



2022-23 STUDENT HANDBOOK



MANHATTAN
TECH
MANHATTAN AREA TECHNICAL COLLEGE

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DEAR STUDENTS & FRIENDS OF MANHATTAN TECH,

Welcome to Manhattan Area Technical College. On behalf of the faculty and staff, board members and alumni, we are pleased that you have considered our college to help you prepare for the future. Manhattan Area Technical College has a proud record of providing career and technical education opportunities for the citizens of Kansas and people of the world. Whether you are entering as a first-time freshman, a transfer student with some college experience or a degree, or are returning to college from the workplace to enhance your skills and education, you are welcome here! Manhattan Tech is a student-centered institution dedicated to academic endeavors that meet the high standards demanded by employers within our service area and beyond.

Manhattan Tech has many ways to help you, so please let any employee know if you need assistance. We know that learning from your classes and program of study is often enough to challenge you, but we also know that the challenges of life often present themselves while you work on becoming a nurse, technician, etc. We can help you develop options to keep you focused on your educational goals and your timeline for success.

You will find that the sense of family at Manhattan Tech moves beyond the classroom and into the community. Our students are regularly involved in activities, both on and off campus, which benefit Manhattan and the surrounding areas. Students are encouraged to take advantage of leadership opportunities in order to better prepare themselves for similar roles that await them in the future.

Come by and visit, give us the chance to sell you on Manhattan Area Technical College!

James Genandt
President and CEO

2022-23 ACADEMIC CALENDAR

2022 FALL SEMESTER

JULY

5 A.D.N. Fall Semester classes begin

AUGUST

12 College In-Service | **CLOSED AT NOON**

18 Final Add Day

22-31 Welcome Week Activities

22 Fall Semester Begins | Tuition and Fees Due

SEPTEMBER

2 Financial obligation deadline (See page 38)

5 Labor Day | **COLLEGE CLOSED**

OCTOBER

14 Last day to adjust financial aid

17 Start of 2nd 8-week Courses

NOVEMBER

21-25 Thanksgiving Break | **COLLEGE CLOSED**

28 Classes Resume

DECEMBER

12-16 Final Exams

17 Nursing Pinning & Commencement

20-31 Holiday Break | **COLLEGE CLOSED**

2023 SPRING SEMESTER

JANUARY

2 Holiday Break Continued | **COLLEGE CLOSED**

3 College Open

6 College In-Service | **CLOSED AT NOON**

11 Final Add Day

11 Orientation for new Program Students
(starting spring semester)

16 Martin Luther King Day | **COLLEGE CLOSED**

17 Spring Semester Begins | Tuition and Fees Due

FEBRUARY

3 Financial obligation deadline (See page 38)

2022 Spring Semester continued

MARCH

10 Last day to adjust financial aid

13-17 Spring Break | **NO CLASSES**

17 **COLLEGE CLOSED**

20 Classes Resume

Start of 2nd 8-week Courses

APRIL

27 Open House

MAY

8-12 Final Exams

12 Nursing Pinning & Commencement

13 Commencement

29 Memorial Day | **COLLEGE CLOSED**

2023 SUMMER SEMESTER

JUNE

1 Final Add Day

5 Summer Semester Begins | Tuition and Fees Due

10 Financial obligation deadline (See page 38)

JULY

4 Independence Day | **COLLEGE CLOSED**

5 Classes Resume

28 Summer Semester Ends

TBD Fall Celebration & Car Show

2023 National CTE Letter of Intent Signing Day

Note: This calendar is accurate at the date of printing. Manhattan Area Technical College reserves the right to modify the calendar as necessary. Students, prospective students, and employees will be notified of changes as soon as possible.

For tuition refund dates, please refer to the [Enrollment Management Calendar on manhattantech.edu](#) and the Tuition Refund Policy on page 40 of the catalog.

MANHATTAN *TECH*

OUR MISSION

Manhattan Area Technical College provides high quality technical, general, and adult education to prepare individuals to pursue technologically advanced careers and lead productive lives in a dynamic and diverse global environment.

VISION STATEMENT

As a leader in technical education, Manhattan Area Technical College will enhance student-centered learning and service to business, industry, and community members.

COLLEGE VALUES

In making decisions to advance the mission of Manhattan Area Technical College, the faculty and staff value:

- Integrity... being accountable for our actions
- Student-centered instruction... addressing the needs of our students
- Relevant program content... applying industry recommendations
- Quality performance... striving for excellence

CORE ABILITIES

Core abilities at Manhattan Area Technical College are designed to enhance students' critical thinking, problem solving, and communication skills in their academic courses, as well as in their technical courses. The Manhattan Tech core abilities are as follows:

- Quantitative Literacy
- Written Communication
- Critical Thinking
- Oral Communication

COLLEGE OBJECTIVES

The objectives of Manhattan Area Technical College are to:

- Offer Associate of Applied Science degrees and Technical Certificates upon completion of programs and courses in technical fields to meet student, employer, and community needs.
- Complement technical instruction with general education courses emphasizing critical thinking, problem solving, and communication skills.
- Create opportunities in technical education for secondary education students through articulation agreements and concurrent credit.
- Provide student services to include counseling, financial aid, skill enhancement and assessment, employability preparation, and student-directed activities.
- Assess student performance and outcomes to enhance learning.
- Allocate resources to ensure a safe, accessible, and student-friendly learning environment.
- Monitor integrity through interaction with program advisory councils, a general advisory council, and evaluation by approving agencies.
- Serve as a valued community leader and partner in the educational, economic, and workforce development of our service area.

GENERAL EDUCATION PHILOSOPHY

General education is an essential component of a student's education. Woven throughout the curriculum, general education provides students with a foundation for lifelong learning.

General education refers to subject matter that is foundational in nature and contains general content that may apply to all disciplines of study. General education courses are designed to enhance and support technical studies. The general education categories are communications, mathematics, natural science, social science, humanities, and information literacy.

In support of its general education philosophy, Manhattan Tech has adopted the following goals for students:

- Use the English language effectively to read, write, speak, and listen critically
- Increase an understanding of science and technology
- Use systematic, critical, and creative processes to identify problems and make decisions
- Develop knowledge of self and a capability for self-direction and self-motivation
- Analyze and assess personal values and life goals that affect decision-making and relationships in a global community
- Perform the mathematical computations necessary to succeed as an employee and as a consumer
- Demonstrate proficiency in gathering, analyzing, and synthesizing information
- Increase an understanding of individual and group differences

Upon graduation, students should be proficient in:

- Effective written and oral communication
- Critical thinking and problem solving to address situations described verbally, graphically, symbolically, or numerically
- Identifying, accessing, and evaluating information and materials
- Gaining knowledge of self and demonstrating ability to work independently and in teams
- Exhibiting tolerance of, and respect for, diversity in human abilities, cultures, ages, and beliefs.

Within the technical programs, faculty members strive to reinforce and enhance student learning related to the General Education Objectives by providing learning opportunities that require students to apply skills acquired in their general education to "world of work" problems in their classrooms.

PHILOSOPHY OF ASSESSMENT

Manhattan Tech's faculty and staff are committed to a comprehensive institutional assessment program that promotes continuous improvement in all aspects of programs and services critical to the success of the College. Convinced that learning-oriented effectiveness is of primary importance in meeting the institution's mission, the faculty has placed an emphasis on the assessment of student learning.

Manhattan Tech also recognizes the importance of assessment and improvement activities related to organizational structure. These activities, designed to complement the assessment of student learning and enhance the planning and implementation of strategic initiatives, as well as the operational functions of the College, are executed as part of a comprehensive plan.

Demonstrating ongoing institutional improvement is necessary to ensure the continuing success of Manhattan Tech. Manhattan Tech is strengthened by its ability to respond quickly and effectively to changing student and stakeholder needs, through a systematic and well-practiced methodology involving assessment, evaluation, and action to address identified opportunities for improvement. This allows the College to compete in an educational arena where prospective students have a myriad of options.

In addition, as legislative bodies and accrediting organizations search for ways to enhance accountability among educational institutions, the documentation produced by this ongoing improvement process facilitates the reporting required for compliance with these regulatory and accrediting agencies.

