC campus assume all associated risks (emotional or physical).
  2. Children on campus must always be accompanied by a parent or guardian.
  3. Children may not be left in the care of a faculty or staff member.
  4. Children are allowed on campus only on an emergency short-term basis. “Short-term basis” is defined as being no more than two days in a row, for an extended portion of the day. This does not include college-sponsored community events.

5. Children must be removed from the campus immediately if they become noisy and/or disruptive.

6. Children may be allowed in classes on an emergency basis, but only at the discretion of the individual instructor. Instructors have the right to ban children from the classroom, even on an emergency basis.

• **Dishonesty** – includes cheating, plagiarism, other areas of academic dishonesty, or intentionally giving false information to the college.

• **Disruptive Behavior** – includes disorderly, indecent, or obscene conduct either in the classroom or on campus owned/operated facilities or properties on/at college sponsored events.

• **Electronic Communications** – Students are expected to abide by ethical standards in the use of all electronic communications which includes, but is not limited to, Internet services and electronic mail.

• **Fireworks, Firearms and Ammunition, Knives or Other Weapons** – A Fort Scott ordinance forbids the detonation of fireworks within the city limits. Kansas Statute 39-17-1309 forbids carrying weapons on school property. Firearms, ammunition, knives, explosives, explosive weapons, weapons of any type or any stolen property are strictly prohibited on the campus. This list includes, but is not limited to, any weapon designed to fire any projectile, i.e., paintball guns, BB guns, air rifles, pellet guns, etc. The college cooperates and will report any violations to local law enforcement agencies for prosecution. Students will also be dismissed from the college should any type of weapon be used in a threatening manner.

• **Gambling** – by Kansas Statute 21-4303, gambling is illegal and is not permitted.

• **Smoking/use of tobacco/e-cigarettes** - FSCC has updated the smoking policy on campus in accordance to Kansas No Smoking Ban – HB 2221. The use of all tobacco products is prohibited in all FSCC buildings and within 10 feet of all building entrances.

  The use of tobacco products is only permitted at designated smoking areas on the FSCC grounds. Designated smoking areas are no closer than 10 feet to building entrances and are identified and clearly marked as smoking areas. Receptacles for extinguishing smoking materials have been placed in appropriate locations on campus.
Non-smoking signs and notices have been updated at each entrance to campus buildings. The smoking policy applies to all employees, students, independent contractors, and visitors.

- **Telephone/Long Distance Dishonesty** – Students are not to make personal long distance calls on the college’s phone line. Should students need to make personal long distance calls, they should use a personal credit card, call collect, or have the call charged to their home phone number. Unauthorized use of another student’s credit card is strictly forbidden.

- **Theft/Vandalism** – theft or damage to college or other’s property will subject students to college disciplinary measures and potential legal action.

- **Traffic Laws and Regulations** – All local and state regulations are in effect on campus 24 hours a day. City, county and state law enforcement agencies have jurisdiction on campus. All laws and regulations are strictly enforced to assure safety.
College Disciplinary Process

The rights of each individual at Fort Scott Community College deserve the respect and protection of administrators, faculty and staff. To assure fair treatment of each individual, rules of disciplinary process have been developed and are in effect.

The main objectives of the disciplinary process are to protect members of the campus community from harm due to the indiscretion of those on campus who are unable or unwilling to respect the rights of others, and to assure students due process if they have been charged with violating college rules and regulations as listed in the Student Catalog.

Misconduct is considered a matter of concern to administrators, faculty, staff and students alike. Reports of misconduct are usually made to the Dean of Student Services for investigation and determination of appropriate action.

Implementation of Disciplinary Process

The Dean of Student Services will review with the student the nature of the complaint and the relevant evidence and testimony. When the investigations have been completed, the dean will take appropriate disciplinary action or refer the case to the College Disciplinary Review Board.

Disciplinary Appeals Procedures

If the appropriate action taken by the Dean of Student Services calls for the student to be expelled or penalized, the student will be informed in writing. A student may appeal the decision of the Dean. This appeal must be submitted, in writing, to the Dean of Student Services within three (3) business days after the original decision has been made. The dean will inform the College Disciplinary Review Board, in writing, within three (3) business days of receiving written notice of the appeal from the student. An appeal hearing will be conducted within seven (7) business days following notice to the College Disciplinary Review Board.

All appeal hearings are private to best insure justice and to discourage delay. The appeal is a review of the record from the original decision. If evidence, which was unavailable at the time of the original decision is discovered, it will also be considered. The student requesting the appeal must be present on the hearing date as set in the letter to the student. Failure to be present as scheduled waives the student's right to appeal.

College Disciplinary Review

The College Disciplinary Review Board shall hear the appeal after being informed in writing by the Dean of Student Services that the disciplinary action has been appealed by said student. This Board is composed of three professional staff members (appointed by the faculty representatives) and three full-time students (appointed by the President's Ambassadors organization).

At this appeal hearing, the Chair of the Board shall give both the student and the Dean of Student Services, or his/her designee, an opportunity to testify. Both may bring witnesses to the hearing. The number of witnesses will be limited to five (5) unless prior approval is granted by the Dean of Student Services. Each witness will be afforded a maximum of five (5) minutes of testimony.

After the witnesses have been heard, members of the College Disciplinary Review Board may ask questions of the student who has had disciplinary action taken against him/ her, the dean or his/her designee, or the witnesses who have testified. The College Disciplinary Review Board shall decide to uphold the decision of the Dean of Student Services, or his/ her designee, or to recommend that the action be modified.

The student or the dean, or his/her designee, may appeal the decision of the College Disciplinary Review Board. This request for an appeal must be made in writing to the College President within three (3) business days after the College Disciplinary Review Board has made its decision. The College President shall hear the appeal within seven (7) business days and render a written decision to all parties.

The decision of the President is final.

The Presidential Review

The College President shall hear the appeal within seven (7) days and render a written decision to all parties. Decisions of the President should be considered final by students, administrators, faculty and staff.
The Student and Academic Decisions

Academic decisions are made by faculty members, division chairs and deans. If a student believes that an academic decision is unfair, he/she may meet with the above personnel who will review the student’s complaint and render a final decision. Determination will be made based on fairness, that is, that the instructor treated all students equally in the class.

Academic Ethics

FSCC assumes that all students are enrolled to learn, and expects each individual to function as an ethical student. Integrity in the classroom is expected. Therefore, any cheating is at variance with the purposes of both the student and the institution. Any student dishonesty detected in a course (including during examinations or in submitting plagiarized materials) may result in the student receiving no credit for the examination, written work or quiz, and may result in an F grade, suspension and/or dismissal from the course. A violation of academic integrity includes but is not limited to the following:

1. Cheating on examinations, written quizzes, and other written work.
2. Plagiarism, which is defined as the use of another’s written work, visual images, photographs, or other intellectual property without recognition/citation; the use of another student’s work; the purchase and/or use of a paper that has already been prepared; or the borrowing of an idea or phrase or the paraphrasing and/or summarizing of an idea without proper documentation.
3. Giving assistance to or receiving assistance from another person during an examination.
4. Falsification of an academic record.
5. Obtaining or attempting to obtain copies of an uncirculated examination or examination questions.
6. Using any electronic device to receive or transmit on an examination.

Academic Dishonesty Policy

This policy pertains to all FSCC classes and does not affect any action taken by the instructor of the class. The instructor retains the right to take the action he or she deems appropriate to the specific case, including but not confined to the following: • Discussing the violation with the student

• Failing the student for the specific assignment in question

• Failing the student for the class. If the instructor decides to fail the student for the course, the student will receive an F grade on his or her transcript. The instructor also has the following options regardless of the actions already taken:

1. The instructor can notify the appropriate Division Chair or Associate Dean that academic dishonesty has occurred. The notification will include the following information:
   a. Name and ID number of the student or students involved;
   b. Proof that academic dishonesty has occurred;
   c. A description of any action already taken by the instructor.

2. Once the Division Chair or Associate Dean has received this information, he/she will notify the
student’s advisor and any sponsors or coaches with whom the student is associated of the breach in academic integrity. The Division Chair or Associate Dean will also notify the student by mail that a second occurrence will result in a recommendation of dismissal from the college to the Dean of Instruction.

3. The Division Chair or Associate Dean will maintain a file listing students whose names have been turned in for academic dishonesty.

4. Should the student be dismissed from the college for academic dishonesty, the student retains the right of pursuing an appeal to the decision as described in the college catalog.

Appeals Process (Other than Disciplinary)

Any FSCC student has the right to appeal what is perceived to be an unfair practice without fear of reprisal, abuse or other form of discouragement by the staff, faculty or administration.

Such unfair practice may be registered by the student informally as an oral complaint (a recommended first step), or officially filed in writing. The College encourages the resolution of all complaints through the most informal means and at the lowest possible administrative level. When a complaint is made directly to the Board of Trustees as a whole or to Board members as individuals, it will be referred to the administration for study and possible resolution.

This appeals procedure is designed for academic and classroom issues rather than disciplinary actions (previously addressed in this catalog). This process provides students with protection against unwarranted infringement of their rights. Such appeals may concern alleged violations of college policies, infringement of students’ rights and problems dealing with other students, college staff and faculty or college activities.

The following procedures should be followed in order to ensure an appropriate resolution of a student complaint:

1. The student should attempt to rectify the grievance with the instructor if possible. Mistakes are sometimes made, and instructors encourage students to talk to them first.

2. If the attempt to work with the instructor is unsuccessful, the student should take the grievance to the supervisor of the area in which the alleged violation occurred. After consulting with the appropriate supervisor/division chair and attempt to resolve the grievance through informal discussions. The supervisor will inform the student, in writing, of any decision made and the reason for that decision. Personnel decisions cannot, however, be discussed with students or parents.

3. If the student feels that the complaint has not been satisfactorily resolved, he/she may submit a written appeal to the appropriate Dean and request a conference. The Dean will meet with the student and any other College personnel involved. The Dean will inform the student, in writing, of any decision made and the reason for making that decision.

4. If the student still feels that the complaint has not been satisfactorily resolved, he/she may submit a written grievance to the President for review. The decision of the President is final.

Students concerned with the grievance procedure, after exhausting the college’s appeal procedure, may contact the Kansas Board of Regents, 1000 SW Jackson, Suite 520, Topeka, KS 66612-1368, telephone (785) 296-3421, fax (785) 296-0983 for further clarification.

Discrimination Grievance Procedure

Any applicant, employee, or student who believes he/she has been subjected to discrimination including harassment on the basis of sex, disability, age, race, color, or national origin may file a grievance under this procedure. It is unlawful for FSCC to retaliate against anyone who files a complaint or assists in an investigation of a complaint of discrimination, including harassment. Complaints will be promptly and thoroughly investigated in a confidential manner as outlined below. The aggrieved will be allowed to provide evidence to support the grievance. The aggrieved will be notified in writing of the status of the grievance at the end of each stage of the investigation. If an investigation validates discrimination or harassment based on sex, disability, age, race, color, or national origin including complaints of harassment, FSCC will take appropriate corrective and remedial actions.

PROCEDURE:

• Grievances from applicants, employees, and students must be submitted to FSCC’s Section HR Director (or his/her designee) as soon as possible but no later than sixty (60) calendar days after the date the person filing the grievance becomes aware of the alleged discriminatory action.

• A grievance must be in writing, containing the name and address of the person filing it. The grievance must state the problem or action alleged to be discriminatory and the remedy or relief sought.

• FSCC’s HR Director (or his/her designee) will conduct an investigation of the grievance. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the grievance. The investigation may consist of personal interviews with the complainant, the individuals against whom the complaint is filed, and others who have knowledge of the alleged incident(s) or
circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. FSCC’s HR Director will maintain the files and records relating to such grievances.

- FSCC’s HR Director will issue a written decision to the individual on the grievance no later than thirty (30) calendar days after its filing.
- The person filing the grievance may appeal the decision of FSCC’s HR Director by writing the College President within fifteen (15) calendar days of receiving FSCC’s HR Director decision. The appeal should explain why the HR Director’s finding should be overturned.
- The College President will review the grievance records including all submitted evidence and issue a written decision on the appeal no later than thirty (30) calendar days after its filing.
- Filing a grievance with FSCC’s HR Director (or his/her designee) does not prevent the applicant, employee, or student from filing a complaint with the Office for Civil Rights, US Department of Education.
- FSCC Personnel, including the Dean of Student Services and Dean of Instruction may assist FSCC’s HR Director Coordinator with investigations or other appropriate actions in grievances involving students.
- FSCC’s HR Director (and/or his/her designee) will make appropriate arrangements to ensure that individuals with disabilities are provided reasonable modifications and appropriate auxiliary aids and services where necessary to participate in this grievance process. Such arrangements may include making the grievance procedure available in alternate formats such as Braille, large print, audiotape, providing interpreters for the deaf or hard-of-hearing, or assuring a barrier-free location for proceedings.

