MESSAGE FROM THE VICE PRESIDENT OF STUDENTS

Welcome to Fort Scott Community College! The FSCC Student Services Office 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 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
Vice President of Students
robertg@fortscott.edu
620-223-2700, ext. 3500
Office Location: Bailey Hall

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.
IMPORTANT LINKS

Academic Calendar
fortscott.edu/Academics

Programs of Study
fortscott.edu/Academics

Campus Safety and Security
fortscott.edu/incidentreport

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

ATTENDANCE MATTERS

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, visit 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

Student Success Center/Free Tutoring
Office Location: Bailey Hall
deann@fortscott.edu
20-223-2700, ext. 4300

Title VI and IX Coordinator
Office Location: Bailey Hall
robertg@fortscott.edu
620.223.2700, ext. 3500

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

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

TRiO Student Support Services
Office location: Bailey Hall
ashleyk@fortscott.edu
620-223-2700, ext. 7630

Resident Life
Office Location: Boileau Hall
marcim@fortscott.edu
620-223-2700, ext. 3630
MAIN CAMPUS DIRECTORY

Fort Scott Community College’s 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 Student Success Center, the Print Shop and faculty offices. The building also includes the offices of the Vice President of Academic Affairs, Vice President 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, weight-lifting and exercise area, lockers, showers, a computer lab and office space. 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.

East Campus
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 serves nearly 2,000 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).

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 or 620-223-2700.

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 S. LaSalle St., Ste. 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 the President or the Vice President of Academic Affairs. 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.

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. 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, FSCC will remain a vibrant, responsive, full-service institution, fully capable of fulfilling its mission.

Friends of the college who wish to make a gift, establish a scholarship, or contribute to the college in other ways should contact the Bailey Lyons, FSCC Director of Development & Alumni Relations, at 620-223-2700, ext. 5830.

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.
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 students' 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 Administration Building was added in 1973. This building includes administrative offices and meeting rooms, cafeteria, college bookstore, classrooms, and 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 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 contains a basketball gym, 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. 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 opened in 2002 and is located to the northwest of Burris Hall. This dormitory houses more than 100 students in a suite-type environment. 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. 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.

The Gordon Parks Museum and Center for Diversity 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.

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.

The original Academic Building was renamed Robert & Sylvia Bailey Hall in 2011.

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

### 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.

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.

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 \(40°F\), and summer temperatures range between 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.

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.

Community Services
The community is served by a daily newspaper, The Fort Scott Tribune, and AM/FM radio station KOMB/KMDO. Greyhound Athletics are broadcasted on KOMB 103.9 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 offers a variety of 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 Vice President of Students. 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.

Nondiscrimination Policy
In accordance with the provisions of Title VI, Title VII, Title IX, Section 504, the Americans with Disabilities
Act, and the Age Discrimination Act contain requirements for recipients to issue notices of nondiscrimination. 34 C.F.R. Sections 100.6(d), 106.9, 104.8, 110.25, 41 C.F.R. Sections 60-1.42(a), respectively. The Title II regulation also contains a notice requirement that applies to all units of government, whether or not they receive federal aid. (See 28 C.F.R. Section 35.106.) Inquiries concerning FSCC’s Title IX Coordinators: Fort Scott Community College’s compliance under these laws, should be directed to contact the College's Compliance Officer/ Director of Human Resources at 2108 South Horton Street, Fort Scott, Kansas 66701 or 620-223-2700 or the Vice President of Students at 620-223-2700, ext. 3500

**Federal citations:** Discrimination and harassment grievance procedures can be found at fortscott.edu/vawa

This public “NOTICE of NONDISCRIMINATION” is required by several federal laws and regulations including those implementing Title VI, Title VII, Title IX, Americans with Disabilities Act, Section 504 and the Age Discrimination Act. This notice serves to inform all members of the Fort Scott Community College faculty, staff, student body and guests, that FSCC prohibits discrimination on the basis of race, color, religion, sex, sexual orientation, age, ancestry, national origin, or disability in admissions; educational programs, services or activities; and employment. Following are the applicable federal and state civil rights laws that prohibit discrimination:

Title I of the Americans with Disabilities Act of 1990 prohibits employment discrimination against qualified individuals with disabilities by employers with 15 or more employees. The U.S. Equal Employment Opportunity Commission and the Office for Civil Rights are the agencies assigned to enforce Title I of the ADA.

Title II of the Americans with Disabilities Act of 1990 prohibits disability discrimination by public entities, including public colleges and universities whether or not they receive federal financial assistance. The Office for Civil Rights (U.S. Department of Education) is the law enforcement agency charged with enforcing Title II of the ADA.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in any program or activity receiving federal financial assistance. Programs and activities that receive federal financial assistance from the United States Department of Education are covered by Title VI. The Office for Civil Rights (U.S. Department of Education) is the law enforcement agency charged with enforcing Title VI.