PRINCIPLES OF COMMUNITY

Manhattan Tech is an environment dedicated to the teaching and learning of professional and technical skills in an increasingly diverse and ever-changing environment. Manhattan Tech is a place where all people, regardless of age, sex, gender identity, sexual orientation, ability, marital or family status, race, religion, national origin, political affiliation, and military or veteran status may learn a living. Students, staff, faculty, and administration seek to empower all persons to contribute to their families, communities, and societies. In the spirit of creating and maintaining a professional and respectful space for all who come here to learn and teach, we—students, staff, faculty, and administration—acknowledge the following:

- We come to Manhattan Tech with different experiences, expectations, values, and practices
- Some of our differences are visible, others are not
- Our differences may create misunderstandings, fears, and hurt feelings
- We must work together to create mutual understanding
- We strive to overcome the negative consequences of our differences
- We seek to celebrate our shared humanity and shared goals
- We accept responsibility for creating a learning and work environment where our differences are valued and mutually accepted
- We agree to respect everyone's right to have and to share personal beliefs and opinions without fear of public condemnation
- We agree to reject prejudice, discrimination, and intolerance in the Manhattan Tech community

To view this policy in its entirety reference policy number 3.7.1 at <https://matconline.matc.net>.

MANHATTAN TECH HISTORY

In 1965, the Kansas State Board of Education established this institution under authority granted by Kansas Statutes Annotated 72-4412 and named it the Manhattan Area Vocational-Technical School. Educational programs were initially offered on the campus of Manhattan High School. Manhattan Tech's current campus, located at 3136 Dickens Avenue in Manhattan, Kansas, was occupied in 1967.

Through the years, the increasing influence of advancing technology in business and industry, health and emergency services, and government has made strong technical skills a requirement in most professions. Consequently, the training at Manhattan Tech is now referred to as technical education.

In that spirit, the School was renamed in 1992 as Manhattan Area Technical Center. Legislation passed in 1994, Kansas Senate Bill 586, amended K.S.A. 72-4412, providing the opportunity for technical schools to apply for conversion to technical colleges. In 1996, Governor Bill Graves signed into law Kansas House Bill 2606, which amended K.S.A. 72-4412, and designated the School as Manhattan Area Technical College. On July 1, 2004, Manhattan Area Technical College separated from USD 383 to become an independent entity.

STUDENTS RIGHTS TO KNOW

Social Security Numbers

Each entering American student is asked to provide a social security number upon enrollment. No student may receive financial aid from any federally funded program or be employed by the College unless the Social Security number is on file. Social Security numbers are used for identification and required tax document purposes only. New students to Manhattan Tech are assigned a computer-generated student ID number that appears on their student ID card.

Tuberculosis Screening Questionnaire

Tuberculosis, also known as TB, is a bacterial infection that attacks the lungs and, sometimes, other parts of the body. It is spread when someone infected with the disease coughs or sneezes and the bacteria is inhaled by someone nearby. Manhattan Tech requires ALL students to complete a Tuberculosis Screening Questionnaire, per Kansas Statute KSA 2009 Supp. 65-129, to aid in prevention and control of Tuberculosis as required by State of Kansas Department of Health & Environment.

Health Insurance Portability and Accountability Act of 1996

The HIPPA notice describes how student medical information may be used and disclosed. Please review it carefully. If students have any questions, please contact the Student Services Office. The College is required by law to keep student medical information private, provide this notice of our legal duties and privacy practices with respect to student medical information, and follow the terms of the notice that is currently in effect. Manhattan Tech may use and disclose medical information for treatment in emergency situations, as well as disclose information to administrators and academic counselors to support academic progress.

Students have the right to look at medical information the College uses, and/or have a personal representative assist in reviewing medical information. If a student believes the information in their records to be incorrect or incomplete, they have the right to request the College amend the records. Students also have the right to a list of those instances where the College has disclosed medical information, other than for treatment, payment, healthcare operations, or disclosure was specifically authorized.

Manhattan Tech reserves the right to change the terms of this notice at any time. Changes will apply to medical information the College already holds, as well as new information received after the change occurs. If Manhattan Tech revises their notice, they will post the updated notice. Students may request a copy of the current notice at any time.

The Family Educational Rights & Privacy Act of 1974 (FERPA)

The FERPA affords students certain rights with respect to their education records. Manhattan Tech complies with the FERPA by using the following policy regarding access to, and protecting the confidentiality of, student records. For more information, call 800-729-6222 (KS only) or 620-432-0302.

Upon written request to the Registrar, any student of Manhattan Tech will be granted access to any or all records pertaining directly to said student. Access to records will be granted no more than forty-five (45) days following such request. If information in these records is found to be inaccurate, misleading, or detrimental to the student, the student can request, in writing, an amendment to the record, clearly identifying the portion of the record to be changed, and specifying why it should be changed. If the College denies the record amendment request, the student will receive written notification of the decision. The student can appeal this decision through the College appeal process.

No personally identifiable records from Manhattan Tech will be released to parents, spouses, or others without the expressed, written consent of the student. Within the provisions of the FERPA, access will be granted to the following individuals/entities without the consent of the student:

- school officials, including teachers and administrators, who have a legitimate educational interest
 - A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement or security unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on a Manhattan Tech College Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks.
 - A school official has a legitimate education interest, if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.
- officials of schools to which the student wishes to transfer
- authorized representatives of the Comptroller General of the United States, the Secretary of Education, or an administrative head of an education agency
- in connection with the student's application, receipt of or continued eligibility/status for financial aid, or court order.

Should a student owe the College any delinquent amount, official records will not be released to the student or any third party. However, this does not preclude the student from personally reviewing his/her records and challenging any of the information.

Financial aid transcripts may be sent at the request of other institutions.

Students have the right to file a complaint with the US Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Correspondence may be directed to:

Family Policy Compliance Office
US Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 20202-4605

Directory Information

FERPA regulations as defined by the U.S. Department of Education "directory information" is defined as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. FERPA permits Manhattan Tech to limit the disclosure of directory information, and to use its discretion when choosing whether to release directory information to specific parties, for specific purposes, or both. In the exercise of that authority, Manhattan Tech may release directory information to college employees/trustees and on-campus publications designed to promote student achievement, events, or otherwise serve to advance the interest and image of the college (e.g. graduation programs, etc.).

The college designates the following as directory information:

- Student name
- Address
- Telephone number
- Email address
- Major fields of study and classification
- Full- or part-time status
- Degrees, awards, and honors received

Students who wish to prevent disclosure of directory information must inform the Registrar in writing. Students who submit this request should note this action will exclude their name from certain college publications.

Title IX

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that:

No person in the United States shall, based on sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Manhattan Tech Title IX Coordinator: Sarah Phillips, M.P.A.

Manhattan Tech Identified Responsible Employee/Non-Mandatory Reporter: Marilea Williams

Notice of Non-Discrimination

The Manhattan Tech Board of Directors supports and complies with Title VI and Title VII of the Civil Rights Act of 1964 as amended, Section 504 of the Rehabilitation Act of 1973 and Amendments, The Americans with Disabilities Act, Title IX and all requirements imposed by or pursuant to the regulations of the Department of Health and Human Services and the Department of Education. It is the policy of the Board of Directors that no person in the United States (on the grounds of gender, race, color, national origin, disability, sexual orientation, gender identity, religion, age, genetic information, parental status, military status, or veteran status) shall be excluded from participation in, denied the benefit of, or otherwise subjected to discrimination under any program or activity of, or employment with, Manhattan Area Technical College.

STUDENT RESOURCES

Academic Advising and Course Schedules

All degree-seeking students at Manhattan Tech have the opportunity and are encouraged to meet with an academic or faculty advisor. Academic advisors will provide advising services for all program students, including Pre-ADN, Pre-MLT, and Pre-PN students. Students accepted into the Associate Degree Nursing, Medical Laboratory Technology, or Practical Nursing programs will additionally be advised by the program faculty advisor. It is the student's responsibility to initiate and prepare for advising appointments.