Admissions Procedure

Eligibility for Admissions

Fort Scott Community College welcomes applications for admission from individuals who have graduated from an accredited high school or satisfactorily completed a high school diploma equivalency (GED) examination. FSCC offers classes and testing procedures necessary for completion of GED requirements. Home-schooled students must provide an official transcript that includes the principal's signature and date of graduation. Only transcripts from a state-approved home school will be accepted. To be eligible for an athletic scholarship, a student must possess a high school diploma or GED from an accredited institution. Certain courses of study may require additional criteria. All admissions are subject to limitations of space.

Prospective students can visit www.fortscott.edu. Select the “Apply Now” button. The free application will allow prospective students to generate a student ID which is necessary for enrollment. Prior to enrolling, students are required to take the ACT Compass® assessment or provide official scores from another qualifying placement assessment. Students who have ACT scores of 21 on both the English and math sections of the ACT or have taken English 101 and college algebra for college credit and have passed with a grade of “C” or above, are exempt from taking the ACT Compass®. A copy of the ACT and/or a college transcript must be provided by the student. Students interested in enrolling in the cosmetology, manicuring, Certified Medication Aide and Home Health Aide programs will need to take the Nelson/Denny (reading) and WRAT (math) and meet the entrance requirements to be accepted into the programs.

Individuals who do not meet these admission requirements but may benefit from college-level instruction may be admitted for one semester following advisement from the FSCC Advising Office. Subsequent enrollment is permitted only when the requirements above are completed Except as noted herein and below, all incoming students must furnish an official copy of their high school transcript or GED. For the high school graduate, home-schooled student, or GED completer, the official high school transcript or GED certificate should be provided prior to the student’s initial enrollment at FSCC. A high school transcript that does not contain the student’s date of graduation will not be considered official. All individuals must have an official GED certificate or an official high school diploma on file with the Registrar’s office to be eligible to graduate from Fort Scott Community College.

In order to receive an athletic scholarship, varsity athletes must have an official high school transcript with graduation year and a diploma or an official GED certificate from an accredited institution on file with the FSCC Registrar’s office prior to the first day of classes.

High School Students

High school students in good standing who are at least juniors or who are state-approved gifted students may enroll in classes and earn college credit. Such students must secure written permission from their high school principal prior to enrollment.

These students must follow the same student criteria mentioned above. Prospective students will need to go to the FSCC website at www.fortscott.edu. Click on the Admissions tab, click on steps to enroll, and apply now.

High School Articulation Agreements

Fort Scott Community College has articulation agreements with many high schools around the state to grant college
credit for classes taken at the high school. The steps to acquire this credit are as follows:
1. Consult with your high school counselor regarding specific articulated classes offered by FSCC.
2. Take high school classes.
3. Have your high school send an official transcript.
4. Talk with the advising office regarding high school articulation agreements.
5. Pay the business office for the credit you are eligible to receive based on high school credits.
6. Enroll in 9 or more non-concurrent college credits at FSCC.
7. Your articulated classes will be added to your transcript the semester you complete those 9 credits.

Transfer Students
Transfer students are defined as those students seeking admission to Fort Scott Community College who have completed three or more credit hours of college-level work at another college or university. To receive transfer credit, students must have attended an institution accredited by an appropriate college-level accrediting component of a regional accrediting body, such as the North Central Association of Colleges and Schools. Colleges previously attended must be identified on the application for enrollment and official transcript(s) must be sent directly from each college. The student is responsible for arranging for the provision of such transcript(s). Such transcript(s) should be provided prior to initial enrollment at FSCC. Enrollment in subsequent semesters will be denied if official transcript(s) have not been provided.

Special Interest Students
FSCC welcomes applications from students interested in completing courses but not currently seeking an FSCC Degree or specific training Certificate. Special interest students may enroll in up to five credit hours per semester.

Special interest students will not be required to provide official high school or college transcripts. However, if the special interest student subsequently decides to pursue a degree or certificate (other than Commercial Truck Driving) from FSCC, official high school and college transcripts will then be required.

Students having earned 64 or more credit hours but not seeking an Associate Degree or already holding college degrees may enroll in college classes either as special interest students or as certificate-seeking students and are not subject to the five-credit/hour limitation.

Senior citizens age 65 and older can take classes at FSCC without paying fees or tuition. However, these classes will be considered "non-credit" and are subject to available space.

Special Interest Students are not eligible for Financial Aid.

Re-admission of Former Students
Former students who are returning to FSCC must furnish the Registrar with official transcripts of all college work. This must be completed prior to re-enrollment at FSCC.

Evening & Extension Students
Students desiring to enroll in evening and/or off-campus classes must meet the same admission requirements as outlined under the "Eligibility for Admissions" section.

Advanced Standing & Credit by Examination
Students will qualify for and receive, advanced standing and credit at FSCC if they have earned credit at another accredited college or university, or if credit has been obtained by one of the sources listed below.

Prior Learning Credits are credits that you receive from FSCC for knowledge acquired outside of the traditional classroom setting. Students who have proper documentation for previous learning may be eligible to earn college credits.

If you feel you maybe be qualified to earn college credit for previous learning experiences please send the proper documentation to the Registrar's Office at 2108 S. Horton, Fort Scott, Kansas 66701.

- All credit earned will receive a grade of "P" for passing.
- Credit obtained at FSCC from prior learning may not transfer to another college or university.
- You may not enroll in a class for which you are applying for prior learning credit.
- Credit cannot be used to repeat classroom credit in which you have received a grade.
- The decisions of whether or not to award prior learning credit is final and cannot be appealed.
- A fee may be required to have your credits evaluated.
- Once credits are evaluated and placed on the the official transcript they are considered part of the student's official academic record and cannot be removed.

FSCC current offers credit for prior learning through a variety of methods.

Advanced Placement (AP) Exam Program
FSCC accepts a maximum of 24 semester hours of credit earned by successfully completing the AP Examinations provided that the credit does not represent a duplication of credit previously earned. Appropriate credit will be awarded for the successful completion of the subject examinations, provided that the student earned a minimum examination score of 3.

To request a copy of your score report to be sent to FSCC please go to the following website: https://www.collegeboard.org

College Level Examination Program
FSCC accepts a maximum of 24 semester hours of credit earned by successfully completing the CLEP General Examinations provided that the credit does not represent a duplication of credit previously earned. Appropriate credit
will be awarded for the successful completion of the subject examinations, provided that examination scores of 3, 4, or 5 are achieved. A score of 2 will be accepted only if the student achieved a cumulative high school grade point average of 3.0 or higher.

To request a copy of your score report to be sent to FSCC please go to the following website: https://www.collegeboard.org

Advanced Standing for Military Service
FSCC follows the recommendations of the Office of Educational Credits listed by the American Council of Education (ACE). Advanced standing credits will be given to veterans for formal service school courses on the basis of the recommendations of ACE.

Credit earned by correspondence and/or extension is limited to a maximum of 30 hours to be allowed for graduation. No letter grade is awarded when students receive advanced standing for military educational experience. It is counted as transfer credit without a grade, but is counted toward graduation and may be used to fulfill curriculum requirements.

To request a copy of your Joint Service Transcript to be sent to FSCC please go to the following website: https://just.doded.mil

Portfolio Evaluation
FSCC will evaluated work experience portfolios for college credit. Credit for previous work experience will be evaluated on a case-by-case basis by the Dean of Instruction and Registrar, and other members of the faculty or Advising Department as necessary.

The portfolio will need to include a narrative with detailed documentation of experience, training, education, work history and any other documentation requested by the institution. Portfolios should be turned in at least 30 days prior to the start of the semester to allow for adequate evaluation time. Supplying a portfolio to the institution does not guarantee credit will be awarded.

Please submit your portfolio to the Registrar's Office or Dean of Instruction's Office.

International Students & Resident Aliens
Fort Scott Community College is authorized under Federal law to enroll nonimmigrant alien students.

Resident aliens must establish status during enrollment by providing the resident alien (green) card number. Also, resident aliens must meet with an advisor for course placement and academic evaluation, including English proficiency.

International students must apply for admission and supply required documents within these deadlines:
- August 1 for the following Fall semester
- December 1 for the following Spring semester
- May 1 for the following Summer semester

Before admission can be granted, the following documents must be on file:
- An application for admission signed by the prospective student, accompanied by a $50 nonrefundable application fee. Students may obtain applications for other students, but they may not complete, sign or return another student’s application.
- A secondary school transcript, translated into English, from the student’s home country. The prospective student is responsible for the certified transcript evaluation, translation and attendant costs.
- A transcript from all colleges previously attended; if the college is outside the United States, the student is responsible for transcript evaluation, translation and attendant costs.
- A TOEFL (Test of English as a Foreign Language) score of 68 or higher on the Internet-Based TOEFL, 190 or higher on the Computer test, or 520 or higher on the paper test; specific programs may have higher requirements. Questions about TOEFL administration can be addressed to Educational Testing Service, Princeton, N.J. 08450. A student with circumstances that warrant an appeal may send a request for appeal to the International Student Advisor, 2108 S. Horton, Fort Scott, KS 66701, USA. Appeals go to the TOEFL Appeals Committee; the final decision is that of the International Student Advisor. No other requirements are open to appeal.
- Tuberculosis test results.
- Proof of medical insurance.
- Evidence of financial resources in the amount of at least $13,000.

After these documents are in the prospective international student’s file, Immigration & Naturalization Form No. 20 (I20) can be completed, signed and issued. Without an I-20, an international student cannot attend a college in the U.S.

FSCC does not provide scholarships or financial aid to international students.

For F–1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F–1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.
Undocumented Immigrants and Others

Effective July 1, 2004, the Kansas Legislature (HB2145) established eligibility regulations for certain undocumented immigrants and others to qualify for paying resident tuition and fees rates, for any enrolled class beginning after that date, under the following conditions:

1. the student has attended an accredited Kansas high school for three or more years; and

2. has either graduated from an accredited Kansas high school or has earned a GED issued in Kansas; and

3. in the case of a person without lawful immigration status has signed and filed an affidavit with the institution stating that the person or person’s parents have filed an application to legalize such person’s immigration status, or will file such an application as soon as such person is eligible to do so; or

4. in the case of a person with a legal, nonpermanent immigration status; has filed with the postsecondary educational institution an affidavit stating that such person has filed an application to begin the process for U.S. citizenship or will file such application as soon as such person is eligible to do so. *Kansas has no accreditation standards for home schools; therefore, home-schooled students are not eligible for resident rates under this law.

*The law has no effect on the eligibility standards or requirements for any type of financial aid. *Students who are eligible under HB2145 must contact the Admissions Office to complete the necessary requirements.

Kansas Residency

Persons enrolling in a community college who have not been domiciliary residents of the State of Kansas if they are adults, or, if they are minors, whose parents have not been domiciliary residents of the State of Kansas for six months prior to enrollment for any enrollment term or session are not residents of Kansas and will be charged out-of-state tuition. Residence of minors shall be determined as provided in K.S.A. 72-1046 and acts amendatory thereof and of adults as provided in subpart Twenty-three of K.S.A. 66-201 and acts amendatory thereof.

The Kansas Board of Regents may adopt rules and regulations governing the determination of residence of students for student tuition and out-of-state and foreign student tuition purposes. (L. 1972 . ch. 271.Sec.1; April 11.)

Students who have not resided in Kansas for six months prior to the first day of the semester (or the summer session) are determined to be non-resident students and must pay out-of-state tuition rates.

After a student has continuously resided in Kansas for six months, he/she may petition for in-state residency status by securing and completing an Affidavit of Residency form from the Registrar prior to the first day of the semester or the summer session. A student can be a resident of only one state. If a student leaves the state and claims residency in another state, he/she forfeits Kansas residency regardless of the time spent out of the state. The responsibility of enrolling under proper residence classification for tuition purposes is that of the student. If there is any question of residency classification, as regulated by the Kansas Board of Regents, the student must raise the question to the Registrar prior to the first day of classes of any given semester. If a student enrolls incorrectly as a resident of Kansas, and it is determined at a later date that the student was a non-resident for tuition purposes, payment of non-resident tuition will be required for all terms during which the student was incorrectly registered.

Placement Tests

FSCC is committed to providing a positive educational environment for all students. The COMPASS placement test is a self-directed, computerized assessment developed by the American College Testing (ACT) Program to measure students’ levels of basic skills in reading, writing, and math.