Title VII of the Civil Rights Act of 1964 protects individuals against unlawful employment practices based on their race, color, sex, and national origin. The Civil Rights Act of 1991 significantly extended plaintiffs'
rights under Title VII. The U.S. Equal Employment Opportunity Commission is the law enforcement agency charged with enforcing Title VII.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs or activities and extends to employment and admission to institutions that receive federal financial assistance. The Office for Civil Rights (U.S. Department of Education) is the law enforcement agency charged with enforcing Title IX.

Age Discrimination Act of 1975 protects people from discrimination based on age in programs or activities receiving federal financial assistance. The Office for Civil Rights (U.S. Department of Education) is the law enforcement agency charged with enforcing the ADA of 1975.

Age Discrimination in Employment Act of 1967 protects individuals who are 40 years of age or older. The U.S. Equal Employment Opportunity Commission is the law enforcement agency charged with enforcing the ADEA. Civil Rights Act of 1991 provides monetary damages in cases of intentional employment discrimination. The U.S. Equal Employment Opportunity Commission is the law enforcement agency charged with enforcing the CRA of 1991.

Equal Pay Act of 1963 protects men and women who perform substantially equal work in the same establishment from sex-based wage discrimination. The U.S. Equal Employment Opportunity Commission is the law enforcement agency charged with enforcing the EPA.

Section 504 of the Rehabilitation Act of 1973 protects people from discrimination in admission, employment, treatment, or access based on disability in programs or activities receiving federal financial assistance. The Office for Civil Rights (U.S. Department of Education) is the law enforcement agency charged with enforcing Section 504.

Executive Order 11246 requires certain government contractors to engage in affirmative action and to not discriminate based on race, sex, or national origin. The Office of Federal Contract Compliance Programs (U.S. Department of Labor) is the agency charged with enforcing the EO 11246 and ensuring that federal contractors are in compliance.

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:
Stalking, Bullying, Retaliation, Sexual Assault, Discrimination, Substance Abuse, Inducing Incapacitation, Prohibited Sexual Misconduct, Dating and Domestic Violence. For more information, visit fortscott.edu/campussecurityreport or file an anonymous report at fortscott.edu/IncidentReport.

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 Vice President 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.

Sexual Harassment Policy
With respect to the following sexual harassment policy, it is understood that “member of the college” or “college member” 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 Director of Human Resources, 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 Director of Human Resources, 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, Vice President 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 non-compliance 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.

In 2016, FDA finalized a rule extending regulatory authority to include all tobacco products, including vaporizers, vape pens, hookah pens, electronic cigarettes (E-Cigarettes), e-pipes, and all other ENDS. The use of tobacco products, including vaporizers, vape pens, hookah pens, electronic cigarettes (E-Cigarettes), e-pipes, and all other ENDS is only permitted within 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.
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 Vice President of Students for investigation and determination of appropriate action.

**Implementation of Disciplinary Process**
The Vice President of Students will review with the student the nature of the complaint and the relevant evidence and testimony. When the investigations have been completed, the vice president 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 Vice President of Students calls for the student to be expelled or penalized, the student will be informed in writing. A student may appeal the decision of the vice president. This appeal must be submitted, in writing, to the Services within three (3) business days after the original decision has been made. The vice president 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 Vice President of Students 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 Vice President of Students, 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 Vice President of Students. 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 Vice President of Students, or his/her designee, or to recommend that the action be modified.

The student or the Vice President of Students, 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.

**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.
Academic decisions are made by faculty members, division chairs, and Vice President of Academic Affairs. 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 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.
     - Name and ID number of the student or students involved;
     - 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 Vice President of Academic Affairs.

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 Vice President and request a conference. The Vice
President will meet with the student and any other College personnel involved. The Vice President 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, 785-296-3421, fax 785-296-0983 for further clarification.

**Discrimination Grievance**

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 staff, including the Vice President of Students and Vice President of Academic Affairs, 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.
Eligibility for Admissions
FSCC 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-school 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.

To apply, visit fortscott.edu and click the Apply Now button. The free application will allow students to generate a student ID, which is necessary for enrollment. Prior to enrolling, students are required to take the Compass test 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 Compass test. A copy of the ACT and/or a college transcript must be provided by the student. Students interested in the cosmetology, manicuring, Certified Medication Aide, or Home Health Aide programs will need to take the Nelson/Denny (reading) and WRAT (math) exams and meet the entrance requirements to be accepted into the programs.