Advisors may assist students in the following areas:

- course placement based on multiple measures (i.e. Accuplacer, ACT, High School GPA, etc.)
- goal setting
- campus and program information
- referrals to campus resources
- interpreting institutional policies, procedures, and requirements

Students share responsibility for a positive and successful college experience and are expected to participate by:

- attending program orientations
- knowing academic policies and procedures
- knowing academic calendar deadlines and degree/program requirements
- consulting with an advisor when necessary and taking action when recommendations are made
- scheduling and keeping appointments with advisors

In planning a class schedule, the student should keep in mind the degree and graduation requirements of Manhattan Tech. The final responsibility for correct course selection lies with the student.

Non-degree seeking students may request an advisor assignment by contacting the Student Services Office.

Registration

Enrollment opens at least two months prior to each term. Classes fill quickly, therefore, students are encouraged to enroll as early as possible for the best class selection. Students may enroll up to the Final Add Day (FAD), which typically falls on the Thursday before the first day of classes each semester.

Student Responsibility

Students are responsible for meeting all requirements for graduation as set forth in this catalog. Advisors assist in the planning for a degree program for each student; however, the final responsibility for meeting requirements for graduation lies with the student.

Official Transcripts

What is an official transcript?

A transcript is an official certified report of a student's permanent student record. In accordance with the Public Information Act and FERPA, as amended, student academic records are classified as confidential and may be released only with the student's written authorization and signature. No one else, including but not limited to spouses, parents, etc., can request transcripts, as student written permission is required by law.

Official transcripts or reproductions of official transcripts from other institutions cannot be released to any individual or institution. Visit manhattantech.edu or [Manhattan Tech Online](#) for additional information.

Requesting a Manhattan Tech Transcript

Upon formal request, former students or graduates may obtain an official transcript at a cost of \$12.50 per transcript requested. (*Electronic PDF Delivery has an additional \$0.50 fee.*) Transcripts are available 10 days after grades are posted. Please note: Transcripts are available for continuing education students as of Fall 1994, and for all workforce development

students as of Spring 2004. Students must pay all outstanding debts or Financial Exit Counseling (if required) to Manhattan Tech before their degree/technical certificate and/or transcript will be released. Any release of a Manhattan Tech student transcript will be approved and documented by the Registrar's Office.

Prior to enrolling in courses through another college or university, contact Manhattan Tech Student Services personnel (785.587.2800) to determine if the class(es) will meet Manhattan Tech's transfer criteria.

Sending Transcripts to Manhattan Tech

Undergraduate students may transfer credit from other institutions of higher education that are accredited by a regional accrediting agency recognized by the U.S. Department of Education. An official transcript sent directly from the issuing institution to Manhattan Tech is required for transfer credit. Only course work with a grade of C or higher may be transferred.

- **Manhattan Tech does not accept faxed transcripts as official from post-secondary institutions.**
- **Transcripts sent from home schools are required to be notarized.**

Reverse Transfer

Reverse Transfer is the process of retroactively granting associate degrees to students who have not completed the requirements of an associate degree prior to transferring from a Kansas community college or technical college to a Kansas public university.

Students who transfer coursework from a community college or technical college will be notified of their eligibility for consideration of reverse transfer within the first term of attendance at their selected university. Eligible students must have completed 45 credit hours at one or more public community colleges or technical colleges in Kansas and must consent to the release of their academic records. Academic records will be evaluated for degree completion and degrees will be conferred based upon a satisfactory evaluation. Contact the Registrar's Office at registrar@manhattantech.edu for more information.

Articulation/Memorandum of Understanding (MOU) Agreements

Students may seek award of credit received from a post-secondary institution that has in place a current Articulation Agreement or Memorandum of Understanding (MOU) with Manhattan Tech in the students' intended program of study.

An articulation agreement is a formal arrangement to transfer a defined set of academic credits between an academic program of one institution, most often a two-year post-secondary institution, to a baccalaureate degree granting college or university. The institutions listed below have an articulation agreement &/or MOU with Manhattan Tech.

Manhattan Tech current secondary (high school) Articulations/MOUs:

- Blue Valley High School (USD 384)
- Clay Center Community High School (USD 379)
- Clifton-Clyde High School (USD 224)
- Flint Hills Christian School
- Junction City High School (USD 475)
- Manhattan High School (USD 383)
- Riley County High School (USD 378)
- Rock Creek High School (USD 323)
- Wakefield High School (USD 379)
- Wamego High School (USD 320)

Transcription by Manhattan Tech of credit from another institution will require the student to:

- have an official transcript from the secondary institution or institution of higher education on file with Manhattan Tech (student-issued transcripts are not acceptable)
- have a C or higher in all classes being considered for transfer or award of credit

Students must meet all qualifying requirements of the Articulation Agreement/MOU. Additionally, the student will:

- send an official high school transcript
- be degree seeking within the program they are requesting the articulated credit to be awarded
- with the assistance of their advisor, complete the Transfer/Articulation Form and remit to the Registrar's Office

Acceptance of transfer credit to other schools is entirely up to the receiving institution; Manhattan Tech does not guarantee credit transfer.

Credit for Prior Learning

Students may seek award of credit for prior learning through Advanced Placement (AP), Advanced Standing, College Level Examination Program (CLEP), VA National Testing Program (DSST) formally known as DANTES, education credit for training programs, or credit by examination.

For specific information about how to apply for prior learning credit, refer to Policy 5.1.3 and/or contact Manhattan Tech Student Services.

Advanced Placement

Advanced Placement testing is an opportunity for high school students to earn college credit by examination. These tests are given by the College Entrance Examination Board (CEEB) in May of the junior or senior year, in high schools offering advanced placement courses.

Students who have completed any of the following CEEB Advanced Placement tests should have the Educational Testing Service (ETS) forward an official report of their scores to the Registrar's Office in order to receive credit. To order reports, students must pay the required fee and provide ETS with the year the Advanced Placement test was taken, subject of the exam, and birth date or Social Security number. Requests should be sent to: Advanced Placement Program, PO Box 6671, Princeton, NJ 08541-6671.

When calculating grades from the Advanced Placement tests, scores of 5, 4, or 3 are granted as indicated. No credit is granted for scores of 2 or 1. If the letter grade is awarded, it will become part of the student's GPA at Manhattan Tech. Advanced Placement courses can be used toward Manhattan Tech's General Education requirements.

The following list of course equivalencies, credit hours, and grades shown indicate Manhattan Tech's acceptance policy only. Other institutions may interpret recommendations differently.

AP Course	Score	Manhattan Tech Course	Credit Hours	Grade
Biology	5	BSC 110 Biology	5	A
	4	BSC 110 Biology	5	B
	3	BSC 110 Biology	5	Cr
Chemistry	5	CHM 110 Chemistry I	5	A
	4	CHM 110 Chemistry I	5	B
	3	CHM 110 Chemistry I	5	Cr
English Composition	5	COM 105 English Comp I	3	A
	4	COM 105 English Comp I	3	B
	3	COM 105 English Comp I	3	Cr
Physics 1	5	PHY 100 General Physics	5	A
	4	PHY 100 General Physics	5	B
Psychology	5	PSY 100 Gen. Psych	3	A
	4	PSY 100 Gen. Psych	3	B
	3	PSY 100 Gen. Psych	3	Cr
Statistics	5	MAT 145 Elem. Stats	3	A
	4	MAT 145 Elem. Stats	3	B
	3	MAT 145 Elem. Stats	3	Cr
United States American Government & Politics	5	POL 105 American Government	3	A
	4	POL 105 American Government	3	B
	3	POL 105 American Government	3	Cr

Advanced Standing

Credit may be given for previous college course work for required or elective courses completed and, in some situations, for specific practical experience. Advanced standing in programs of study is determined on an individual basis by Manhattan Tech instructors, and/or the Vice President of Student Success.

College Level Examination Program (CLEP)

CLEP is a testing program of The College Board designed to measure prior learning and mastery of introductory (lower division) college course material in particular subject areas. Students must arrange for an official report of

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

The Regional Testing Center is a licensed, regional Pearson Vue testing center, as well as an Educational Testing Service (ETS) approved testing site, offering General Equivalency Diploma (GED) testing, Pearson Vue credentialing exams, and ETS certifications (PRAXIS, CLEP, etc.).