Though there are no examinations required for general admission, all degree-seeking students and students enrolling in English composition or mathematics courses must provide placement scores from a testing instrument approved by the college. ACT, SAT, ASSET, and COMPASS tests completed within three years prior to enrolling are all acceptable placement tests. Degree-seeking students without placement scores must take the COMPASS.

Specific programs may have additional admission requirements.

See the program requirements for more specific information.

All students intending to complete a certificate or degree program in an occupational or technical program will need to check the program requirements and with the program director to ensure placement test requirements.

All students seeking an Associate of Science or Associate of Arts degree, must have an score of 21 or better on the English and math portion of the ACT, must take the COMPASS test prior to enrolling in English or math classes or have an official ACT score for placement. To ensure that all students have the greatest possible chance of success in college, Fort Scott Community College requires that all students whose COMPASS/ACT test scores indicate such a need first complete Developmental Education courses before enrolling in regular college courses in English, math, and reading.

Testing services are available at the FSCC main campus in Fort Scott, KS, the PEC Center in Pittsburg, KS, or the Miami County Campus in Paola, KS; Nursing students may also take the COMPASS exam at the Burke Street Campus. There is no appointment needed to take the COMPASS test. Testing is available during regular business hours. For large groups wanting to test, please contact the MILL for scheduling.

Students may take the COMPASS test twice free. After the second time, students who wish to improve their scores by retaking all or a part of the COMPASS test will be charged $5.00.

The COMPASS test is not timed, but examinees should allow approximately two hours for completing the test. Calculators are provided for the mathematics portion of the test.
Students are enrolled in classes according to their scores:

<table>
<thead>
<tr>
<th>Skill Area/Score Range</th>
<th>Course Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Math</strong></td>
<td></td>
</tr>
<tr>
<td>Pre-Algebra test</td>
<td>Math Skills *</td>
</tr>
<tr>
<td>0-21</td>
<td></td>
</tr>
<tr>
<td>22-50</td>
<td>Elementary Algebra*</td>
</tr>
<tr>
<td>51-100</td>
<td>Intermediate Algebra w/review*</td>
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<tr>
<td>Algebra test</td>
<td>0-19</td>
</tr>
<tr>
<td>20-30</td>
<td>Intermediate Algebra w/review*</td>
</tr>
<tr>
<td>31-49</td>
<td>Intermediate Algebra *</td>
</tr>
<tr>
<td>50-100</td>
<td>College Algebra</td>
</tr>
<tr>
<td>* indicates Development Education courses</td>
<td></td>
</tr>
<tr>
<td>ACT score</td>
<td>14 or below Math Skills*</td>
</tr>
<tr>
<td>ACT score</td>
<td>15-16</td>
</tr>
<tr>
<td>ACT score</td>
<td>17-18</td>
</tr>
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</table>

**Reading & Writing COMPASS Scores ***

<table>
<thead>
<tr>
<th>Cut-off Scores</th>
<th>Average</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Writing Strategies I*</td>
<td>0-50</td>
<td>0-37</td>
</tr>
<tr>
<td>51-70</td>
<td>38-60</td>
<td>45-65</td>
</tr>
<tr>
<td>71-80</td>
<td>61-69</td>
<td>66-75</td>
</tr>
<tr>
<td>English 101 with Review</td>
<td>81-&gt;</td>
<td>70-&gt;</td>
</tr>
<tr>
<td>Reg. English 101</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ACT Placement for Reading and Writing**

<table>
<thead>
<tr>
<th>ACT score</th>
<th>Reading and Writing Strategies I*</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-14</td>
<td></td>
</tr>
<tr>
<td>15-17</td>
<td>Reading and Writing Strategies II*</td>
</tr>
<tr>
<td>18-20</td>
<td>English 101 with Review</td>
</tr>
<tr>
<td>21 or above</td>
<td>English 101</td>
</tr>
</tbody>
</table>

* indicates Developmental Education courses

**Students testing into two different levels of COMPASS Reading and Writing will consult with MILL staff for proper placement. If a Reading & Writing Strategies I or II student passes the course diagnostic with 80% or above, then that student will be asked to write an essay, which will be reviewed by the classroom instructor and at least one English 101/English 102 instructor. If the instructors approve the students' writing sample, then that student may advance to the next course level.

If a student tests into Reading and Writing Strategies I or II; and Math Skills, Intermediate Algebra or Elementary Algebra; they will be required to take EDU 1163, Study Skills.

FSCC also accepts ACT, SAT, Asset, and Accuplacer scores. Please see the Advising Office for further details. For additional questions, please contact the MILL 620-2232700 ext. 4300.

**College Orientation**

The College Orientation course is designed to help familiarize students with FSCC and what it takes to be successful in college. This course is required for all first time, full time students entering FSCC with fewer than 12 college hours after high school graduation. Some technical and specific programs have their own orientation course that students will take in place of College Orientation.

**Capstone Course**

Students seeking an Associate of Arts, an Associate of Science or an Associate of General Studies will be required to take a one-hour Capstone Course, which will include a major research project. The Capstone is designed to take students into the workplace or a four-year institution, focusing on independent learning skills required for both.

**Graduation Exam**

Prior graduating from FSCC, all A.A., A.S., and A.G.S. students must take the CAAP exam. All AAS students must take the WorkKeys exam. The student will be asked to register for the appropriate exam when he/she applies for graduation.

CAAP is a national, standardized assessment program based on professional research and development by ACT—an independent, not-for-profit organization that has provided top-quality assessments and related services for more than half a century.

The WorkReady Certificate is based on the nationally recognized certificate from ACT WorkKeys verifying to employers a student’s skills before he or she even walks into the interview room. The Certificate measures skills in three areas—reading, locating information and mathematics—and certifies the student as a Platinum, Gold, Silver, or Bronze candidate. Once a student earns a Certificate, he or she can show it to employers as proof of his or her skills in these areas.

Students enrolled in the Capstone course will not be required to pay the exit exam fee. Otherwise the exit exam fee will be $25.

**Enrollment Policies**

**Enrollment**

Fort Scott has an open enrollment policy which allows students to be accepted and begin the enrollment process at anytime throughout the year. The steps to enroll are as follows:

1. Apply to FSCC
2. Have your Transcripts sent to FSCC
   a. High School Transcripts - Fax to Registrar at 620-223-4927
   b. College Transcripts – Official Copy Mailed to FSCC Registrar
   c. GED with scores sent to Registrar
3. Fill out FAFSA (fafsa.gov)
   a. For questions or more info call FSCC Financial Aid at 1-800-874-3722
   b. School code is 001916
   c. If you have question or would like more
information about funds for college go to:  
http://www.college.gov/

4. Compass Test / ACT
   a. The Compass Test can be taken at most local High Schools, FSCC, and the PEC by appointment.
   b. Students may also provide ACT scores.

5. Meet with a FSCC Advisor
   a. Choose classes
   b. Enroll
   c. Copy of Schedule
   d. Books, if paying with loans or pell at the FSCC Bookstore

(Note: If you are a student athlete please complete these steps prior to talking with the Head Coach)

Students must meet with an Advisor their first semester to schedule classes and begin a degree plan. Students are encouraged to meet with their advisor each subsequent semester to answer questions about specific course requirements, transfer credits, proper course sequence and general college matters.

The Business Office may place a hold on student accounts with unpaid charges. This hold may prevent enrollment, schedule changes, transcript receipt and/or graduation.

Special Needs
FSCC provides support for qualified students with disabilities. Students seeking assistance with academic programs because of disabilities (physical, emotional, mental, or multidisabilities) should contact the Disabilities Coordinator through the Advising Office. Academic, career counseling assessment and planning services are available to those who qualify with special needs. Transition services are also available to these students. Students requesting services should submit a written request and official documentation prior to the start of each semester. Allow a minimum of three weeks for services to be provided.

<table>
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<th>Fees</th>
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Online Fee (Additional Fee) $30 per credit hour

Note: Tuition and fee charges are subject to change without notice.

Traditionally, the FSCC Board of Trustees sets tuition & fee rates every spring for the following academic year. Contact the cashier for current information. Residents of Missouri, Oklahoma, Arkansas, Colorado & Nebraska are eligible for the “contiguous state” tuition rate.

Additional Special Program Fees
In addition to the fees described above, some programs of study and courses charge extra fees to cover the costs of materials and supplies provided by the college. Some programs and courses may require students to purchase additional materials and supplies on their own or pay for certification testing. Please check with the program coordinator if you have any questions.

Agriculture: Material Fee - $25 per course.

Allied Health: Lab Fee - $30 per semester Insurance Fee - $20 per year Testing Fee - $25 per year KDAD ALH Ap. Fee - $22 per semester

Online Testing Fee - $18 per course

Construction Trades: Material Fee - $35 per credit hour.

Cosmetology: Supply Kit - $1,100 Book Charge - $500 Uniforms / Smock - $125
Rollabout - $125 (Fort Scott Campus)
Lab Fee - $250 per semester

EMT:
Beginning Lab Fee - $235 per semester
Background Check - $50 per semester
Practical Skills Exam - $125 per semester
Insurance - $15 per year
State Certification A - $50 per semester

First Responder:
Course Fee - $50 per semester

Harley:
Program Fee - $250 per semester
Lab Fee - $200
Manual Fee - $120
Shop Practice Manual - $120
Multimeter - $160

HVAC: Program Fee - $590 for 1st & 2nd semesters
Work Ready Certificate - $250
EPA 608 Testing Fee - $40

Masonry: Material Fee - $15 per credit hour.

Nursing: Fee - $310 per semester
Lab Fee - $240 per semester

Manicuring: Fee: $400

John Deere: Program Fee - $275 per semester

Qualified Admissions Program (PSU) – Fees based upon Pittsburg State University’s current fee schedule.

Trucking:
Fee - $1,275
Fuel Charge - $200
Drug Screen - $50
Material Fee - $35 per credit hour.

Welding:

Special Course Fees:
Art Fee - $25 per course
Lifetime Fitness Fee - $5 per course
Science Fee - $25 per course
Capstone Fee - $25 per course

Student IDs/Hound Card
All students taking classes will be charged $5 per semester for the cost of an ID card. Issuing stations are located at the Fort Scott main campus, Pittsburg Education Center, and Miami County Campus. Exceptions are made for high school concurrent students and students taking only online courses. Concurrent and online students may purchase a student ID.

Refunds
A student who officially drops a class may receive a full refund if he or she does so prior to the designated drop date for the course.

Refunds are calculated based on the date the student officially drops in the Registrar’s Office or upon receipt of correspondence from the student indicating he or she has dropped. Refunds should be requested from the business office at the time of official drop.

If a student withdraws from a class, no refund is issued.

Electronic Funds Transfer
Electronically deposit financial aid and other student refunds directly into your checking and savings account. Electronic Funds Transfer (EFT) refunds allow students to receive disbursements electronically, eliminating the delay and costs involved with mailing paper checks.

Financial Aid
The Financial Aid office is located in the Southeast corner of Bailey Hall.

Fort Scott Community College provides its students with a quality education at an affordable cost. Even so, many students require some financial help to achieve their educational and career goals.

Under regulations of the U.S. Department of Education, the financial aid officer administers federal grant and loan programs and the college work-study program. Scholarships are administered by the Student Services Office or the Development Office.

Students may apply for federal financial aid if they are seeking a degree or certificate at FSCC, if they have a high school diploma or equivalent, and if they are not taking courses at FSCC while still in high school.

Steps to Apply for Financial Aid:
1. Apply for a personal identification number (PIN) at www.pin.gov for yourself and your parent, if applicable.
2. Complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. Be sure to include our FSCC federal school code: 001916. This will ensure that the FSCC Financial Aid office will receive your application electronically.

3. Make sure your high school has sent an official transcript that includes your graduation date to the FSCC Registrar's Office.

4. Submit all previous college or vocational school official transcripts to the FSCC Registrar’s office.

5. Check your GIZMO in the Student Portal at www.fortscott.edu missing or required documents and return any document requests to the financial aid office in a timely manner.

6. Continue checking GIZMO to accept or decline financial aid awards.

Applying for Financial Aid

Based on the evaluation of your FAFSA application, FSCC determines the amount of aid that each student may receive. This application is the basis of all Title IV federal financial aid. It must be completed before eligibility can be determined for any type of non-scholarship assistance—either grants, loans or work-study jobs. The ability of FSCC to meet the needs of students who qualify for financial aid depends on the availability of federal, state and local funds. The Financial Aid Office considers each student’s financial need assessment individually, and each is awarded according to federal guidelines.