Individuals who do not meet the admission requirements, but may benefit from college-level instruction may be admitted for one semester upon 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 juniors or seniors, 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 application procedure and student criteria mentioned above.

High School Articulation Agreements
FSCC has articulation agreements with many high schools in Kansas to grant college credit for classes taken at the high school. The steps to acquire this credit are:
1. Consult with high school counselor regarding specific articulated classes offered by FSCC.
2. Take high school classes.
3. Ask high school to send an official transcript to FSCC.
4. Talk with the advising office regarding high school articulation agreements.
5. Pay the business office for the credit the student is eligible to receive based on high school credits.
6. Enroll in 9 or more non-concurrent college credits at FSCC.
7. Articulated classes will be added to the transcript the semester the students completes 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 certificate. These students may enroll in up to five credit hours per semester. Special interest students are not eligible for Financial Aid.

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 who have earned 64 or more credit hours, but are not seeking an Associate Degree or already holding a college degree are not subject to the five-credit-hour limitation and may enroll in college classes as special interest students or as certificate-seeking students.

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

• 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 official transcript they are considered part of the student's official academic record and cannot be removed.

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, visit 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, visit 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: just.doded.mil.

**Portfolio Evaluation**
FSCC will evaluate work experience portfolios for college credit. Credit for previous work experience will be evaluated on a case-by-case basis by the Vice President of Academic Affairs 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 Vice President of Academic Affairs' 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 the 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 (I-20) 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.
ENROLLMENT POLICIES

Enrollment
FSCC has an open enrollment policy, which allows students to be accepted and begin the enrollment process at anytime throughout the year.

Steps to enroll:
1. Apply to FSCC at fortscott.edu
2. Send transcripts to FSCC Registrar:
   a. High School transcripts – Fax to 620-223-4927
   b. College transcripts – Mail official copy
   c. GED – Mail with scores
3. Complete FAFSA at fafsa.gov
   a. Questions? Call 800-874-3722
   b. School code is 001916
   c. For more information about college funds, visit college.gov
4. Take a placement test (Compass or ACT)
5. Meet with a FSCC Advisor
   a. Choose classes
   b. Enroll
   c. Receive copy of schedule
   d. Purchase books

Student-athletes should complete these steps prior to meeting with the Head Coach. The Business Office may place a hold on student accounts with unpaid charges, which may prevent enrollment, schedule changes, transcript receipt, and/or graduation.

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

Placement Tests
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, AccuPlacer, and Compass tests) completed within three years before enrollment. Degree-seeking students without placement scores must take the Compass test. Students seeking an Associate of Science or Associate of Arts degree must have an score of 21 or higher on the English and math portion of the ACT or take the COMPASS test prior to enrolling in English or math classes. Students who are enrolled in a certificate or degree program in an occupational or technical program should check the program requirements and with the program director to ensure placement test requirements.
Students are enrolled in classes according to their scores:

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<th>Skill Area/Score Range</th>
<th>Course Recommendations</th>
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<tr>
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<td>51-100</td>
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**Reading & Writing COMPASS Scores **

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<td></td>
<td>Reading</td>
<td>Writing</td>
</tr>
<tr>
<td>0-50</td>
<td>0-37</td>
<td>0-44</td>
</tr>
<tr>
<td>51-70</td>
<td>38-60</td>
<td>45-65</td>
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<tr>
<td>71-80</td>
<td>61-69</td>
<td>66-75</td>
</tr>
<tr>
<td>81-&gt;</td>
<td>70-&gt;</td>
<td>76-&gt;</td>
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</tbody>
</table>

**ACT Placement for Reading and Writing**

<table>
<thead>
<tr>
<th>ACT score</th>
<th>Range</th>
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<tbody>
<tr>
<td>0-14</td>
<td>Reading &amp; Writing Strat. I *</td>
</tr>
<tr>
<td>15-17</td>
<td>Reading &amp; Writing Strat II*</td>
</tr>
<tr>
<td>18-20</td>
<td>English 101 with Review</td>
</tr>
<tr>
<td>21-&gt;</td>
<td>English 101</td>
</tr>
</tbody>
</table>

* indicates Developmental Education course.

**Students who test into two different levels of COMPASS Reading and Writing will consult with SSC 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.
Compass Test
The Compass placement test is a self-directed, computerized assessment developed by the ACT Program to measure students’ levels of basic skills in reading, writing, and math. Compass 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 test at the Burke Street Campus.

Testing is available during regular business hours; no appointment is needed. 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.

College Orientation
The College Orientation course is designed to help familiarize students with FSCC and strategies 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 a 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
CAAP is a national, standardized assessment program based on professional research and development by ACT. 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.