VA National Testing Program (DSST)

Credits for the Subject Standardized Tests Program for the VA National Testing Program (DSST), formally known as DANTES, will be evaluated using the ACE (American Council on Education) recommendations.

Credit for Training Programs

Credit for training programs, including military training, will be evaluated according to the ACE Guide. For Military training, credit will be evaluated from the student's military documents using the "ACE Guide to the Evaluation of Experiences in the Armed Forces." For Army veterans, the Joint Services Transcript (JST) will provide a transcript of ACE credit recommendations for all coursework completed while in service, the military occupational specialties (MOS's) held, and examinations passed. For Industry Training, credit will be evaluated using the "ACE College Credit Recommendation."

Credit by Examination

Students who have knowledge or experience in an area paralleling instruction in a Manhattan Tech course may apply for credit by examination for specific courses, to a maximum of nine (9) hours per transcript. This examination, developed by the program instructor(s), will be comparable to a comprehensive review of the course content and will be administered by a Manhattan Tech instructor or administrator. Examination is not available for course a student has already taken.

COURSE ► TRANSFER

Transfer to Other Institutions

The transfer of Manhattan Tech credit to other colleges is entirely up to the receiving institution. Manhattan Tech does not guarantee transfer of its credit.

Manhattan Tech's current post-secondary Articulation Agreements and Memorandum of Understandings:

Chamberlain College of Nursing

- Bachelor of Science in Nursing

Fort Hays State University

- 2+2 - Bachelor of Technology Leadership

Grantham University

- 2+2 - Accounting
- Business Administration
- Information Network Technology
- General Studies

Kansas State University

- 2+2 - Bachelor of Science in Technology Management

Kansas University School of Nursing

- Bachelor of Science in Nursing

Manhattan Christian College

- Bachelor of Science in Management and Ethics
- Bachelor of Arts or Science of in Bible/Leadership

Oklahoma State University

- Bachelor of Technology

Ottawa University

- 2+2 - Nursing

Pittsburg State University

- 2+2 - Nursing
- Accounting, Computer Science-Information Systems
- Automotive Technology
- Engineering Technology
- Technology Studies
- Technical Teacher Education
- Technology Management

Washburn University

- 2+2 - Bachelor of Applied Science in Technology

Wichita State University

- Bachelor of Science in Dental Hygiene
- Bachelor of Science in Nursing

IN ACCORDANCE WITH THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED, TRANSCRIPTS MAY NOT BE RELEASED TO A THIRD PARTY WITHOUT THE WRITTEN CONSENT OF THE STUDENT.

Job Placement Assistance

It is the sole responsibility of individual students to secure employment following graduation. To assist students and graduates in their endeavors, Manhattan Tech representatives pursue relationships with employers in business and industry to identify and coordinate employment opportunities for College graduates. Efforts are made to recruit prospective employers and arrange on-campus and off-campus interviews. Employment opportunities are posted online at Community Job Board: www.manhattantech.edu/jobboard

Teaching & Learning Center

The Marilyn Mahan Teaching & Learning Center (TLC) was established in 2017 with funding from the U.S. Department of Education through a Title III Strengthening Institutions Project Grant. The mission of the TLC is to promote innovative, effective teaching practices, facilitate access to online courses and training, and enhance engagement in student learning. To accomplish this mission, the TLC provides consultation, resources, and programs to:

- Prepare students to pursue technologically advanced and highly productive careers in a diverse and global environment.
- Promote a student-centered environment focused on the motivation and engagement of students through individual or group collaboration, learning resources, academic tutoring, and program testing.
- Provide college-wide leadership and coordination of professional activities aimed at supporting excellence in teaching.
- Nurture a culture of commitment to student learning, stimulate dialogue and reflection about teaching, and foster a sense of community among faculty.
- Support instructors in course planning and pedagogical development, including the integration of course and program outcomes to evaluate learner mastery in the content area.
- Communicate the importance of career and technical education to both internal and external audiences.
- Create recommendations for institutional advancement through the development, implementation, and analysis of qualitative and quantitative assessment systems.

The TLC promotes the expansion of online and hybrid certificate, degree, and transfer options, and provides comprehensive and accessible student services that mutually enhance one another for the benefit of students, faculty, and the community. We endorse and foster the Principles of Community, recognizing the role of the TLC in modeling a safe and equitable environment for every member of our community. Students and instructors have access in the TLC to appropriate devices and staff services to reinforce a positive and engaging learning environment.

Tutoring & Academic Support

Manhattan Tech is committed to providing the necessary academic and social support necessary for students to be successful in their chosen career through the TLC. Tutoring services are accessed through multiple methods (including online and in person), and are provided based upon individual student's needs, educational goals, and, as applicable, instructor referral. Additional services such as time management, study planning, resume writing, research assistance, math and writing labs, and job interview preparation are offered through various workshops, or upon request. All tutoring and student academic support provided within the TLC are free to currently enrolled students and Manhattan Tech alumni. Contact TLC@manhattantech.edu, call 785.320.4584, or visit our website at manhattantech.edu for more information.

Accommodation/Support Services

The Student Services Office provides qualified students with disabilities reasonable accommodations and resources to allow equal opportunities for success. Partnerships between faculty, staff, and students with disabilities provide equity and access to the resources available to all students.

Under the American Disabilities Act (ADA) of 1990, which was amended as ADAAA in 2008, and Section 504 of the Rehabilitation Act (1973), Manhattan Tech will make every effort to provide qualifying students with reasonable accommodations based on individual needs and a licensed clinician's recommendation. All students seeking academic accommodations must provide current documentation from a doctor or licensed clinician. Manhattan Tech is only required to accommodate a disability if the student has disclosed their disability to the Student Retention Specialist (or the College's alternately designated representative) and provided the required documentation.

The most effective way to show qualification for reasonable ADA/504 accommodations in the current school term is to obtain a letter from a licensed medical professional/clinician who is familiar with you and your type of disability, and has

completed applicable, supporting documentation validating the specific disability. The summary letter must outline the disability, test results, limitations to learning, and reasonable recommended academic accommodations in order to meet the needs of post-secondary coursework.

The documentation must reflect your abilities and limitations at the academic post-secondary level at the time you request the accommodation. Please note: The post-secondary school is not required to make changes or adjustments that fundamentally alter the academic prescribed coursework or graduation requirements under the ADA/504.

Under ADA and Section 504, reasonable accommodations or minor academic adjustments may include the following based on required documentation:

- Extended time for tests and quizzes
- Access to a distraction reduced testing environment
- Note-taking assistance
- Assistive reading software
- Dictation software
- The use of a recorder for academic needs

Students are afforded:

- Confidentiality of their records
- Accommodations for which they have been approved
- Permission to request changes to their accommodations
- The choice of which classes they may use all or some of their accommodations

Additionally, accommodations can be approved and activated throughout the semester but are not retroactive. Untimely requests may result in delay, substitutions, or the inability to fulfill the request(s).

Student Assistance Program (SAP)

Manhattan Tech additionally recognizes that students may need support that isn't necessarily identified under ADA. The college provides student life support services to students and household members through an SAP to include:

- 24/7/365 Service Toll free line for in-the-moment support or referrals
- 1-5 sessions of face to face counseling
(Structured telephonic, Text message based clinical support, and Video counseling (based on availability))
- Financial/Budget and Debt Consultations
- Free 30-minute legal consultation and referral
- Provide Student/Work/Life Resources and Referrals
- Access to Wellconnectforyou.com website and mental health screenings
- Faculty Consultations – unlimited
- Formal Referral Program
- Translation in over 180 languages
- Pairing to counselors based on cultural, age, language, and gender preferences.

An onsite counselor is also available to meet with students. They can be reached at counselor@manhattantech.edu.

Student Organizations

National Technical Honor Society (NTHS)

The National Technical Honor Society is an honor organization for students enrolled in career and technical education. The purpose of the organization is to promote the ideals of honesty, service, leadership, and skill development; to reward excellence in workforce education; to develop self-esteem and pride; to encourage students to reach for higher levels of achievement; to promote business and industry's critical work-place values – honesty, responsibility, initiative, teamwork, productivity, leadership, and citizenship; and to champion a stronger, more positive image for workforce education in America. Membership in the society is awarded on a merit basis.