Records needed for FASFA

Some of the records a student will need to complete the federal aid form are: the previous year’s federal income tax returns; validated records of money earned; records of non-taxable income, such as student financial aid, child support, or veterans’ benefits; current bank statements; business and farm records; value of stocks and bonds records; and other investment records. Students may be selected by the federal government to verify the information reported on the FAFSA. If you are selected, you will be notified in your GIZMO account to submit documentation to the Financial Aid Office. Please make sure that all the paperwork required for your application is correct and readable. This includes all signatures and dates. Failure to submit the required information will stop the processing of your application or delay the timely receipt of assistance. If you are unsure of the documentation you need, please ask the Financial Aid Office for clarification.

Students must also furnish the Registrar's Office with all previous colleges' and or vocational technical schools’ academic transcripts. Transcripts must be provided regardless of whether they received aid or completed hours.

Anyone who obtains federal student aid by giving incorrect information must pay it back. Giving false or misleading information on an application form is a crime subject to a $20,000 fine and/or prison sentence.

Student Aid Report

After the student submits the FAFSA, the schools listed by the student will receive an Institutional Student Information Record (ISIR). Students must be sure to list their potential postsecondary schools on their aid application so their financial aid can be processed. The ISIR will show the institution the calculated Estimated Family Contribution (EFC). The EFC is computed from the information on the application and determines the amount of aid the student is eligible to receive. Generally, the lower the number the more aid the student is eligible to receive. Students will be notified of their financial aid awards via their GIZMO account. This will be our primary mode of communication with students, along with the FSCC student email that students are assigned.

Deadline Dates

Students should file their applications in time for their financial aid files to be completed by July 1 for the Fall semester and by December 1 for the Spring semester in order for payment to be deferred. After those dates the Financial Aid Office can not guarantee an award by the time the student starts classes and arrangements for payment would be required with the Business Office.

When selected for verification, a student must submit all required documents including an award letter issued and signed by the student before the last day of the semester in order to be considered for aid that semester. Failure to meet this deadline will result in no aid awarded for that semester.

Disbursements

Disbursements of financial aid will occur no later than 3 weeks after the 20th day of class each semester. Any aid awarded that exceeds the amount owed on tuition, fees, or books will be deposited to the student's FSCC Hound I.D. card or to a bank account designated by the student at www.fortscott.edu in the Student Portal (GIZMO).

Students who receive federal grants or loans should be aware that FSCC will deduct any money owed to the college before disbursing excess funds to the student. Also, students whose total bill from FSCC in any semester exceeds the total of all grants, scholarships and loans must pay the difference in accordance with the Payment of Obligations section of this Catalog.
Eligibility Guidelines

To qualify for federal aid, a student must have either a high school diploma or recognized equivalent (GED). An official high school transcript or GED must be received in the Registrar’s Office before any aid will be awarded. A student must also be seeking an Associate degree or be enrolled in an eligible one year certificate program. Students must maintain “satisfactory academic progress,” defined later in this section.

Generally, students who have previously received associate degrees may not receive federal aid for any more classes at FSCC. However, if a student has a change of major or is seeking a different degree or certificate, A Degree Appeal form, with documentation, can be submitted to the Financial Aid Office. The Appeal will then be forwarded to the Appeals Committee. Forms can be found at www.fortscott.edu > Future Students > Financial Aid > Financial Aid Forms.

Students may be eligible to receive financial aid up to 96 attempted credit hours at the Community College level. Hours taken to repeat a course and/or hours from which a student withdraws do not count as hour(s) completed but will be counted as hours attempted toward their 96 credit hours of eligibility.

A transfer student eligible to receive financial aid at Fort Scott Community College must comply with the same standards for satisfactory academic progress and timeframe limits as all other students. Official academic transcripts from all prior colleges and vocational schools must be sent to the FSCC Registrar’s office. These transcripts will be evaluated by the Financial Aid office before any financial aid is awarded. If a student owes a previous school money, the student will not be eligible to receive aid at FSCC until that school has been paid in full and an official academic transcript has been received in the Registrar’s office.

A student must not be in default on a previous educational loan or owe a repayment on a federal grant. The student must inform the financial aid officer if he or she is in default or owes such a repayment. Students who have previously defaulted on a student loan for attendance at FSCC may not be eligible for further student loans at FSCC. Students must inform the Financial Aid Office if they are concurrently attending any other educational institution while receiving financial aid at FSCC.

It is illegal to receive financial aid at two different institutions at the same time.

Award Notification

Eligible students will receive an award letter via the FSCC assigned email account. The award letter will list the types of aid available to the student based on full time enrollment. If the student is enrolled in less than full time but at least six credit hours, the amount of the award will be pro-rated. The award letter must be downloaded, printed, signed, dated and returned to the Financial Aid office. After the award letter has been received by the Financial Aid office, the student may charge books against the award if the amount of aid offered exceeds actual charges for tuition, fees, or dorm. Students must contact the Business Office to obtain a Book Voucher for the amount available to charge in the book store.

Cost of Attendance

The cost of attendance for a student is an estimate of that student's educational expenses for the academic year.

Allowable costs include:

- Tuition and fees
- Books and supplies
- Transportation
- Room and board
- Personal/Misc.

Cost components are determined by these factors:

- Dependency status
- Living at home or away from home
- State residency
- Program of study

For an estimate of cost of attendance please see the Net Price Calculator at www.fortscott.edu under Future Students, Financial Aid, Cost of Attendance.

Return of Federal Financial Assistance

(Title IV Funds)

Effective October 2000, the U.S. Department of Education specifies how Fort Scott Community College must determine the amount of Student Financial Aid program assistance that is earned if a student withdraws from all classes. Either a full withdrawal from all classes or all “F’s” before completion of 60% of the semester may result in the student being in a re-payment situation with both FSCC and the Department of Education. Details of this regulation under Section 668.22 in the Federal Register are available in the Financial Aid Office.

Students contemplating withdrawal should consult with the Financial Aid Office to see how the withdrawal would affect their Federal Aid and if they will be responsible for a repayment. Students who decide to withdraw must complete the necessary forms in the Student Services Office.

Reinstatement of Aid

In the event that financial aid eligibility has been suspended because of unsatisfactory academic progress, the student will not receive any financial aid funding until Satisfactory Academic Progress Policy standards are met.
or eligibility has been reinstated by the Financial Aid Appeals Committee.

All appeals must be submitted in writing. Appeal forms are available on the FSCC website under Financial Aid Forms. Appeal dates are set by the Financial Aid Office and will be heard by the Financial Aid Appeals Committee. Students will be notified of the decision in writing by the Financial Aid Department via their FSCC student email account.

Federal Grants
Federal grants are awarded to students who demonstrate financial need according to federal formulas. Grants do not have to be repaid. The grants available to students at FSCC are the Pell Grant and the Supplemental Education Opportunity Grant (SEOG) for students with exceptional need.

Student Loans
Federal Stafford loans are available to students in good standing whose grant eligibility or private resources are not sufficient to pay for their education.

Students who wish to be considered for federal student loans must apply in time for the loan to be processed and the funds to be disbursed before the last day of the semester. A FAFSA form must be filed and on-line loan applications (MPN) and Entrance Counseling must be completed at www.studentloans.gov. A link from the FSCC website is available at www.fortscott.edu.

Loan Types available at FSCC
The two types of loans available to FSCC students are the Direct Subsidized Stafford Loan and the Direct Unsubsidized Stafford Loan. Loans can only be disbursed to students who are enrolled in at least six credit hours and are making Satisfactory Academic Progress at the time of disbursement. Students must begin repaying their loans six months after they complete their program, drop below six credit hours, or leave school. Interest rates are determined at the time of origination. In addition, creditworthy parents of students may be eligible for Parent PLUS loans administered as part of the federal student aid program. Parents can complete PLUS applications at www.studentloans.gov. Federal regulations require that each loan approved will be disbursed in two payments. If a loan is awarded for both the Fall and Spring semesters, half of the total amount will be disbursed in the Fall and half in the Spring. If a loan is awarded for just one semester (Fall only or Spring only), loan funds will be released in two disbursements. The second disbursement occurring halfway through the semester or loan term.

All students who receive loans must complete an entrance counseling session as well as a MPN to receive their loan proceeds. An exit counseling session must be completed before the end of the loan period. Links to these requirements can be found at the financial aid area of the website or at www.studentloans.gov.

College Work-Study
The federally funded work-study program provides campus employment for students in good standing with financial need. A similar program, administered by the college with institutional funds, is available for some students who do not meet the criteria for the need-based program.

Students interested in work study should inquire at the Financial Aid office to see if they meet the federal eligibility requirements. All students applying for work-study employment, regardless of their family financial situation, must have a completed financial aid file. Eligible students will be directed to any known supervisors that need work-study positions filled. Department supervisors will interview applicants and make the final decision to hire.

Before a student may start working, an employment packet must be completed by both the student and his/her supervisor and returned to the financial aid office. An assignment sheet will be given to the supervisor after the award letter is signed by the student.

Late Start Classes
Classes that have starting dates after the first week of the semester will only be eligible for aid if the student enrolls in the class before the 20th day of the semester. No disbursements will be made for these classes until the instructor has submitted the final certification roster to the Registrar’s office and the eligible date of the course has passed. Intersession classes may be considered for aid if the student is enrolled by the 20th day of the previous semester and was not enrolled in at least 12 credit hours for that previous term. Final certification rosters must be submitted before disbursements will be made.

Scholarships
Students may apply for scholarships in addition to financial aid. Scholarships are awarded on the basis of academic ability, participation in activities, financial need and athletic skill. Scholarship applications are available online at www.fortscott.academicworks.com and are due by May 1. Greyhound Athletics is part of the KJCCC Conference and the conference rules and regulations state that student athletes may be awarded a tuition and loan of books scholarship. Student Athletes are responsible for
paying room and board along with all fees associated with their individual classes.

Scholarships at Fort Scott Community College generally fall into two categories: institutional and those awarded through private groups such as the FSCC Endowment Association. The U.S. Department of Education also requires that all off-campus scholarships or other resources must be reported to the Financial Aid Office before the student is awarded any federal student assistance. All scholarships will be considered resources against the student's cost of attendance at FSCC.

Veterans’ Benefits

FSCC has been approved to offer training for eligible veterans. All veterans must follow the steps required on the FSCC website. This includes submission of the Request for Enrollment Certification Form for each period of enrollment at FSCC. A student’s eligibility is determined by making application with the VA at www.gibill.va.gov. After applying for benefits and enrolling in classes, the financial aid officer, who is the FSCC veterans' certifying official, will send in the Enrollment Certification Form 22-1999 no earlier than one month before the semester begins. Please note: all official academic transcripts from previous colleges or vocational training must be received in the Registrar’s office before your enrollment will be certified with the V.A. All other forms must be handled by the student directly with the Veterans Administration in St. Louis, Mo. Approximately six weeks is required before benefits will be awarded.

The student receiving VA benefits is responsible for informing the VA Certifying Official each semester that they wish to use their benefits by submitting a Request for Enrollment Certification form to the Financial Aid office. In addition, all tuition and fees must be paid or arrangements made for their payment at the time of enrollment. All students receiving Veterans benefits must adhere to FSCC’s policy on “Satisfactory Academic Progress” explained earlier in this section.

Any changes in enrollment, either adding, dropping, or withdrawing from classes must be reported to the V.A. Certifying Official in order to avoid an overpayment. The VA Certifying Official acts as an agent to verify enrollment and does not determine eligibility for benefits. Any students who believe they are eligible for veterans benefits must deal directly with the Veterans Administration. To speak with a VA representative, call 1-800-827-1000.

In addition to aid programs administered by the college, some students may also qualify for assistance from state or federal agencies. Students who believe they may qualify for such assistance must make application directly to these agencies, which administer their own programs.

Bureau of Indian Affairs: Vocational Rehabilitation:
Bureau of Indian Affairs Vocational Rehabilitation
Higher Educational Office, Department of Social
Federal Building and Rehabilitation Services
Muskogee, OK 74401 Pittsburg, KS 66762

Social Security benefits: KANSAS WORKS-Vocational Training
The Social Security Vocational Training
Administration, Workforce Development
4102 S. Arizona Ave. 105 W. Euclid
Joplin, MO 64804 Pittsburg, KS 66762
1-866-964-7421 (620) 231-4250

Because state programs vary, students should contact the state higher education agency that administers the program in their state. It can be found at http://search.ed.gov with the key “state higher education agencies.”