Prior to graduating from FSCC, all AA, AS, and AGS 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. Students enrolled in the Capstone course will not be required to pay the exit exam fee; otherwise the exit exam fee is $25.
### 2016-17 Academic Year Tuition & Fees
(Cost per Credit Hour)

<table>
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<tr>
<th>Status</th>
<th>Tuition</th>
<th>Fees</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Kansas Resident</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Bourbon County</td>
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<td>$47</td>
<td>$94</td>
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<tr>
<td>Other Counties</td>
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<td>$97</td>
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<td>Non-Resident, Contiguous State*</td>
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<tr>
<td>International</td>
<td>$128</td>
<td>$47</td>
<td>$175</td>
</tr>
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</table>

Online Fee (additional fee per credit hour) $30
Greenbush Virtual Fees (per credit hour) $90

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

Traditionally, the FSCC Board of Trustees sets tuition and fee rates every spring for the following academic year. Contact the Cashier for current information.

*Residents of Missouri, Oklahoma, Arkansas, Colorado, and Nebraska are eligible for the contiguous state (Non-Resident, Border States) tuition rate.*

### Special Needs
FSCC provides support for qualified students with disabilities. Students seeking assistance with academic programs because of disabilities (physical, emotional, mental, or multi-disabilities) 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.
### Additional 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 contact the program's coordinator with 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 - $1,200
- Book Charge - $570
- Uniforms / Smock - $125
- Rollabout - $125 (Fort Scott Campus)
- Lab Fee - $250 per semester

#### EMT:
- Beginning Lab Fee - $285 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-Davidson:
- Program Fee - $250 per semester
- Lab Fee - $200
- Manual Fee - $120

#### HVAC:
- Program Fee - $600 (1st semester)
- Work Ready Certificate - $250 (1st semester)
- EPA 608 Testing Fee - $40
- Tool Kit - $1,000 (1st semester)

#### Masonry:
- Material Fee - $15 per credit hour

#### Nursing:
- Program and Lab Fee - $640

#### Manicuring:
- Fee: $400

#### John Deere:
- Program Fee - $275 per semester

#### Trucking:
- Fee - $3,500
- Refresher Course - $1,500
- Tractor/Trailer Rental - $400

#### Welding:
- Material Fee - $35 per credit hour

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

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

FSCC 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. 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.

The FSCC Financial Aid office is located in the Administration building. 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.

Apply for Financial Aid
2. Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Include FSCC's federal school code (001916) to ensure the FSCC Financial Aid office will receive the application electronically.
3. Ask high school to send an official transcript that includes 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 GIZMO account for missing or required documents. Return any document requests to the financial aid office in a timely manner. Continue checking GIZMO to accept or decline financial aid awards.

Based on the evaluation of the student's FAFSA application, FSCC determines the amount of aid that he or she 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. FSCC is able 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
The records a student will need to complete the federal aid form include the previous year’s federal income tax returns; validated records of money earned; records for 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. Students who are selected receive a notification in their GIZMO account to submit additional documentation to the Financial Aid Office. The student
should ensure sure that all the paperwork required for the application is correct and readable, including all signatures and dates. Failure to submit the required information will stop the processing of the application or delay the timely receipt of assistance. Students who are unsure of the documentation needed should contact the Financial Aid Office for clarification.

Students must also provide the Registrar's Office with all academic transcripts from previous colleges and/or vocational technical schools. 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), which 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.

Deadline Dates
Students should file their applications by July 1 for the fall semester and by December 1 for the spring semester. After those dates, the Financial Aid Office can not guarantee a financial aid award by the time the student starts classes, and the student would need to make arrangements for payment with the Business Office.

When selected for verification, a student must submit all required documents, including an award letter signed by the student, before the last day of the semester in order to be considered for financial 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 three 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 ID card or to a bank account designated by the student in his or her GIZMO account.

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. 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). The Registrar's office must receive an official high school transcript or GED 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 an associate degree may not receive federal aid for any additional 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 fortscott.edu/financialaid.

Students may be eligible to receive financial aid for 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.

Transfer students who are eligible to receive financial aid at FSCC must comply with the same standards for satisfactory academic progress and time-frame limits as all other students.

Official academic transcripts from all prior colleges and vocational schools must be sent to the Registrar’s office. These transcripts will be evaluated by the Financial Aid office before any financial aid is awarded. If a student owes money to a previous school, 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 at 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, and personal/miscellaneous. Cost components are determined by dependency status, living at home or away from home, state residency, and program of study. For an estimate of cost of attendance, please see the Net Price Calculator at fortscott.edu/NetPriceCalculator.