Student Voice Council (SVC)

The Student Voice Council plays a very important role at Manhattan Tech. They help share students' ideas, interests, and concerns, as well as assist in improving school climate, and create true communication between the faculty, staff, and administration. Program representatives will attend scheduled and announced meetings, meet with classmates to discuss ideas and concerns, and serve as positive role models to other students.

SkillsUSA

SkillsUSA is a national nonprofit student organization that serves students enrolled in career and technical education training programs at our nation's public high schools and colleges. SkillsUSA's mission is to empower its members to become world-class workers and responsible American citizens. SkillsUSA is an applied method of learning where students practice skills and build self-confidence while helping their schools and communities. SkillsUSA provides experiences in leadership, teamwork, citizenship and character development. Our program emphasizes high ethical standards, superior work skills, lifelong education, and pride.

Foster Child Education Assistance Program

What Benefits Are Available

Senate Bill 85, and the addition of SB 355, provides an opportunity for foster care children in the custody of the Kansas Department of Social & Rehabilitation Services to enroll in Kansas educational institutions without payment of tuition and required fees. Enrollment without payment of tuition and required fees means that an eligible student will be allowed to enroll without payment of tuition and fees required of all students at the time of enrollment. The student will be responsible for other charges associated with the student's academic program costs, such as books and tools. The applicant may be eligible for assistance for other costs of higher education through Kansas Department for Children and Families. This program provides for undergraduate enrollment of eligible applicants through the semester applicant attains 23 years of age.

Who is Eligible to Apply

An eligible applicant must meet the following requirements:

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

The Kansas Department for Children and Families Central Office must verify the applicant's eligibility status prior to enrollment.

Requirements of Eligible Students

Students who have been granted tuition waiver shall remain in good academic standing at Manhattan Tech, and shall make satisfactory progress toward completion of the requirements of the program in which eligible applicants are enrolled.

How to Apply

Please submit the Department for Children and Families Application for Foster Child Education Assistance Program Form to the Registrar's Office: www.dcf.ks.gov/services/pps/documents/ppm_forms/section_7000_forms/pps7260.pdf

Campus-Wide Safety and Security

Manhattan Tech provides a full-time Security Officer. The Security Officer patrols the campus and ensures student, employee, and guest safety. If you need the assistance of the Security Officer during an emergency, or an escort to your vehicle, call 785.410.3844. For non-emergency and safety related concerns, email security@manhattantech.edu.

ACCIDENTS/INJURIES

While stringent precautions will be taken at Manhattan Tech to ensure safety, accidents may occur. All accidents and injuries should be reported immediately to an instructor or the administrative office. It is Manhattan Tech policy that all accidents, regardless of the severity, be reported so an Incident Report can be completed and submitted to the administrative office in response to the situation.

EMERGENCY MESSAGES

Notification will be sent through the RAVE alert system, and, if applicable, the public website, email, and Facebook.

SOUNDING THE ALARM

Anyone may notify emergency services by calling 911 and then calling the front desk at 785.587.2800, or by dialing zero (0) from an on-campus phone.

SAFE DEFEND SYSTEM

Manhattan Tech has teamed up with SafeDefend to provide a system that prepares, notifies, and protects, by empowering people to take action in active shooter or other violent situations.

EMERGENCY

During an emergency, your sole responsibility is to act quickly and in a pre-determined manner to separate yourselves from potential harm. The time to provide details, and discuss options and philosophy about procedures is before the need to act arises, and of course afterward to continually improve processes.

During an emergency, the institution will utilize one of four specific commands:

1. LOCKOUT – Get inside. Lock outside doors.
2. LOCKDOWN – Locks, lights, HIDE!
3. EVACUATE – To announced location.
4. SHELTER – Take shelter in nearest safe location.

Manhattan Tech will also practice safety drills periodically. Any drill will be notated with DRILL in the emergency message. The time to become familiar with evacuation routes, shelter areas, or lock-down procedures is today. Notification to initiate any of the procedures listed below will be given via a text message alert or by use of a runner, if safe.

LOCKDOWN

A crisis situation may arise when it is prudent to lock Manhattan Tech buildings while still occupied. The purpose for this action is to protect students and staff by preventing entrance into building and program areas by a person or persons identified as dangerous. Lockdown procedures may be implemented in an event such as a civil disturbance, hostage situation, or person(s) wielding dangerous weapons.

Anyone witnessing a dangerous person should notify an administrator by dialing 4444 from an on-campus phone, through notifying the front desk, and/or calling 911. Faculty and staff should follow the building lockdown procedures and utilize the SafeDefend System immediately, or when instructed to do so, in the event of an obvious imminent threat.

While Manhattan Tech has no authority to prevent students from leaving the campus, all students will be asked to stay and report to safe areas in the event of a crisis.

- If you hear gunshots or witness an armed person, isolate yourself and others from the suspect.
- Close, lock and barricade doors, close curtains, turn off lights, move to a wall or corner out of sight from the door or window.
- DO NOT respond to anyone at the door.
- Ignore all bells and alarms unless otherwise instructed.
- If in open space, hide to the maximum extent possible – get behind something solid (a wall, desk, etc.).
- Call 911 if it is safe to do so. Provide as much detail as you know and follow police instructions. Do not expose yourself or others until notified by police that the danger has passed.
- Call extension 4444 (administration), 4403 (front desk), and/or use the SafeDefend System if it is safe to do so. Provide as much detail as you know and what action you have taken.
- Do not speculate. Depending on circumstances, the responding Security Officers will coordinate efforts with the law enforcement officers.

LOCKOUT

A Lockout recovers all students from outside the building, secures the building perimeter, and locks all outside doors. This would be implemented when there is a threat or hazard outside of the building. Criminal activity, dangerous events in the community, or even a vicious dog on the campus would be examples of a Lockout response. While the Lockout response encourages greater staff situational awareness, it allows for educational practices to continue with little classroom interruption or distraction.

- Everyone gathers inside and maintains business as usual.
- Lock all perimeter doors. No one in or out.
- Increase situational awareness and use common sense.

EVACUATION

When a building on campus must be evacuated, the evacuation must be done quickly and calmly. Special attention should be given those individuals requiring additional assistance to evacuate a building. Ideally, faculty and staff should inform students that the building must be evacuated and should summarize the events to follow as listed here:

- Evacuate immediately if you hear an alarm or are asked to evacuate by a college official.
- Take your personal belongings with you.
- Close, but do not lock, all classroom and office doors.
- Turn off all gas (cylinders, fuels), and other equipment or machines in use that may pose a hazard or may be a source of ignition of fuel in laboratories.
- Follow the evacuation route posted in your building.
- Walk quickly and calmly to the assembly point designated by your Faculty Member and alert others to do the same.
- Reserve elevators for non-ambulatory individuals during non-earthquake or fire evacuations.
- Wait at the designated outdoor assembly point.
- Do not leave the assembly area until you have checked in with the Faculty Member. If the primary assembly point is unsafe, go to an alternate assembly point identified by a college official.
- Notify your Faculty Member if anyone is unaccounted for from your classroom or area.
- After evacuating, DO NOT ENTER A BUILDING FOR ANY REASON until you are told it is safe, or a college official announces an "All Clear".

SHELTERING

Sheltering may be necessary on campus, depending on the magnitude of an incident. College facilities may be used to "shelter-in-place" staff, faculty, students, and visitors, to provide shelter for displaced individuals during a campus evacuation, or to provide shelter to the community. If public officials send out a message that a major incident has occurred that makes it unsafe for the public to move about outdoors, all Manhattan Tech building occupants in the affected area will be notified via the RAVE Alert app, email (if possible), or runners inside each building. Everyone will be asked to remain in the building for their safety, however, no one will be held against their will. When public officials give the "all clear" to the College Administration, building occupants will be notified through the same emergency communications channels: the RAVE alert system, and, if applicable, the public website, email, and Facebook.