Other Assistance
FINANCIAL AID Satisfactory Academic Progress Policy

SATISFACTORY ACADEMIC PROGRESS POLICY

Federal regulations require that students must be making “Satisfactory Academic Progress” (SAP) to remain eligible for all federal student financial aid programs. These programs include the Supplemental Educational Opportunity Grant, the College Work-Study Program, the Pell Grant, Federal student loans, and all Veterans’ Administration benefit programs. In accordance with Federal guidelines, the college has established a framework for evaluating a student’s efforts to achieve an educational goal (such as a certificate or degree) within a given period of time.

- Students must be attending all classes and be in good standing at the time grants and loans are disbursed.
- A student must have a minimum grade point average (GPA) of 1.75 for the first semester at any post-secondary institution and a cumulative GPA of 2.0 for all other semesters.
- Students must complete enough hours each semester to maintain the level or status for which they are paid. For example, if a student is paid on full-time he/she must complete 12 or more hours. Three-quarter time, 9-11 hours; half-time, 6-8 hours; and less than half time, 1-5 hours.
- Students must complete 70% of their overall attempted coursework. For example, if a student attempted 12 credit hours and completed 9 hours, their completion rate would be 75%.
- Intersession courses will be included in the prior semester’s SAP evaluation. An incomplete grade will be considered the same as a withdrawal. Students will be allowed 96 credit hours to complete their coursework and receive aid.

If in the first semester a student does not maintain Satisfactory Academic Progress, that student will be placed on Warning status for the next enrolled semester and may still receive aid.

Financial aid Warning status applies to the next enrolled semester following the semester the student was determined as not making Satisfactory Academic Progress. Students may continue to receive financial aid while on Warning status. To remove Warning status, the student must reinstate his/her academic good-standing per the minimum criteria of our Satisfactory Academic Progress Policy as stated below:

- Maintain a minimum of 2.0 (C) cumulative GPA
- Students must complete enough hours each semester to maintain the level or status for which they are paid.
- If on warning for PACE, student must complete all attempted hours; no withdraws, incompletes or grades of “F”.

Please always contact the Financial Aid Office before withdrawing from any classes!

If a student does not complete the above criteria after being placed on Warning status, that student will then be placed on Suspension and will not receive any financial aid funding until Satisfactory Academic Progress Policy standards are met. Students denied aid due to Suspension status must take courses at FSCC at their own expense until minimum academic standards are achieved.

Students may appeal their Satisfactory Academic Progress status of Suspension by submitting a written appeal form to the Financial Aid Office. SAP Appeal Forms are available on the FSCC website and must be submitted with appropriate documentation. Appeals are reviewed by the SAP Committee and their decision or recommendation is final. Students will be notified via their FSCC student email by the Financial Aid Office of the SAP Committee’s decision.

If the appeal is denied, the student will remain on Suspension and must pay for their education costs at their own expense. If the student is denied aid based on his/her academic progress, then that denial takes precedence over any previous award notification the student may have received. A student whose financial aid eligibility has been
revoked because of unsatisfactory academic progress must complete, without financial aid, two full-time semesters and maintain a cumulative GPA of 2.0.

If the appeal is approved, the student’s financial aid eligibility will be reinstated with a Probation status and the student must adhere to an Academic Plan. The committee does have the authority to set specific Academic Plans for students. Failure to maintain SAP while on Probation will result in denial of aid without the opportunity to appeal.

**Academic Regulations**

**Academic Policies**

Although FSCC attempts to keep student regulations to a minimum, the college expects students to be responsible persons whose behavior reflects well on both the community and the college. Each student is expected to follow all college rules, pay fees, attend classes regularly, and maintain satisfactory academic progress. The college may suspend, expel or deny admission or re-admission to anyone whose conduct is considered detrimental to the college and its educational objectives.

**Educational Equity**

FSCC is committed to a policy of educational equity. Accordingly, FSCC admits students; grants financial aid and scholarships; and conducts all educational programs, activities and employment practices without regard to race, color, sex, national origin, age or disabilities.

**Definition of a Student**

Any person actively pursuing a course of study at FSCC is considered to hold student status. For the purposes of these and other regulations, a student is further defined as one who is currently enrolled at FSCC or has completed the immediately preceding term and is eligible to enroll for the next term.

**Student Classification**

Students are classified according to the following criteria:

- **Part-time Students:** Those enrolled in 1-5 semester hours (fewer than 6 semester hours for Summer)
- **Half-time Students:** Those enrolled in 6-8 semester hours.
- **Three quarter-time Students:** Those enrolled in 9-11 semester hours.
- **Full-time Students:** Those enrolled in 12 or more semester hours (6 or more semester hours for Summer).
- **Freshmen:** Those students with fewer than 30 semester hours completed.
- **Sophomores:** Those students with at least 30 semester hours completed, but not more than 59 hours.
- **Other Students:** Those students who have completed more than 59 credit hours.

**Students’ Right to Privacy**

Fort Scott Community College complies with all federal regulations set forth in Public Laws 98-380, 93-568 & 106-102. Without express written consent, FSCC may not release information regarding grades, educational achievement, financial information or anything other than Directory Information (as noted in the section below) to anyone other than the student. Students who wish immediate family members to be able to access such information must fill out and sign a form indicating their wishes; forms can be obtained in Student Services, the Business Office, and Financial Aid.

**Financial Aid and Students’ Right to Privacy**

The Financial Aid Office complies with the federal regulations set forth in Public Laws 98-380, 93-568 & 106-102. FSCC will disclose no information in a student’s financial aid file without the student’s written consent.

**Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day FSCC receives a request for access. Student should submit to the Registrar, Dean, or other appropriate official of the college, a written request that identifies the record(s) to be inspected. The FSCC official will make arrangements for access and notify the student of the time and place where the records maybe inspected. If the record is not maintained by the FSCC official to whom the request is directed, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s
education records that the student believes are inaccurate or misleading. The student may ask FSCC to amend a record that is believed to be inaccurate or misleading. The student should write the official responsible for the record, clearly identify the part of the record he/she wants changed, and specify why it is inaccurate or misleading. If FSCC decides not to amend the record as requested, the student will be so notified and advised of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified to the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by FSCC to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office U.S. Department of Education**
600 Independence Avenue, SW
Washington, DC 20202-4605

**Privacy Rights of Students (Directory Information)**

FSCC from time to time publishes bulletins, lists, brochures, booklets, directories, press releases, sports information, honor rolls, etc., containing information that specifically identifies students and information about them. FSCC is authorized to publish, and will publish, such Directory Information, collectively or individually, unless a student within a reasonable period of time after the start of the semester notifies the Registrar in writing that all of the categories listed below should not be released without prior written consent.

The following information is considered Directory Information: Student Name, Hometown, Year of Birth, Full or part-time Status, Classification, Dates of attendance, Major field of study, Awards received, Photograph, Degree/Certificate Granted and date granted, Sports weight/height of athletic team members, and/or participation in officially recognized activities/sports.

**Social Security Number**

When applying for admission, a student is asked to provide the college with a social security number. While students may choose not to provide this information, no student may receive financial aid from any federally funded program or state payroll unless the social security number is on file. The college may be required to provide your social security number to the Kansas Division of Accounts and Reports for use in detection of fraudulent or illegal claims against state monies in accord with the general authority of K.S.A. 75-3728b.

**Campus Photo Policy**

Throughout each semester, FSCC staff may take photos of participants. Be aware that these photos are for future promotion such as press releases, the website, the college Facebook page, etc. If you do not want your photo used, please send a note to the Director of Public Relations or tell staff at the time the photo is taken.

**Updating Student Information**

It is critical that contact information for students remain current; the College uses that information to notify students about financial and academic issues. Contact information should include a valid email address. Students needing to change their recorded information including name, address, or social security number must complete an “Address/Name Change Form” at the Registrar’s Office. Changing a name requires a copy of a marriage certificate or court order. Changing an erroneously reported social security number requires a copy of the official social security card.
Academic Dishonesty Policy
FSCC assumes that all students are enrolled to learn, and expects each individual to function as an ethical student. Integrity in the classroom is expected. Therefore, any cheating is at variance with the purposes of both the student and the institution. Any student dishonesty detected in a course may result in the student receiving no credit for the examination, written work or quiz, and may result in an F grade, suspension and/or dismissal from the course. A violation of academic integrity includes but is not limited to the following:

1. Cheating on examinations, written quizzes, and other written work.
2. Plagiarism, which is defined as the use of another’s written work, visual images, photographs, or other intellectual property without recognition/citation; the use of another student’s work; the purchase and/or use of a paper that has already been prepared; or the borrowing of an idea or phrase or the paraphrasing and/or summarizing of an idea without proper documentation.
3. Giving assistance to or receiving assistance from another person during an examination.
4. Falsification of an academic record.
5. Obtaining or attempting to obtain copies of an uncirculated examination or examination questions.
6. Using any electronic device to receive or transmit answers on an examination.

This policy pertains to all FSCC classes and does not affect any action taken by the instructor of the class. The instructor retains the right to take the action he or she deems appropriate to the specific case, including but not confined to the following: • Discussing the violation with the student • Failing the student for the specific assignment in question • Failing the student for the class. If the instructor decides to fail the student for the course, the student will receive an F grade on his or her transcript. The instructor also has the following options regardless of the actions already taken:

1. The instructor can notify the appropriate Division Chair or Associate Dean that academic dishonesty has occurred. The notification will include the following information:
   a. Name and ID number of the student or students involved;
   b. Proof that academic dishonesty has occurred;
   c. A description of any action already taken by the instructor.
2. Once the Division Chair or Associate Dean has received this information, he/she will notify the student’s advisor and any sponsors or coaches with whom the student is associated of the breech in academic integrity. The Division Chair or Associate Dean will also notify the student by mail that a second occurrence will result in a recommendation of dismissal from the college to the Dean of Instruction.
3. The Division Chair or Associate Dean will maintain a file listing students whose names have been turned in for academic dishonesty. Should the student be dismissed from the college for academic dishonesty, the student retains the right of pursuing an appeal to the decision as described in the college catalog.

Academic Load
A normal academic load for the typical college student is 15 to 16 hours per semester and 6 hours during the summer session. Some programs require students to carry more hours. Students enrolled in programs that do not require such heavy loads must obtain the approval of the Dean of Instruction to register for 20 or more credit hours.

The advisor is the one person working closely enough with the student to make a judgment regarding the advisability of that student carrying more than 19 hours. The advisor will take into consideration the student’s past academic record and realistic expectations, as well as extracurricular demands such as student activities and employment situations. The Dean of Instruction must sign if a student wishes to enroll in more than 19 hours.

Enrollment Status – Student’s Responsibility It is the students’ responsibility to periodically check their class schedule in their GIZMO account. Students are responsible for adding, dropping, or withdrawing from a class. If students have questions about their class schedules, they should contact the Advising Office.

• Drop for Not Attending the First Day of Class - Students who do not attend class on the first day may be withdrawn from the class and have to re-enroll. For a student to re-enroll in a class, he or she would follow the procedure detailed below in the section “Class Schedule Changes: Adding a Class.” If the class is full, the student will be put on a wait list if he/ she is dropped from the course for not attending the first day of class.

• Withdrawal for Nonpayment - Students who have not made formal financial arrangements with the College by the 20th day of class may be withdrawn from the class. It
is the student’s responsibility to find out how much is owed and to pay tuition and fees; this information is available through the student's GIZMO account. The College attempts to contact the student using the FSCC-assigned email, so the student is responsible for regularly checking his/her FSCC-assigned email. Financial arrangements may include full payment, financial aid, or with payments set up with the Business Office.

• Dropping/Withdrawing from a Class - Students wanting to drop or withdraw from a class should see the Student Services Office for the appropriate form to fill out; the form must be signed by the student and returned to the Registrar’s Office.

Students are also responsible for knowing which courses they need and ensuring that they are enrolled in the appropriate courses. Anyone not enrolled in a class by the final day to add a class (usually 10 days after courses begin) may not earn a grade for the class, even if he/she does all work required.

• Dropping a Class during the Refund Period - Students with proper authorization may drop classes using the on-line CAMPUS CONNECT service during the refund period. All other students must submit the request to the Registrar’s Office on the appropriate form available from the Advising Office. The student must obtain the written approval of his or her advisor before the requested “drop” will be processed.

Courses dropped during the following specific time periods will result in no record on the student’s official transcript: the first four weeks of the Fall and Spring Semesters, the first four days of the summer sessions, and the first two days of intersession classes.

Students are strongly encouraged to discuss the contemplated withdrawal with their advisor as there may be financial, scholarship, graduation, or other academic implications associated with any withdrawal. It is the student’s responsibility to submit the completed withdrawal form to the Registrar.

• Withdrawal from Class after the Refund Period A student desiring to withdraw from a class after the first four weeks of the Fall and Spring semesters, the first four days of the summer sessions, or the first two days of Intersession must submit the request to the Registrar’s Office on the appropriate form. The form is available from the Advising Office. No refund will be given.