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 due to 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 web site 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. All students who receive loans must complete the FAFSA, an entrance counseling session, and a master promissory note to receive their loan proceeds. An exit counseling session must be completed.
before the end of the loan period. More information about these requirements can be found at studentloans.gov.

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 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.

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 fortscott.fortscott.edu/scholarships 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. FSCC scholarships 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 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 enrollment will be certified with the VA. All other forms must be handled by the student directly with the Veterans Administration in St. Louis, Mo. Approximately six weeks are 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. The VA Certifying Official acts as an agent to verify enrollment and does not determine eligibility for benefits. In addition, all tuition and fees must be paid or arrangements made for 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 VA Certifying Official in order to avoid an overpayment. Any students who believe they are eligible for veterans benefits must deal directly with the Veterans Administration. To speak with a VA representative, call 800-827-1000.
Other Assistance

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
Higher Educational Office, Federal Building
 Muskogee, OK 74401

Vocational Rehabilitation
Department of Social & Rehabilitation Services
Pittsburg, KS 66762

Social Security Administration
4102 S. Arizona Ave.
Joplin, MO 64804
866-964-7421

KANSAS WORKS
Vocational Training
Workforce Development
105 W. Euclid
Pittsburg, KS 66762
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 search.ed.gov with the key "state higher education agencies."
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 course work 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 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:** students enrolled in 1-5 semester hours (fewer than 6 semester hours for the summer session)

**Half-time students:** students enrolled in 6-8 semester hours.
Three quarter-time students: students enrolled in 9-11 semester hours.

Full-time students: Those enrolled in 12 or more semester hours (6 or more semester hours during summer).

Freshmen: students who have completed fewer than 30 semester hours.

Sophomores: students who have completed with at least 30 semester hours, but not more than 59 hours.

Other students: 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 of 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. Name and address of the office that administers FERPA:

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 KSA 75-3728b.
Campus Photo Policy
Throughout each semester, FSCC staff may take photos of participants. These photos may be used for future promotion such as press releases, website, social media, etc. If a student does not want his or her photo used, he or she should contact 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 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 Vice President of Academic Affairs.

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.

**Academic Load**

A normal academic load for the typical college student is 15-16 hours per semester and six 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 Vice President of Academic Affairs 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 Vice President of Academic Affairs must approve 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 GIZMO 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 who desires 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 because 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 Vice President of Academic Affairs or Vice President 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. Students should not enroll in a course if he or she knows that he/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 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 Vice President of Academic Affairs 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 and 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 Vice President of Academic Affairs. “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 a 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 Vice President of Academic Affairs.

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, or 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 an online student portal that allows students to enroll online and view their class schedules, unofficial transcripts, financial obligations, and grades at the end of each semester.

**Blackboard**
Blackboard is an Internet-based Learning Management System (LMS). Blackboard can function both as a complement to traditional courses and as a site for distance learning. It 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. Students may be required to access Blackboard in some courses. Blackboard may also be accessed at any home computer, in the computer lab, or in the Student Success Center. Depending on the Blackboard tools the course instructor utilizes, students may take surveys, quizzes, and tests; send and receive course mail; post messages to threaded discussions and chat rooms; upload assignments using digital drop boxes; and/or check course progress and grades at any time during a course.

**Incomplete Work**
Students who have been making satisfactory progress for 75 percent 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 Vice President of Academic Affairs.

**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 higher. FSCC utilizes a system of letter grades and numeric grade points.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Explanation</th>
<th>Grade Points/Credit Hr.</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 Requirement</td>
<td>Not computed (Pass/Fail)</td>
</tr>
<tr>
<td>NA</td>
<td>Not available</td>
<td>Not computed</td>
</tr>
</tbody>
</table>

Students can access grades in their Gizmo account following the end of the semester. **Grade reports are NOT mailed to students; the only way to access grades is online.**

Students who have not returned college materials or property or who have not met all financial obligations to the college will have transcripts withheld until the Registrar’s Office is notified that these deficiencies have been remedied.

**Grade Changes**

Once a faculty member has reported a final grade to the Registrar, the faculty member must complete and submit a change of grade through Campus Connect to the Registrar in order to change. This request must be made within one year. Upon receiving notification of the grade change through GIZMO, the Registrar will modify the grade on the student’s permanent record.

**Grade Appeals**

If the student believes that an error has been made in the assignment or recording of a grade, the student must first confer with the instructor. If such a conference does not resolve the problem, the student may request review by the appropriate Division Chair or Dean. If this subsequent conference does not resolve the problem, the student may request review by the Vice President of Academic Affairs.

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 Vice President of Academic Affairs 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 SSC.
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 two 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 FSCC for a minimum of one semester.