EYEWITNESS MESSAGES

If you see something that needs to be reported such as vandalism, theft, an emergency situation such as a fire or tornado, or even a dangerous looking person, call 911 and then, if you can, text the RAVE system to allow the college to send an alert.

EyeWitness: To submit a tip, text "matctip" followed by your message to 67283. Remember, your text will remain anonymous.

VIDEO SURVEILLANCE

Manhattan Tech uses video monitoring and recording to keep students, employees, and guests safe, and to have accurate reporting available to emergency authorities.

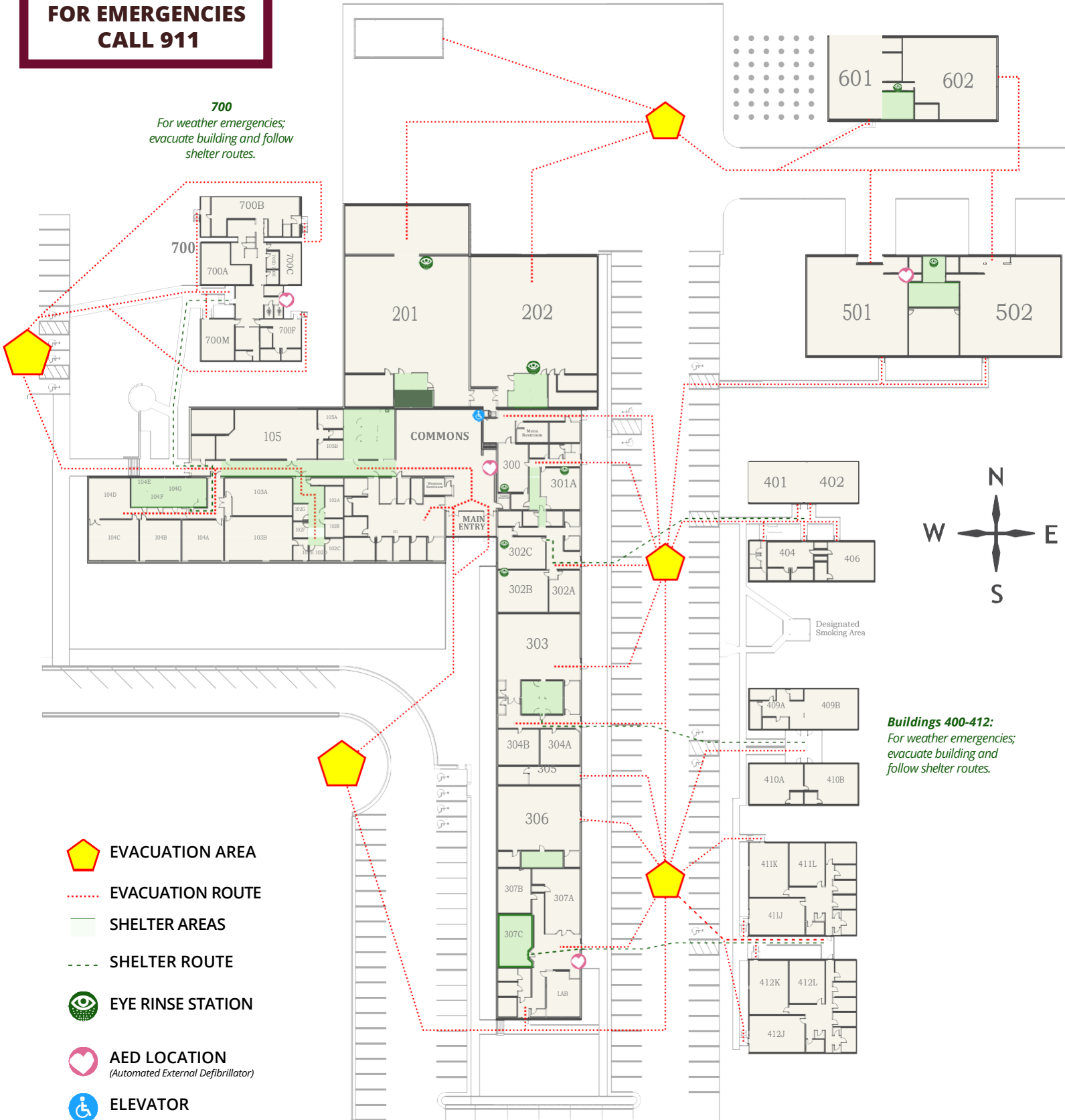
CAMPUS SAFETY MAP

CAMPUS SECURITY: 785.410.3844










**FOR EMERGENCIES
CALL 911**

700
*For weather emergencies;
evacuate building and follow
shelter routes.*



Buildings 400-412:
*For weather emergencies;
evacuate building and
follow shelter routes.*

-  EVACUATION AREA
-  EVACUATION ROUTE
-  SHELTER AREAS
-  SHELTER ROUTE
-  EYE RINSE STATION
-  AED LOCATION
(Automated External Defibrillator)
-  ELEVATOR

updated Summer 2022

ACADEMIC INFORMATION

Nationally, workplace technology has advanced exponentially and has impacted almost every industry. Thus, Manhattan Tech programs are designed to prepare students to enter the workforce in a relatively short period of time with the technical skills needed to gain satisfactory employment in their chosen discipline. Technical education is a time-efficient, cost-effective means of achieving career education. With the education and experience gained, graduates have the potential to open doors of opportunity that otherwise might have been inaccessible. The ultimate goal of each technical program, course, or seminar is successful employment for graduates or transfer to a four-year college or university, as well as the creation of life-long learners.

Academic Programs

The following programs of study are available to provide students the foundation for success in a dynamic and diverse global environment:

- Adult Education
- Air Conditioning & Refrigeration
- Associate Degree Nursing
- Automotive Technology
- Biotechnology (*Suspended*)
- Business Administrative Assistant
- Business Accounting
- Certified Medication Aid (CMA)
- Certified Nursing Assistant (CNA)
- Construction Technology
- Critical Environment Technology
- Electric Power & Distribution
- Emergency Medical Sciences (EMS)
- Emergency Medical Sciences: Advanced
- Information & Network Technology
- Industrial Engineering Technology
- IV Therapy
- Medical Laboratory Technology
- Phlebotomy
- Practical Nursing
- Welding Technology

Each program offers focused preparation in specific skills aimed at preparing graduates to pursue technologically advanced careers in the changing workplace. Successful completion of a program of study is recognized by the awarding of a Technical Certificate or an Associate of Applied Science degree.

Degrees and Technical Certificates will be conferred in the name of the Manhattan Area Technical College Board of Directors to students successfully completing the required curriculum. Students finishing short-term courses will be granted written evidence of successful completion. Students not finishing a program of study may, upon written request, be issued a transcript of courses completed.

Associate of Applied Science Degree

The Associate of Applied Science degree is designed primarily to prepare students for employment. An Associate of Applied Science degree will be awarded upon satisfactory completion of a program of study of not less than sixty (60) credit hours, including general education requirements designated for each program of study, and a minimum GPA of 2.0. All AAS degree awards must have a minimum of 15 credit hours of general education (seen in table on next page), including 3 credit hours of math and 3 credit hours of communications.

Manhattan Tech coursework will meet technical specialty requirements, while general education requirements can be met through completion of specified course work at Manhattan Tech, or from a regionally accredited college or university. The general education requirements may be completed prior to enrollment at Manhattan Tech, concurrently with technical specialty requirements, or following completion of the technical requirements. Only course work with a grade of C or higher may be transferred.

Students who have completed a technical program certificate and desire to complete an AAS degree must consult with Student Services staff and/or a Manhattan Tech advisor. Students who plan to complete an AAS degree must have attained a high school diploma or GED prior to the awarding of the degree and maintained a minimum cumulative GPA of 2.0.

While the AAS degree is designed to enhance employment opportunities, articulation agreements have been established with four-year universities to recognize this degree for transfer of credits. See Manhattan Tech Student Services staff for more information regarding these transfer opportunities, as well as degree planning assistance. Transfer of credit is at the discretion of the receiving institution. Manhattan Tech does not guarantee transfer of credit.