Students are strongly encouraged to discuss the contemplated withdrawal with their advisor as there may be financial, scholarship, graduation, or other academic implications associated with the withdrawal.

It is the student’s responsibility to submit the completed withdrawal form to the Registrar.

Students who find it necessary to withdraw from a class after the end of the 14th calendar week of the Fall or Spring semester or the third week of a summer session must obtain the written approval of the course instructor.

No withdrawal will be accepted following the last regular class day prior to the start of final exams. A withdrawal results in a grade of “W,” which is interpreted as “no hours attempted, no hours completed, and no academic grade points credited” on the FSCC transcript.

The student shall not expect or request that a representative of the college initiate a withdrawal on his or her behalf. The appropriate form for executing a withdrawal from a course must be used and signed by the student. Under certain extraordinary circumstances (i.e., sudden and extended family emergency; major health problem preventing continued attendance; sudden recall to military duty), the student may request permission to be withdrawn from his/ her classes. This request requires approval of the faculty member and the Dean of Instruction or Dean of Students.

Class Attendance

Regular class attendance and participation in class activities is expected. It is the responsibility of the student to make up class work missed for any reason, including college-sponsored activities. A student should not enroll in a course if the student knows that he or she will frequently be absent or be absent for a large stretch of the class (i.e., impending surgery, childbirth, long trip, etc.); if a student is uncertain about whether to enroll, he/she should speak to someone in the Advising Office or to the instructor. At the first class meeting, the instructor will inform students, both orally and in writing, of the course requirements and the attendance and grading policies.

Class Absence

If a student has not attended class for more than a week, the instructor will notify the Advising Office so that the student can be encouraged to return to class.

When attendance becomes so irregular that the student is in danger of not meeting the course objectives, the instructor will notify the Advising Office, and attempt to notify the student that an attendance problem exists. It is the specific responsibility of the student to meet the attendance...
requirements of the class. Failure to meet the attendance requirements of the class will adversely affect the student’s grade and may result in the award of a grade of F. Instructors may have work due that cannot be made up unless the absence is excused.

Day/Night/Intersession Classes
FSCC offers a full daytime schedule during the fall and spring semesters and summer session and a night schedule that parallels daytime offerings, both on-campus and at outreach educational extension centers.

Night classes are ideal for individuals with schedule conflicts, students who work during daytime hours, and those who want to take courses not offered during the day. Night classes are held year-round.

Intersession programs are offered between semesters in the fall and the spring for students who desire to continue their studies during vacation periods, and for adults for whom the more concentrated time frame is more convenient. Inquiries about intersession classes should be addressed to the Dean of Instruction’s Office.

FSCC makes no distinction on the student’s permanent record between classes taken during the day and those taken at night, nor between those taken on campus and those taken at extension centers.

Credits Transferred from Colleges
The college may accept appropriate credits earned from an accredited college & may permit up to 45 semester hours of transferred work toward a degree. Students must complete at least 15 semester hours applicable toward graduation at FSCC to qualify for the associate degree. To receive transfer credit, students must have attended an institution accredited by an appropriate college-level accrediting component of a regional accrediting body, such as the North Central Association of Colleges and Schools. Transfer credits will be assessed for their correspondence to FSCC courses.

Course Auditing
Auditing a course means that a student attends a class regularly and will not be permitted to take exams, complete assignments or perform other tasks required by the instructor. Students receive no credit for courses completed by auditing. Credit registration cannot be converted to audit status at any time.

Students may enroll to audit a class if space is available. Auditing a class must be approved by the instructor and the Dean of Instruction. “Audit” must be written on the enrollment form, which must be signed by the instructor and the dean before the beginning of the semester. Tuition and fees for audited classes will be assessed at the same rate as that charged for enrolling in credit courses. Audited courses are not eligible for financial aid.

Repeating a Course
A student who has failed a course or who intends to improve his or her grade may re-enroll in the class. No special permission is required if the student received a D or F the first time; a student who received a C or higher must obtain permission from the Dean of Instruction.

Repeating a course taken at FSCC, for which credit has already been earned, will cancel the grade and the credit previously awarded for that course; however, a record of the prior course will continue to appear on the transcript. Only the grade and credit from the most recent repeat of the course will be used when computing the grade point averages. When a student has withdrawn from a repeated course, the transcript entry indicates “W” and the most recent letter grade (A,B,C,D,F) is used for the GPA calculation. Students transferring to other schools are subject to the grade policy of that institution.

Class Schedule Changes — Adding a Class
A student desiring to add a class to those in which he or she has already enrolled must submit the request to the Registrar’s Office on the appropriate form available from the Advising Office. The student must obtain the written approval of his or her advisor before the requested “add” will be processed.

Such requests will be considered on the basis of whether space is available in the course. The written approval of the class instructor is required to add a course after the first week of the semester. No course may be added after the second week of the semester with the exception of “late start” classes. Students adding courses are responsible for making up such academic work as required by the instructor.

GIZMO (Campus Connect)
GIZMO is a collection of applications written specifically to be accessed via the World Wide Web (www). The applications currently available are online enrollment, class schedules, unofficial transcripts, financial obligations, and grades at the end of each semester. GIZMO is also used by faculty and staff of FSCC to access secure information, appropriate to their position and services.

Blackboard
Blackboard is an Internet-based Learning Management System (LMS) which makes online teaching and learning easily accessible to instructors and students. Blackboard can function both as a complement to traditional courses and as a site for distance learning. Blackboard enables instructors to easily distribute course information such as the syllabus, course reading materials, web links to informational articles, slide shows, videos and other relevant online content. Depending on the tools the course instructor
decides to make available to the students, Blackboard enables them to:

- take surveys, quizzes, and tests;
- send and receive course mail;
- post messages to threaded discussions and chat rooms;
- upload assignments using digital drop boxes;
- check course progress and grades at any time during a course.

Students may be required to access Blackboard in some courses. They may do so on campus at the MILL or in any computer lab; Blackboard may also be accessed at any home computer.

Incomplete Work

Students who have been making satisfactory progress for 75% of the class, but who can't complete all course requirements because of documentable circumstances, may establish a contract with the instructor of the class to complete the work. Students will receive the grade earned at the close of the semester. With specific written permission from the instructor, the student may submit incomplete work within a specified amount of time. Course grades will reflect the initial grade submission until the student successfully completes all course requirements as agreed upon with the instructor in the written permission form. At that time, the course instructor will initiate a grade change through the Registrar's office.

Credit Hours

College class work is measured in terms of semester credit hours. College credit hours are derived from minutes accumulated in classroom studies as well as competency-based classes. For example, a one-hour class meets one hour a week; a three-hour class meets three hours a week; and a five-hour class meets five hours a week. Courses that include laboratory time require extra hours. The number of semester hours' credit offered for each course is included with each course description in the curriculum sections of the catalog. The Kansas State Board of Regents requires that a lecture class meet 750 minutes for each hour of college credit.

Examinations

Each instructor determines the number and type of examinations and/or requirements to be administered in classes. The percentage of the student’s final grade that will be based on examinations is decided by the instructor. Whether students will be permitted to take special or make-up examinations is left to the discretion of the individual instructor. Final Exams are given at the scheduled time each semester. If a time conflict should occur and a student must take the final test at another time, the student must consult the instructor & secure the written approval of the Dean of Instruction.

Grades

Acceptable scholastic performance requires a minimum 2.0 grade-point-average (GPA) on a 4.0 grading scale, or a C average. Students may not graduate from either certificate or degree programs unless they have maintained a cumulative grade-point average of 2.0 or better.

Fort Scott Community College utilizes a system of letter grades and numeric grade points.

Grade Explanation / Grade Points/Credit Hr.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failed to meet objectives</td>
<td>0</td>
</tr>
<tr>
<td>IP</td>
<td>In Process</td>
<td>Not computed</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>Not computed</td>
</tr>
<tr>
<td>P</td>
<td>Met Req.</td>
<td>Not computed (Pass/Fail)</td>
</tr>
<tr>
<td>NA</td>
<td>Not available</td>
<td>Not computed</td>
</tr>
</tbody>
</table>

Grade appeals must be made by the end of the semester following award of the grade in order to receive consideration. The decision of the Dean of Instruction shall be final and not subject to further appeal.

Academic Minimum Standards and Reinstatement Procedures

A grade point average (GPA) of 2.0 or better is required at Fort Scott Community College, and failure to maintain a 2.0 GPA will result in academic probation and suspension from the FSCC dormitories. If a student is unable to raise his/her GPA to the minimum standard within 2 semesters of probation, the student will face academic suspension. Failure to attend class and participate...
in coursework assigned by the instructor may result in administrative withdrawal from school. Administrative withdrawal does not release the student from the obligation to pay tuition and fees.

• Academic Probation
Students placed on academic probation must do the following:
1. Register for Study Skills (EDU 1163) if he/she has not already taken the class.
2. Attend a weekly tutoring session in the MILL.
3. Meet with a specified advisor to determine an appropriate class schedule for success, considering other obligations, previously attempted courses not completed successfully, long-term degree and/or career goals, intended graduation or transfer date, and reason for academic difficulties.
4. Earn grades to raise the career GPA to at least a 2.0 within 2 semesters.

• Academic Suspension
Should a student’s career GPA not be raised to at least a 2.0 GPA during the probation period, the student will be academically suspended, which means that the student may not enroll at Fort Scott for a minimum of one semester.

• Academic Suspension Appeals
Students may appeal to be reinstated after being academically suspended by following these procedures:
1. The student must write a letter of formal appeal to the Dean of Instruction, covering the following:
   a. A brief academic history, including high school;
   b. The reason for the student’s academic difficulties, including an explanation of why academic probation didn’t allow the student to raise his/her GPA to the minimum level;
   c. Outside issues that have impacted academics and a brief plan of how the student will make adjustments;
   d. The student’s current major and academic plans for the future.
2. The Dean of Instruction will call an Academic Appeals meeting including the following: the Dean of Instruction, the Dean of Students, an Advising Office representative, and two faculty members. The student may bring one other person to the meeting.
3. The student must appear in person before the Academic Appeals board.
4. If the student is reinstated, the student must develop an action plan for his/her future academic success and have it reviewed and signed by his/her advisor, the Dean of Students, and the Dean of Instruction.
5. If the student is reinstated, he/she will be placed on academic probation for one semester and follow all procedures of academic probation listed above.
6. Early warnings will result in daily meetings with a tutor.
7. If the student does not improve to the minimum GPA during that semester and follow all required activities, he/she will not be allowed to appeal again for at least a year.

• Academic Forgiveness
Students may eliminate poor academic records within the restrictions of the following policy:

Requirements and Limitations
1. To be eligible, the student must wait a minimum of one year.
2. The student must have completed at least twelve (12) consecutive credit hours at a Kansas public institution of higher education with a 2.5 GPA.
3. One semester can be forgiven.
4. All academic credits, including any passing grades, will be excluded from the GPA.
5. The courses forgiven will be excluded from the GPA, but they will still appear on the student’s transcript.
6. Academic forgiveness may be implemented only once during a student’s tenure at FSCC.
7. It is up to other institutions whether they honor FSCC’s academic forgiveness. Other institutions may not honor this agreement.
8. Granting of academic forgiveness does not affect or alter a student’s record for athletic eligibility.
9. Students granted academic forgiveness...
may not receive honors at graduation.

10. While credits removed from the computation of the GPA as a result of academic forgiveness will not be used to meet course or program requirements, they will be used to determine eligibility for financial aid awards.

Procedure

1. Students wishing to petition for academic forgiveness must complete and submit a letter requesting academic forgiveness to the chief academic officer. The letter should contain reasons why academic forgiveness is requested and a list of courses the student wishes to remove from his/her transcript; the list should include all courses from a single semester and only courses from that semester.

2. Petitions will be considered only after a year following the semester and only after the student has completed 12 hours at Kansas public institution of higher education.

3. Upon receipt of the petition, the academic forgiveness committee will review the student’s transcript and current enrollment and make a recommendation on forgiveness.

4. If academic forgiveness is granted, all previous coursework will continue to appear on the transcript, but the grades in those courses which have been granted academic forgiveness will not be included in the student’s FSCC cumulative GPA.

**College Honor Rolls**

Honor roll students are selected from individuals who are enrolled in 12 hours or more in a degree program and who have achieved the following cumulative grade-point averages (GPAs) during the fall semester:

- **President’s Honor Roll** — 4.0
- **Dean’s Honor Roll** — 3.75
- **3.99**
- **Honor Roll** — 3.50
- **3.74**

To determine the GPA, the number of grade points for each grade received will be multiplied by the number of semester hours of credit earned. This figure will then be divided by the number of semester hours of credit attempted, excluding courses with a mark of “I” or “W.”