**Academic Suspension Appeals**

Students may appeal to be reinstated after being academically suspended by following this procedure:

1. The student must write a letter of formal appeal to the Vice President of Academic Affairs, covering:
   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 Vice President of Academic Affairs will call an Academic Appeals meeting including the following: the Vice President of Academic Affairs, Vice President 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 Vice President of Students, and the Vice President of Academic Affairs.
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 course work 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. Requirements: President’s Honor Roll — 4.0, Dean’s Honor Roll — 3.75-3.99, and Honor Roll — 3.50-3.74. To determine GPA, the number of grade points for each grade received are multiplied by the number of semester credits.
hours of credit earned. This figure will then be divided by the number of semester hours of credit attempted, excluding courses marked 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.

Deadlines for submitting a Petition to Graduate form are: November 1 for fall graduation, March 1 for spring graduation, and July 1 for summer graduation.

The student will receive additional information regarding commencement rehearsals, caps and gowns, and any dates related to commencement activities through their student email 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 at the Student Success Center, 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 then 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 percent 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.

**FSCC Transcript Fees**
1) Cash/Check/Money Order $5.00
2) 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 & PSU 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.

**Enrollment in 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 higher, they can be admitted to Pittsburg State University.
### Outreach Centers

**Arma** - Crawford County  
Northeast High School  
10001 E. South Street  
Arma, KS 66712  
620-347-4115

**Cherokee** - Cherokee County  
Southeast High School  
126 West Highway 400  
Cherokee, KS 66724  
620-457-8365

**Frontenac** - Crawford County  
John Deere Technology Center  
1029 N. Hwy. 69  
Frontenac, KS 66763  
620-231-3835

Harley-Davidson Center  
254 S. Hwy. 69  
Frontenac, KS 66763  
620-231-3818

**Girard** - Crawford County  
Girard High School  
401 N Summit  
Girard, KS 66743  
620-724-4326

**LaCygne** - Linn County  
Prairie View High School  
LaCygne, KS 66040  
913-757-4447

**Louisburg** - Miami County  
Louisburg High School  
Louisburg, KS 66053  
913-837-4704

**Mound City** - Linn County  
Jayhawk-Linn High School  
Mound City, KS 66056  
913-795-2224

**Osawatomie** - Miami County  
Osawatomie High School  
Osawatomie, KS 66064  
913-755-2191

**Paola** - Miami County  
Miami County Campus  
501 S. Hospital Dr., Ste. 300  
Paola, KS 66071  
913-294-4178 or 4183  
Fax: 913-294-5186

**Pittsburg** - Crawford County  
Pittsburg Campus  
& Cosmetology School  
Pittsburg, KS 66762  
620-231-3690
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 campuses are located in Bourbon, Linn, Crawford, and Miami counties. 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. 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. The PEC is located at 813 N. Broadway, and can be reached at 620-231-3690.

School of Cosmetology
In addition to a Cosmetology Department in Fort Scott, FSCC also operates a Cosmetology school in Pittsburg, as part of the Crawford County 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)
The Miami County Campus of FSCC is located at 501 South Hospital Drive in Paola, Kan. The MCC is a full-service outreach center located in Paola, Kan. In addition to offering all courses required for a two-year associate degree, the MCC offers technical training in healthcare, nursing, environmental water technology, criminal justice, and manicuring. The MCC can be contacted at 913-294-4178.

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) 231-3839 or 231-3690.

Harley-Davidson Training Center
The FSCC Harley-Davidson® Motorcycle Technician program provides students the opportunity to gain valuable, hands-on training in a shop environment and learn the theory needed to be successful. Students can pursue a one-year certificate or two-year Associate of Applied Science degree. The training facility is located at 274 North Industrial Drive in Frontenac, Kan. Students interested in this program may call 620-231-3818.

Construction Trades
FSCC Pittsburg Construction Trades, Masonry, Welding, and HVAC departments operate at Southeast Kansas Career and Technical Education Center of Crawford County (CTEC), which is located at 1301 East 27th Street Terrace in Pittsburg, Kansas. For more information, please call 620-223-2700 ext. 5247.
Academic Advising
The FSCC Advising Department provides professional, confidential academic advisement. Students may receive help with enrollment, tutoring services and other common needs. The Fort Scott Advising Offices are located in Bailey Hall, and each satellite office also has an advising office.

Assessment
All first-time, full-time students enrolled in 12 or more credit hours, and all part-time students who have completed six hours or more, are required to take the Compass test. The Compass test is 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. Official ACT scores will also serve as placement guides.

Dining Services
The FSCC Cafeteria, located on the Fort Scott campus, offers a number of exciting additions to traditional cafeteria fare, including festive meals, monthly premium specials, and final exam snacks. 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.