Students who complete general education requirements and technical electives after completing a Certificate in one of the technical program areas will be awarded an AAS degree. See specific program pages for program requirements.

Associate of Applied Science in Applied Technologies

The Associate of Applied Science in Applied Technologies degree option allows students to design an individualized program of study in order to fulfill a unique career goal that cannot be met through any single technology program offered by the College.

The Associate of Applied Science in Applied Technologies degree will be awarded upon satisfactory completion of a minimum of 30 technical program credit hours (15 credit hours each from two different programs of study), 15 technical credits, plus completion of 15 credit hours in general education courses (seen in table below), completing a minimum of 60 credit hours to develop a technical program with a focus directly related to the student's career objective. This degree is two years in length and utilizes previously approved courses in Kansas Board of Regents approved programs.

Additionally, students who choose to complete an Associate of Applied Science in Applied Technologies degree in a technical program of study with an additional 15 credit hours from technical study electives in qualifying programs of study, totaling a minimum of 60 credit hours may be awarded the Associate of Applied Science in Technical Studies.

Example: Complete 10 credits of Automotive Technology program at high school + 16 credits of Construction Technology + change your focus and complete a Certificate A (19 credits) + 15 general education credits = 60 credit hours

Students choosing the AAS in Applied Technologies degree option will work with their respective advisor to determine the appropriate coursework to complete. The Associate of Applied Science Degree is designed for employment purposes, and it should not be assumed the degree or the courses in the degree can be transferred to another institution. Students to whom transfer is important should obtain assurances in writing in advance from the institution to which they wish to transfer.

General Education Courses – 15 Credit Hours

English (3 credit hours)	Math (3 credit hours)	
COM 105 English Composition I	MAT 109 Technical Mathematics II	MAT 135 College Algebra
COM 106 English Composition II	MAT 110 Intermediate Algebra	MAT 145 Elementary Statistics
COM 110 Technical Writing		
General Education Electives (9 credit hours)		
BSC 110 Biology	COM 115 Public Speaking	PSY 100 General Psychology
BSC 125 Anatomy and Physiology	COM 116 Interpersonal Communication	PSY 125 Human Growth and Development
BSC 205 Microbiology	HIS 105 US History to 1877	SOC 100 Introduction to Sociology
CHM 105 Introduction to Chemistry	HIS 106 US History since 1877	SOC 150 Social Problems
CHM 110 Chemistry I	NTR 105 Nutrition	SOC 200 Marriage and Family
CIS 100 Software Applications	PHY 100 General Physics	
COM 101 Composition Workshop	POL 105 American Government	

Technical Certificates

A technical certificate is awarded to students who have successfully completed the necessary program courses and program-specific competencies, and who have a cumulative grade point average of 2.0 or higher.

Manhattan Area Technical College provides technical certificates in the following disciplines:

- Air Conditioning and Refrigeration
- Automotive Technology
- Biotechnology
- Business Accounting
- Business Administrative Assistant
- Construction Technology
- Electric Power and Distribution
- Industrial Engineering Technology
- Information & Network Technology
- Practical Nursing
- Welding Technology

Posthumous Degrees and Certificates

If a deceased student was very close to earning a degree or certificate, in special cases the degree may be awarded posthumously. Typically, the student would be within one semester (i.e. within 18 credits for an undergraduate degree) of completing the requirements for the degree at the time of death. The appropriate academic department and the Registrar must approve requests for posthumous degrees or certificates. A request can be made to the registrar for a posthumous degree to be awarded and final approval must be attained by the President and CAO.

College Transfer Policy and Procedures

Procedures for evaluating credit

Manhattan Tech shall follow the recommendations of the Joint Statement on the Transfer and Award of Credit, 2001, in implementing its transfer policy and procedures (www.acenet.edu).

Non-traditional credit limit

The award or transfer of non-traditional credit used toward a degree or certificate award shall not exceed 25% of the credit hours required for the requested degree or certificate. See Credit for Prior Learning Policy.

Transfer Credit

An evaluation of systemwide transfer per the Board of Regents credit will be completed after an Admission Form has been filed and official transcripts have been sent from the accredited institution to the Manhattan Tech Registrar's Office. Unofficial transcripts will not be considered for transfer. In order to receive transfer credit, a grade of "C" (2.0 on a 4.0 scale) or better must have been made in the subject. No credit is given for academic courses with pass/fail or satisfactory/unsatisfactory grades. The Registrar, or their designee, will determine the equivalency of transfer courses. Courses not a part of the SWT systemwide transfer agreement can be requested for transfer by completing the credit for prior learning process. Manhattan Area Technical College shall not limit the total number of

traditional credits a student may earn through transfer as long as at least 25% of the credit toward graduation comes from MATC course work. In most cases, the transcript will be evaluated within 30 days of receipt by the Registrar's Office.

Transfer Courses for General Education

Manhattan Tech provides general education courses that fulfill the AAS degree requirements for the College's own programs. Additionally, the courses that are offered to fulfill these requirements are approved by The Kansas Board of Regents to be accepted in transfer for general education credit at any public post-secondary educational institution in Kansas.

Each course approved and accepted in transfer for general education credit by the Board is identified by a shared course number that supports a student-first philosophy and is designed to enhance educational planning and effortless course transfer. A Systemwide Transfer code (SWT) uses a 3-letter prefix and a 4-digit course number to differentiate the SWT number from individual institution course prefixes and numbers. See course descriptions in the back of the catalog for Manhattan Tech's SWT general education courses offered.

For a complete listing of the courses approved by the Kansas Board of Regents for transfer as direct equivalents at all public Kansas postsecondary institutions, see http://kansasregents.org/transfer_articulation.

For more information on general education courses offered at Manhattan Tech, contact our general education faculty:

Communications

Rachel Ohmes, MS
785-587-2800

RachelOhmes@manhattantech.edu

Sciences

Matt Schacht, MS
785.320.4549

matthewschacht@manhattantech.edu

Mathematics

Brian Koch, MS
785.320.4531

briankoch@manhattantech.edu

Sciences

Chelsea Weese, MS
785.320.4579

Chelseaweese@manhattantech.edu

Social Sciences

Marilea Williams, MS
785.320.4588

Marileawilliams@manhattantech.edu

Virtual Learning

Methods of Instruction/Delivery Method

All courses at Manhattan Tech require coursework to be submitted through the online learning management system, Canvas. To ensure all courses offered to distance students are well designed, expertly taught, and adhere to practical considerations, all online learning at Manhattan Tech will:

- Align with our values of excellence, integrity and student-centeredness, and our mission to provide quality performance-based education
- Engage our students in meaningful, active learning to address the needs of a variety of learning styles
- Support our students, instructors, and staff with the feedback they need to succeed while involved in online education
- Hold our students and instructors to a high level of accountability and performance standards
- Use our assessment and evaluation processes to assure quality of online course design and instruction, and improve student learning
- Provide our instructors with support, resources, and training in current pedagogies for high-quality online and blended instruction
- Provide our students with comprehensive advising and support regarding online learning

Face-to-Face Delivery Format

- While all courses at Manhattan Tech require coursework to be submitted through the online learning management system, Canvas, in a face-to-face course one hundred percent of contact will occur in-person

Blended Delivery Format

- Blended courses will convene face-to face (or synchronous) as scheduled
- More than 50 percent of contact will occur online through the learning management system
- Requires compliance with the online attendance policy
- May require proctored events such as finals and quizzes
- Course Code begins with "1B/2B"

Online Delivery Format

- Online courses replace traditional face-to-face instruction and interaction with web-based, online learning, and collaboration.
- All learning and interaction are asynchronous
- Requires compliance with the online attendance policy
- May require proctored events such as finals and quizzes
- Course Code begins with "1L/2L"

Definitions

Face-to-face: All seat-time is met in-person during the set class schedule. Students will still have readings and assignments to complete outside of class time.

Blended: Courses in which more than 50 percent of contact occurs online and convene in-person as scheduled. Also known as a hybrid course.

Online: All traditional face-to-face instruction and interaction occurs online, though events such as finals and quizzes may be proctored.