**Petition to Graduate**

To receive a printed diploma/certificate and participate in graduation ceremonies, all students must complete the Petition to Graduate form through the Registrar’s Office. It is the student’s responsibility to know and understand graduation requirements as well as deadlines. Students must be a high school or GED graduate to qualify for an Associate degree.

The deadline for submitting a Petition to Graduate form is:

- November 1 for fall graduation
- March 1 for spring graduation
- July 1 for summer graduation

The student receives additional information regarding commencement rehearsals, caps and gowns, and any dates related to commencement activities through their student e-mail account. Commencement will be held once a year in May. Those students who need to take six (6) or fewer hours in the summer term may participate in the graduation program in May of that academic year.

**Graduation Ceremony**

Annual graduation ceremonies conclude the spring semester at Fort Scott Community College. Complete details about graduation are posted on the bulletin board outside the Student Services Office, at the website, and via mail to graduates who petition to graduate.

**Required Exit Exam (Work Keys) and CAAP.**

Every student receiving the Associate of Arts, Associate of Science, Associate of General Studies, or Associate of Applied Science degree is required to take the Exit Exam at least one week prior to graduation. Students are required to sign up prior to the exam in the MILL, Pittsburg Education Center, or Miami County Campus. The Exit Exam will be offered Friday afternoons during regular business hours. Failure to take the Exit Exam will delay graduation.

**Awarding of Degrees**

Degrees-awarded notations will be placed on the student’s transcript upon completion of all requirements. Students transferring hours from other universities/colleges to complete graduation requirements must have official transcripts from each institution on file in the Registrar’s Office before the degree will be awarded and noted on their transcripts.

**Reverse Transfer**

Students who transfer to a Kansas public university from a Kansas public community college or technical college (or vice versa) are eligible for Reverse Transfer, which allows for the attainment of any associate degree for which one is eligible along the way to additional certificates and degrees. Within a student’s first semester, those who transfer coursework from a public
university, community college or technical college will be notified if they are eligible to be considered for reverse transfer degree status, and which courses are needed to finish the related degree. Students who complete the coursework for a given associate degree will be eligible to receive that degree, administered automatically by correspondence between the new institution and the university, community college or technical college the student last attended.

Graduation Rates
As recorded with the National Center for Education Statistics, the 2010 cohort completion rate for students who entered Fort Scott Community College on a first-time, full-time basis was 67% percent. This figure includes those who received a degree or certificate at FSCC. 20% of first-time, full-time students transferred to higher-level programs.

Transcripts
The Fort Scott Community College permanent academic record of a student is a historical record of a student’s academic progress at the college. A permanent academic record is established for all FSCC students who have been enrolled for at least 25 percent of any class’s required completion time.

A transcript is a certified, official copy of a student’s permanent academic record. The transcript reflects courses and grades enrolled in by the student and recorded in accordance with academic regulations as listed in the FSCC Catalog. Disciplinary actions are not recorded on transcripts. The transcript cannot be altered at the request of a student to delete any part of the transcript. The entire transcript will be prepared each time a transcript is requested.

An official transcript may be requested from the Office of the Registrar. Transcripts can be ordered online at www.fortscott.edu. Order updates and tracking are available to students if a valid email address is provided. A student's signed consent is required to fulfill a transcript order. Students may also request their transcripts in person or by mail by completing a transcript request form, but not by e-mail, telephone, or fax. No transcript will be provided without the student’s signature for the authorization of such release. Students may print an unofficial transcript from their GIZMO account.

Transcript Fees at FSCC
Cash/Check/Money Order .............................................$5.00
Credit/Debit card (online orders only) ..................$5.00 (additional fees may apply)

No transcript will be provided if the student has outstanding financial obligations to FSCC. Transcript requests are processed within three working days of the day they are received; however, individuals should allow seven to 10 days for transcripts to reach another school or prospective employer or other agency. Official transcripts received from other institutions cannot be released to any individual or institution.

FSCC & Pittsburg State University’s Qualified Admissions Program
Fort Scott Community College and Pittsburg State University's Qualified Admissions Program allows FSCC students to attend classes and enjoy many of the benefits of Pittsburg State's campus. Classes are offered in general and/ or developmental education.

Students enrolled in this program may live in the University’s residence halls, use the library facilities, attend cultural and athletic events, and participate along with Pittsburg State students in other campus programs. Students in need may turn to a number of people and services for help.

Enrollment in the Fort Scott Community College QAP classes is limited to:

1. Students who do not meet the qualified admissions standards at Pittsburg State.
2. FSCC students enrolled at the FSCC Pittsburg Campus.
3. Students who have graduated from a Crawford County high school.
4. FSCC students who find it more convenient to attend classes on the Pittsburg State campus.
5. Pittsburg State Students will not be permitted to enroll in courses offered through the program.

Students enrolled in QAP classes cannot also be enrolled in classes at Pittsburg State during the same semester.

An admissions processing fee of $30 will be charged at the time of enrollment. No additional admission fee will be charged when the student enrolls at Pittsburg State. Students are enrolled as undeclared majors. All fees and tuition are paid to FSCC.

Students are charged the FSCC hourly tuition fee, plus a Pittsburg State campus privilege fee. Students enrolled in the program who have paid appropriate academic and campus privilege fees are certified by FSCC to be enrolled at FSCC for all academic purposes (financial aid, insurance companies, etc.) and Pittsburg State for campus privileges (student health center, residence halls, parking, admission to events, etc.)

Once students have accumulated 24 hours with a 2.0 GPA or better, they can be admitted to Pittsburg State.
Outreach Center Locations

Outreach Program Locations

FSCC outreach programs give students from surrounding counties access to a college education and a variety of courses closer to their homes.

FSCC outreach sites are located in Bourbon, Linn, Crawford, and Miami counties. A map of the college service area with outreach center locations and a list of coordinators and their phone numbers is printed on the next page.

FSCC and other institutions cooperate to provide general education courses over a fully interactive video network serving schools throughout Kansas.

Pittsburg Education Center (PEC)

FSCC operates an outreach campus complete with an office training center in Pittsburg for prospective employees and businesses. The Pittsburg Campus is located at 813 N. Broadway; phone (620) 231-3690.

Training involves a wide range of office skills including word processing and data processing, and insurance claims coding, all on state-of-the-art equipment. The PEC also houses the Qualified Admissions Program.

School of Cosmetology

In addition to a Cosmetology Department in Fort Scott (phone (620) 223-5220), FSCC also operates a Cosmetology school in Pittsburg (phone (620) 231-4497), as part of the Pittsburg Campus.

Both centers provide training in cosmetology, manicuring and continuing education. In addition, both cosmetology schools operate training salons which are open to the public at discounted prices.

Miami County Campus (MCC)

Fort Scott Community College operates its Paola Campus at 501 S. Hospital Drive, Suite 300, Paola, KS 66071. The Paola campus offers day and night classes in a wide range of disciplines including allied health, as well as counseling services and remedial classes. Prospective students may call the Paola Campus at (913) 294-4178 or 4183.

John Deere Tech Center

In 2001, FSCC added the John Deere Ag Tech Program. Because of the cooperation between Pittsburg State University, John Deere & Company, Inc., and FSCC, the training facility is located at 1029 N. Hwy. 69 in Frontenac, KS. Students interested in this program may call (620) 2313839 or 231-3690.

Harley-Davidson Training Center

In 2004, FSCC added the Harley-Davidson Motorcycle Training & Professional Development Program. Because of the cooperation between Pittsburg State University, Harley-Davidson Motor Company, and FSCC, the training facility is located at 274 N. Industrial Drive in Frontenac, KS. Students interested in this program may call (620) 2313818 for more information.

Construction Trades (Vinylplex Building)

FSCC's Pittsburg Construction Trades operates in the spacious Vinylplex Building at 1301 E. 27th, located in Industrial Park in Pittsburg, KS. Students interested in this program may call (620) 232-5644 or 231-3690.

Heating, Ventilation, and Air Conditioning (HVAC)

FSCC's HVAC program is located at 312 W. 4th in Pittsburg, KS. Students interested in this program may call (620) 231-3690.

Student Services

Academic Advising

The FSCC Advising Department provides professional, confidential academic advisement. Students may receive help with enrollment, tutoring services and other needs common to the college student. The Fort Scott Advising Offices are located in Bailey Hall. There are also offices on each satellite campus.

Assessment

All first-time, full-time students enrolled in 12 hours or more, and all part-time students who have completed six hours or more, are required to take the COMPASS, a series of placement tests developed by the American College Testing (ACT) Program to measure the level of basic skills in reading, writing and math. To ensure that all students have the greatest possible chance of success in college, Fort Scott Community College requires that all students whose COMPASS test scores indicate such a need first complete developmental courses before enrolling in regular college courses in English, math and reading. Official ACT scores will also serve as placement guides.

Bookstore – Fort Scott campus

Items available in the bookstore include college textbooks, supplementary reading materials, school supplies, art supplies, FSCC sportswear and gift items. Also available are computer software, greeting cards, pre-paid telephone cards, snacks and hot and cold drinks. The bookstore is located adjacent to the cafeteria in the Administration Building. It is open Monday through Friday.
Cafeteria – Fort Scott campus

The FSCC Cafeteria offers several food selections for wellbalanced meals. All dormitory residents have a meal plan which provides three meals a day, Monday through Friday, and two meals a day on Saturdays and Sundays. Food service is not available on school holidays.

Campus Crime/Security Policy

Fort Scott Community College follows the guidelines set forth in the Crime Awareness & Campus Security Act of 1990. The college has specific policies covering the following areas: procedures for students to report criminal activities on campus; security at campus facilities; availability and authority of campus law enforcement; programs available to inform students about security and the prevention of crime; recording of crime through local police agencies; and possession, use and sale of alcohol and drugs. The complete policies are available for review in the office of the Dean of Students.

In support of the Violence Against Women Reauthorization Act, Title IX regulations and the Clery Act, FSCC prohibit all violent offenses. FSCC’s Greyhounds Take a Stand program promotes the education efforts to help stop relationship violence in support of Title IX, the Violence Against Women Reauthorization Act, the SaVE Act and Clery.

The displayed data is made available as required under 20 U.S.C. 1092, “The Student Right to Know and Campus Security Act.” This data was compiled for the time period January 1, 2010, through December 31, 2012. Current FSCC Data may be found at the following link: http://www.fortscott.edu/campussecurityreport

Developmental Reading, Writing & Math Skills

The Developmental Education program is designed for college students who need tutoring or developmental work in basic reading, writing and math skills. Students whose COMPASS/ ACT scores indicate a need are required to complete Developmental Education courses prior to enrolling in college English or math courses. Students whose test scores place them into two or more Developmental Education courses are also required to take EDU 1163, Study Skills, to improve their chances of success in College. Developmental instruction is designed to be taught in a comfortable, encouraging, challenging environment. Completion of Developmental Education Courses is vital to a student’s success in college-level work. However, Development Education courses (those with a course number beginning in zero) do not count toward graduation.

Dorm/Housing

The dormitories are designed to give students the best in residential living. Each provides a “living-learning” environment which is an integral part of the total educational program at FSCC. Students find both of the FSCC dorms an enjoyable place to live. A professional staff is on duty 24 hours a day to oversee each hall. Each air-conditioned floor has a lounge area. This area can be used to study, relax, or just visit with friends. Contact the dorm director for a dormitory contract. A deposit is required with the contract to reserve your room.

General Educational Development (GED)

FSCC offers a GED preparation program. People who have not earned a high school diploma may take the tests if they: 1) are no longer enrolled in high school and 2) have reached the age of 16. Cost of the preparation class is $25, and a textbook may be purchased for $25. Upon successful completion of the examination, individuals will be issued a diploma by the Kansas State Department of Education. A three-credit-hour scholarship is available to those who earn their GED in the center. GED preparation classes are held every six weeks; class times are: 9 a.m. to noon, 1 p.m. to 4 p.m. and 4 p.m. to 7 p.m.

Library

FSCC’s Library, located in the Academic Building, houses more than 10,000 volumes of books as well as collections of periodicals, audio-visual materials and pamphlets. Online resources also available to students and the public including an online periodical index and full-text retrieval services, the library catalog, and a photocopier. The Library is open from 8 a.m. to 5 p.m. Monday through Friday. Trained staff members are available to assist with the use of library resources. The goal of the Library staff is to support and enhance all phases of the curriculum and college programs, and to serve as a source of information and assistance for independent study.