FSCC Bookstore
The FSCC Bookstore is located on the Fort Scott campus in the Administration Building. 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.

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 Vice President of Students.

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. 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, 2015. FSCC Data may be found at fortscott.edu/campussecurityreport
<table>
<thead>
<tr>
<th>TYPE OF CRIME</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Homicide</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses</td>
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<td>1</td>
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<tr>
<td>Robbery</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Battery</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
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<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Developmental Reading, Writing, and Math Skills**

The Developmental Education program is designed for college students who need tutoring or developmental work in basic reading, writing, and math skills. Developmental instruction is taught in a comfortable, encouraging, challenging environment. Completion of Developmental Education Courses is vital to a student’s success in college-level work. However, Developmental Education courses (those with a course number beginning in zero) do not count toward graduation.

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.

**Housing**

For students interested in living on-campus, FSCC offers two housing complexes: Greyhound Hall and Boileau Hall. The dormitories are designed to give students the best in residential living. Each provide a "living-learning" environment which is an integral part of the total educational program at FSCC. Students find the FSCC dorms enjoyable places to live. A professional staff oversees the residence halls. Each air conditioned floor has a lounge area which can be used to study, relax, or visit with friends. Contact the Student Life Director for a dormitory contract. A deposit is required with the contract to reserve a room.

**General Educational Development (GED)**

Fort Scott Community College offers adult education classes to assist students in the following: GED preparation, basic math and reading skills, employment skills, and college preparation and transition. Individuals who have completed the adult education classes will have the opportunity to earn a GED, Basic Computer Skills certificate, and the Kansas Work Ready certificate.

People who have not earned a high school diploma may take the tests if they are no longer enrolled in high school and have reached the age of 16. The cost of the preparation class is $25, and a textbook may be purchased for $25.

FSCC offers a scholarship (3 credit hours) to those who earn their GED through the center. GED preparation classes are held every six weeks; class times are: 9 am to 12 pm, 1 pm to 4 pm, and 4 pm to 7 pm.

**Library**

FSCC Library, located in Bailey Hall, 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 am to 5 pm, Monday through Friday. Trained staff members are available to assist with the use of library resources. The Library supports and enhances all phases of the curriculum and college programs, and serves 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.

Student Success Center (SSC)
The FSCC Student Success Center is located in Bailey Hall. The SSC provides free tutoring to all students, as well as specialized instruction to strengthen basic skills such as reading, writing, spelling and mathematics. The SSC provides instruction via self-study modules or in a traditional classroom setting. Faculty members may refer students to the SSC for specialized instruction, or students may come in voluntarily. Appointments should be made with instructors who can evaluate individual abilities and make recommendations.

The SSC administers aptitude tests and career evaluation testing. Students may use the PLATO or A+ computer instruction programs on topics ranging from basic skills through college-level courses. In addition, computers are available for public use and include internet access.

Textcaster
Textcaster is a campus-wide text message and email notification system. Students may sign up through the Student Portal on fortscott.edu. This service is provided for free, thanks to sponsor UMB bank. Students can choose from the following categories in order to receive text notifications: emergencies and weather closings, athletic events, campus events, and critical dates. Regular standard messaging rates apply.
All-school events
Special all-school events enliven the school year for FSCC students. FSCC hosts a variety of events throughout the year, including workshops, films, musical performances, dances, picnics, homecoming festivities, and the annual Spring Fling.

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.

Collegiate Farm Bureau
Fort Scott Community College is the first Collegiate Farm Bureau organization formed in the state of Kansas. Now, the State of Kansas has one of the largest memberships of Collegiate Farm Bureau in the Nation. Membership in the Collegiate Farm Bureau is open to all students with an interest in Agriculture. Farm Bureau is an organization that supports all aspects of agriculture and provides leadership in protecting our natural resources. Members of the Collegiate Farm Bureau will have opportunities to compete in discussion meets, quiz bowls, and various other local and state competitions. Also, these members will have the opportunity to participate in various activities throughout the year.

Greyhound #SocialSquad
Greyhound #SocialSquad students help promote the College via social media while working closely with FSCC Public Relations and Admissions Departments. These students actively participate in campus life, activities, and events.

Livestock Judging Team
Livestock judging involves carefully evaluating a class of animals—such as steers, sheep, and swine—and then rating them against commonly accepted standards. The student then gives oral reasons regarding his or her placement of the animals within the class. Through the program, students learn teamwork, effective communication skills, and leadership skills.

Meat Judging Team
Fort Scott Community College's Meat Judging Team is one of the most decorated meat judging teams in the country. Meat judging team members identify, evaluate, and place cuts of meat to determine the quality, leanness, and composition. Through the program, students learn leadership, critical thinking, and communication skills as well as proper meat storage and handling procedures.