Parking

Parking facilities are provided near all campus buildings. Reserved areas are available for handicapped and disabled persons. On-campus parking is free. In addition, both dorms have parking lots for their residents.

StudentSuccessCenterTutoring/Academic Support Services

This facility provides tutorial and developmental programs administered through the Dean of Students Office, and is in the Academic Building. The Center provides specialized instruction to strengthen basic skills
such as reading, writing, spelling and mathematics. Help is also available in specific subject areas. Instruction is provided in either self-study modules designed for individual students, or in a traditional classroom setting. Faculty members may refer students to the SSC for specialized instruction, or students may come on a volunteer basis. Appointments should be made with instructors who can evaluate individual abilities and make recommendations. Aptitude tests and career evaluation testing can also be done in the Center. Students may use the PLATO or A+ computer instruction programs on many topics from basic skills through college-level courses. Several computers also are available for public use and include internet access.

Textcaster

Textcaster is a campus-wide notification system. Students have the opportunity to sign up for this service on the college website at www.fortscott.edu. This service is provided for free, thanks to our sponsor, UMB bank. Students can choose from the following categories in order to receive text notifications: Emergencies & Weather Closings, Critical Dates, Regular standard messaging rates apply.

All-school events

Special all-school events enliven the school year for FSCC students. Workshops, films, musical performances, and speakers are examples of these events at FSCC. Other highlights of the school year are all-school dances, picnics, homecoming festivities, and the Annual Spring Fling.

Ambassadors – Fort Scott Campus

The President’s Ambassadors is a group of students who serve as official hosts and hostesses while promoting the college. To qualify for membership, a student must be a full-time student (minimum of 12 credit hours), maintain at least a 2.5 GPA, possess good communication and leadership skills, and be active in organizations or activities on and off campus.

Students wishing to be an Ambassador must complete an application, submit two letters of recommendation, and participate in an interview process. The selection committee will make the final decision regarding membership in the organization. Application forms are available in the President’s Office and in the Student Services Office. The selection process is in August each year.

Ambassadors – Miami County Campus

The Miami County Campus Ambassadors (MICCA) is a group of students who promote interest in student life, provide fellowship among students and faculty, and represent student needs and wants in regard to student support and activities. They also provide a forum for the presentation of innovative ideas to benefit the Miami County Campus of Fort Scott Community College and the local community.

Any student at the Miami County Campus of Fort Scott Community College is eligible to be an active member and may hold office. Non-students may act as associate members, but may not vote or hold office.

Christians on Campus

Membership in the Christians on Campus organization is open to all students who seek the fellowship of other Christian students. The organization sponsors activities such as weekly Bible study, exploration of Christianity and other special events.

Campus Activities & Student Organizations

Athletic Events, Campus Events, and Critical Dates. Regular standard messaging rates apply.

Key Industry Aggie Day

The FSCC Agriculture Department hosts more than 1300 4-H and FFA members to campus for our annual Interscholastic Aggie Day. The FSCC Agriculture Department prepares competitions and judging events from Public Speaking to Livestock. This event serves as an open hours for the college agriculture program.

Meat Judging Team

Fort Scott Community College is a member of the American Meat Science Association (AMSA) and Intercollegiate Meat Coaches Association (IMCA). The FSCC Meat Judging Team adheres to the rules and regulations brought forth by the IMCA and the AMSA. Students are recruited by the Meat Judging Coach to fill the spots on the team, just as in varsity athletics. Non-
recruited students may participate, but only with the permission of the Meat Judging Coach. The team travels throughout the Midwest and the contestants have one (1) year of eligibility at the national competitions. The team is taught all the USDA grading standards for beef, pork, and lamb. A competition consists of 15 USDA Beef Yield Grades, 15 USDA Beef Quality Grades, 10 placing classes (beef, pork, and lamb), and questions on 5 of the placing questions. Students will compete their year of eligibility in a calendar year (January through December).

Music Groups
With the permission of the director, any student may participate in FSCC’s vocal and instrumental music performance groups. All groups perform for college activities, other schools, and civic and social organizations.

The Greyhound Marching Band & Pep Band performs at all home football and basketball games. They also play at pep assemblies and march in regional parades. FSCC students may also perform with the college/community symphony, which gives students a chance to play standard orchestral repertoire and meet community members who have an interest in instrumental music.

FSCC has a variety of choral groups, too. The Troubadours, a select group of vocalists, perform contemporary songs with choreography and tour at area high schools. The Chamber Singers present the Christmas Renaissance dinner. The Community Chorus, a combined group of FSCC students and community vocalists, produce the spring oratorio in conjunction with the symphony. An a cappella group (Fort’e) has also been started at FSCC.

Phi Theta Kappa (PTK) – Fort Scott and

Miami County campuses
Phi Theta Kappa is a national scholastic organization for community colleges. Eligible students are those who have completed at least 12 hours and have a minimum cumulative GPA of 3.5. Students who wish to be a PTK member need to complete an application, be accepted, and initiated. There’s a lifetime membership fee.

SkillsUSA
SkillsUSA is a partnership of students, teachers, and industry representatives working together to ensure a skilled workforce for America and excellence for each student. FSCC’s local SkillsUSA chapter gives students the opportunity to develop critical thinking and social skills as well as a sense of community through a variety of activities. FSCC’s Harley-Davidson and Construction Trades students have successfully competed at the state and national levels, and FSCC students have held officer positions at both the national and state level.

Student Nurse Organization
Membership in this group is open to all students interested in nursing. Nursing students are highly encouraged to join. The Student Nurse Organization orients students to the nursing profession and educates the community in healthrelated matters. Activities include sponsoring speakers on nursing topics, helping with the Bloodmobile and making presentations to area schools and organizations. It also sponsors money-making projects which support continuing education workshops, and student and alumni receptions.

Theatre Activities
The speech and theater arts classes produce a community theater musical in the fall and spring, and host a summer camp. Any student with an interest in theater may audition for roles in these plays or volunteer to help in the production, make-up, sound, lighting, scene design, or stage props.

Varsity Athletics
Fort Scott Community College is a member of the Kansas Jayhawk Community College Conference (KJCCC) and the National Junior College Athletic Association (NJCAA). Greyhound Athletics adheres to the rules and regulations of both the KJCCC and the NJCAA. FSCC provides opportunities for competitive varsity participation and scholarships in the following athletics.

Women’s Sports include:
- Volleyball
- Rodeo
- Basketball
- Spirit Squad
- Softball

Men’s Sports include:
- Football
- Rodeo
- Basketball
- Baseball

Scholarships are also available through the Head Trainer’s office for interested students. Eligibility standards, recruitment regulations, scholarship requirements, and additional information about any of FSCC’s athletic programs may be obtained from the Athletic Director or the Admissions Office.
Community Services

Community Education
The Community Education program at Fort Scott Community College consists of a number of short courses organized to bring together persons with common interests in particular learning areas. These programs are designed to present concentrated learning activities dealing with specific skills or concepts. The individual is thus helped toward maximum learning in the shortest possible time. The individual finds that continuing education becomes an efficient and enjoyable means toward lifelong learning.

Great Conversations
Through the Community Education program, FSCC sponsors a "Great Conversations" discussion group for FSCC students and members of the community. The group meets weekly during the fall and spring semesters. The group reads and discusses major literary selections from all of the literary genres including short fiction, poetry, essay and drama using the Great books Foundation shared inquiry method.

Other Services

Breakfast with Santa
Each December, FSCC hosts a special day with Santa for the children of the community. Each child has his/her picture taken with Santa, receives a gift, enjoys breakfast, and watches a seasonal DVD during the morning. Several local businesses and organizations partner with the College to make this event possible.

Community Appreciation Day
In April, FSCC hosts a special day where the Fort Scott campus is opened for fun activities for the entire community. All in attendance receive free food, and many go home with a free gift. About 40 campus wide volunteers help with the events and activities that range from a rocket launch to classes on beginning computer skills.

Cosmetology Services
Fort Scott Community College Cosmetology students in both Fort Scott and Pittsburg provide services to area residents, including haircuts, wash-set-dry combinations, coloring, styling, perms, waxing and manicures.

Music Festivals
During two weekends in April or early May, regional elementary school musicians are invited to participate in FSCC’s annual on-campus vocal and instrumental music festivals. Thousands of young musicians take part in the events, intended as an educational opportunity to improve performance and technique. Presentations are judged by well-trained musicians with public school or private studio teaching experience.

Theatre Camp
FSCC’s Theatre Department offers a summer camp for area youth to improve acting, singing, and dancing techniques. At the conclusion of the two week camp, the participants perform a show in the theatre of the Danny and Willa Ellis Family Fine Arts Center.

Theatre Productions/Trips
FSCC’s Department of Speech and Theater Arts presents three major community theater events each year that may include a musical, drama, comedy, a children’s theater play or other theatrical production.

Use of Facilities
FSCC encourages area civic groups, service clubs and other non-profit organizations to use college facilities for meetings, dinners and special events or exhibitions as long as the activities do not interfere with college programs. Businesses or groups can contract with FSCC to use the college facilities and cafeteria for short courses, seminars and training programs.

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The FSCC Cafeteria serves the community by catering banquets and dinners for large or small groups in the Cafeteria. For information about using FSCC facilities, contact the Maintenance Department secretary.

Arnold Arena is available for public use as long as that use does not conflict with Greyhound Athletic competition or other FSCC activities or programs. Usage fees may apply.

Working Women’s Luncheon
FSCC hosts this annual event in April. All working women in the local community are invited to eat lunch provided by the FSCC Food Service staff, listen to piano music
provided by an FSCC student, win door prizes donated by many local merchants/business and browse through merchandise/services made available by the many vendors that participate in the event.

Continuing Education

FSCC provides customized training for business and industry. Continuing education courses offered through FSCC are non-credit. The Division of Continuing Education at FSCC offers "Tools for your Business," a customized training program that addresses four phases of success. These phases are customized for the individual business who requests the program. The FSCC Nursing Program is approved by the Kansas Board of Nursing to offer continuing education. For a complete list of classes, visit the website at www.fortscott.edu.

Programs of Study

College Transfer Program

FSCC offers the first two years of most four-year college undergraduate (baccalaureate) degree programs. By following a transfer program, students can enroll their first two years at FSCC, earn an associate degree, and transfer to the four-year school without loss of time or credit.

Students must work closely with academic advisors to make sure their classes apply toward their chosen course of study. The Advising Office has handbooks describing course equivalencies between FSCC and the institutions to which FSCC students most commonly transfer. The office also has many catalogs and other reference works describing other four-year institutions.

Students who have not decided on a major should follow the general education courses required by most colleges. At Fort Scott Community College, students can be guided by the basic 62 semester-hour program for an Associate of Arts or Associate of Science degree.

Individuals who have chosen a major should look closely at the four-year school’s graduation requirements for that major. Courses of study for some major fields may follow general education courses; others may require a special sequence of courses. General requirements for the four-year institutions can be met at the community college level in excess of the 62 hours required for the associate degree.

Career and Technical Education

FSCC's career and technical programs prepare students for entry-level job skills in a variety of fields. Some certificate programs can be completed in a year or less. These courses may be supplemented in some fields with general education courses for associate degrees or to transfer to a four-year college.

Both certificate and degree career education programs have been designed with the assistance of professionals working in that career and are continually modified to meet changing technical requirements and job potentials.

This FSCC reference booklet lists all courses and programs approved by the Kansas State Board of Regents on a permanent basis.

When reading the programs of study and course descriptions, note that course numbers preceded by an asterisk (*) are offered only on demand, not every semester and only in case of sufficient enrollment (usually 10 to 12 students) and if faculty and facilities are available to provide a qualified instructor and appropriate meeting place.

Online Education

FSCC offers a series of completely online courses. Each semester more courses are being developed ranging from agriculture to math and history, to nursing and allied health courses. For more information, call (620) 223-2700 or visit the FSCC website at www.fortscott.edu and click on the "courses" tab. As new courses become available, information regarding them will be posted on the website.

Two-Year Associate Degree Programs

FSCC offers four types of two-year associate degree programs. To earn an associate degree, students must have a minimum of 62 college credit hours with a 2.0 (C) minimum grade-point average. Some programs require more than 62 credit hours.

Students who plan to transfer to a four-year school may be excused from the associate-degree requirements for the Associate of Arts and Associate of Science degree at FSCC if the courses conflict with those prescribed by the four-year school curriculum. Students seeking such waivers must submit proof of such conflict to the Registrar.

All course requirements for the Associate of Applied Science degree must be completed or waived by the department issuing the degree.

A student who transfers from another school must take a minimum of 15 semester hours at FSCC to be eligible to receive an associate degree from FSCC.