Miami County Campus Ambassadors (MICCA)
The Miami County Campus Ambassadors (MICCA) is a student organization that promotes interest
in student life, provides fellowship among students and faculty, and represents 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 and community. Any Miami County Campus student 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.

**Music Groups**
With the permission of the director, any student may participate in FSCC 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 in 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 choir groups as well. 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 Choir, a combined group of FSCC students and community vocalists, produce the spring oratorio in conjunction with the symphony.

**Phi Theta Kappa (PTK)**
Phi Theta Kappa (PTK), an international honor society, recognizes the academic achievements of two-year college students. The honor society focuses on leadership, service, scholarship and fellowship. PTK is offered on the Fort Scott and Miami County campuses. Students who have completed 12 credit hours and earned a 3.5 GPA or higher are invited to join PTK.

**President's Ambassadors**
The President’s Ambassadors are a group of students who serve as official college 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.

**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. The FSCC 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, construction, and masonry students have successfully competed at the state and national levels, and FSCC students have held officer positions at the national and state level.
STEM Club
The FSCC STEM (Science, Technology, Engineering and Math) Club promotes STEM-related majors to the student body, provides a forum for science-minded students to discuss current trends and topics related to STEM industries, and encourages critical thinking and professionalism.

Sports Broadcasting
Sports broadcasting students learn how to film, commentate, and produce a live-streaming broadcast at FSCC athletic contests. Students edit film to create highlights for individual students and programs. In addition to working at FSCC events, students receive mentorship and have the opportunity to work with local radio station 103.9FM.

Student Nursing Organization
The Student Nursing Organization introduces students to the nursing profession and educates the community in health-related matters. Activities include hosting nursing speakers, helping with the Bloodmobile, and presenting to area schools and organizations. It also sponsors fundraising projects to support continuing education workshops, as well as student and alumni receptions.

Theatre
The speech and theater arts classes produce a community theater play or musical in the fall and spring. 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
FSCC 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.

<table>
<thead>
<tr>
<th>Women’s Sports</th>
<th>Men’s Sports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volleyball</td>
<td>Football</td>
</tr>
<tr>
<td>Rodeo</td>
<td>Rodeo</td>
</tr>
<tr>
<td>Basketball</td>
<td>Basketball</td>
</tr>
<tr>
<td>Spirit Squad</td>
<td>Baseball</td>
</tr>
<tr>
<td>Softball</td>
<td></td>
</tr>
</tbody>
</table>

Athletics scholarships are available through the Head Trainer’s office. Eligibility standards, recruitment regulations, scholarship requirements, and additional information about any of FSCC’s athletic programs can be obtained from the Athletic Director or the Admissions Office.
Community Services and Events

Community Education
The FSCC Community Education program consists of a number of short courses organized to bring together people 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.

Aggie Day
The FSCC Agriculture Department hosts more than 1,400 4-H and FFA members to campus for the annual interscholastic Aggie Day. Students compete in a variety of areas, including agronomy, entomology, farm management, floriculture, food science, livestock, meat evaluation, milk quality and products, nursery/landscape, poultry, and speech.

Breakfast with Santa
Each December, FSCC hosts a special day with Santa for local children. Each child enjoys breakfast, has his/her picture taken with Santa, receives a gift, and watches a seasonal DVD during the morning. Several generous 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
FSCC Cosmetology students—in both Fort Scott and Pittsburg—provide services to area residents, including haircuts, hair 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 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, and other theatrical productions.

Use of Facilities
FSCC welcomes 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 or athletic competitions. Businesses or groups may contract with FSCC to use the college facilities and cafeteria for short courses, seminars and training programs. Usage fees may apply. For more information, call 620-223-2700.

Catering
The FSCC Dining Services serves the community by catering banquets and dinners for large or small groups. For more information, call 620-223-2700.

Women’s Appreciation Luncheon
FSCC hosts this annual event in April. All women in the 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. Additionally, the FSCC Nursing Program is approved by the Kansas Board of Nursing to offer continuing education.
College Transfer Program
FSCC offers the first two years of most four-year college undergraduate bachelor's 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 chosen a major should follow the general education courses required by most colleges. At FSCC, 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 closely review the requirements of their intended four-year school for that major. Courses of study for some major fields may follow general education courses; others may require a specific 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.

Two-Year Associate Degree Programs
FSCC offers four types of two-year associate degree programs. To earn an associate degree, students must complete 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.
Career and Technical Education
FSCC 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 industry professionals and are continually modified to ensure the curriculum is up-to-date and responsive to current industry practices.

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.