Synchronous Learning: All types of learning where the student(s) and instructor(s) are in the same place at the same time. (i.e. in-person classes, live online lectures, remote lecture)

Asynchronous Learning: Allows students to learn on their own schedule, within a specific timeframe. (i.e. recorded lectures, online readings/homework)

Before Enrolling

Take a moment to consider the following about online and blended learning:

Policies

- There may be an additional fee for enrollment in online or blended courses.

- Students are responsible to schedule proctored, in-person events as required by instructor.
- A unique attendance policy is applied to online/blended courses.

Time Commitment

- Online learning should be viewed in the same light as a face-to-face class. It will not be an “easier” course, nor will it take less time or energy.
- Participants must be responsible and self-disciplined to keep up with the course. Time management is extremely important.
- Although you may feel you are working through the course on your own schedule, it is mandatory to meet deadlines established by the College and its instructors.
- The TLC staff is available to assist students in developing the time management skills and study habits necessary for online learning.

Communication

- Most content and interaction happens through writing in an online or blended course. You should know how to express yourself professionally in writing and be comfortable using electronic communication.
- It is important to know your instructor, how to contact them, to communicate regularly, and to maintain a course presence

Digital Access

- You should be familiar with the Internet, email use, downloading, uploading, and saving files.
- An accessible and reliable internet connection is required.
- Assignments should be in a format approved by the instructor and supported by Manhattan Tech. The college provides a free installation of Microsoft Office suite with a valid student email account. See <https://matconline.matc.net>.
- Minimum hardware and software are also required. See System Requirements at www.manhattantech.matc.net/ICS/Help.

Hardware

	Minimum Required	Recommended
Operating System	Microsoft Windows 10	Microsoft Windows 10
Processor/Memory	Intel Pentium (Sandy Bridge) or AMD A6 (Trinity) or better	Intel I3 (Sandy Bridge) or AMD A8 (Trinity) or better
Mobile Devices	We require students to have some form of laptop or desktop.	If you choose to use a supplemental device, we recommend the Microsoft Windows 10, Android 6.0, or Apple iOS 10 or newer.
Wireless	We implement 802.11ac with WPA-Enterprise with 802.1x. Your device must support this or you will be unable to join the wireless network.	

Software

	Purpose	Where to Get It
Mozilla Firefox	You should also have at least one alternative web browser on your device.	www.mozilla.org/firefox
Google Chrome	You should also have at least one alternative web browser on your device.	www.google.com/chrome/browser/
Adobe Reader	To view multimedia	www.adobe.com/downloads/
Java Run Time Environment	To view and use websites and applications	www.java.com/en/

If you are unsure as to whether or not your computer meets these requirements, or if you require any technical assistance, please contact the IT Help Desk. Your program or instructor may require specific hardware, software, or apps.

Access Your Online Class

To login to Canvas, Manhattan Tech’s Learning Management System (LMS), a valid student Username is required. To obtain this, please check the inbox for the personal email address provided on your admissions application. A welcome message will contain your Username and instructions to set up a password.

To access courses, browse to <https://manhattantech.edu> and select Canvas in the Sign In dropdown menu. On the right side of the screen, enter your Username and Password, and then click the Sign in button. If you are not sure of your Username

and Password, or wish to change your password from the one assigned to you in the Welcome email, navigate to <https://matconline.matc.net> and click "Reset Password" on the navigation menu on the left.

Once logged in to Canvas, your courses will display on the Dashboard. To view all courses, click Courses in the global navigation menu on the left, and choose All Courses. Locate your online course(s) and click the link from either All Courses or the Dashboard to be directed to your online class website. IMPORTANT: Courses will open at 8:00 am on the course start date.

Prepare for Your Online Class

In preparation for your online course, go to www.manhattantech.edu and view resources on the TLC page and review the Canvas Student Guide.

First Day of Class

To start the semester out on the right foot, review the Canvas Student guide found on the TLC page at manhattantech.edu. Following this, also:

- Check your email for your instructor's welcome message.
- Email your instructor to introduce yourself and ask questions.
- Read the class syllabus.
- Locate the first assignments inside the first class module.

College Email

All members of the College have an @manhattantech.edu email address. We require you to use email for your coursework. You will also receive official college correspondence only through this email address. It will be important to have your email set up and accessible before the beginning of classes.

Check your Webmail inbox often. We recommend doing so daily. In order to access your email, log into MATC Online and click on the MATC Webmail link under Quick Links—left navigation. Once you reach Webmail, select the link for Students. You will then need to enter your full @manhattantech.edu email address and password. Click Sign in.

Catalog Compliance

Students have five years to complete their Associate of Applied Science Degree or Certificate requirements under the Manhattan Tech catalog in use at the time of their first date of attendance. After the five-year period has lapsed, a returning student will be placed under the current catalog year.

Students have the option of following the degree requirement of any subsequent catalog in place after they begin their studies at Manhattan Tech. Submitting a Change of Degree/Major form will change your catalog of record, which may impact which courses you are required to complete. For assistance in determining how a change of major will affect your progress toward a degree or certificate, or for information on determining your current catalog of record for graduation, schedule an appointment to meet with your advisor prior to submitting a Change of Degree/Major form.

Auditing a Course

Students who wish to enroll in a course, but do not wish to receive college credit, may audit the course. Students choosing to audit a course must obtain written permission from the course instructor and appropriate administrator. Enrollment is conditional based on availability of open seats in the course, with credit-seeking students having priority for entry into the course. Students will be charged the currently approved tuition rate and any applicable course fees. Tuition and fees are not refundable. The student's transcript will reflect "AU" as the form of grade provided, and these hours may not be applied toward enrollment for federal financial aid or any other financial assistance offered at Manhattan Tech. Audited courses are not applicable for Credit for Prior Learning.

Calendar System

As of 2004, all academic credit hours are awarded in semester hours. From 1996-2004, both clock hours and credit hours were recorded with a ratio of 30 clock hours to 1 credit hour. Prior to 1996, clock hours were recorded as the measure of academic credit.

GRADING SYSTEM

Grade Point Average (GPA)

GRADE POINT AVERAGE (GPA)

A GPA is obtained by dividing the number of grade points by the hours graded.

Calculated in GPA			Not Calculated in GPA	
A	Excellent	4 grade points	AC	Articulation Credit
B	Good	3 grade points	AU	Audit
C	Fair	2 grade points	AW	Administratively Withdrawn
D	Poor	1 grade points	I	Incomplete
F	Failure	0 grade points	PLA	Prior Learning Assessment
P	Pass	0 grade points	TO	Credit by Examination
XF	Failure academic integrity violation	0 grade points	TR	Transfer Credit
			W	Withdrew
			WIP	Work in Progress

Repeat Policy

An "R" that appears in the repeat column indicates that the course is a repeat and an asterisk (*) appears by the earlier course that was repeated. The original grade and points are no longer calculated in the GPA.

Attendance

Manhattan Tech faculty members are dedicated to students' job-skill and employment preparation and believe that poor attendance may result in incomplete knowledge and skill development. Therefore, department instructors specifically address attendance guidelines for students enrolled in their program in their course syllabi or program handbook.

Students not attending class the first week of the semester will be administratively dropped. The instructor will notify the Registrar that the student should be administratively dropped, which will not reflect on the student's transcript.

Attendance Policy for Online/Blended Courses

The full online attendance policy will be stated in your syllabus. In the event that any of the requirements below are not completed, your instructor will notify you by Manhattan Tech webmail and encourage withdrawal from the course. If the withdrawal process is not completed by the student, an "F" will be indicated on the transcript as the final grade for this course.

Within the first 5 business days of the course, the student must:

1. Log in. Your instructor can analyze your online activity and track how often you have logged in.
2. Read the syllabus and all policies.
3. Successfully complete the Computer Usage & Academic Honesty online quiz.
4. Complete assignments indicated by the instructor.

Students not completing the criteria above will be administratively dropped from the course. The instructor will notify both the student and the Registrar of the situation. Refer to the Faculty / Administrative Withdrawal Policy in this course catalog.

Drop or Withdrawal Policy

An official drop/withdrawal is the date a completed Drop/Add or Withdrawal Form is received by the Student Services Office. A student considering withdrawal should first meet with a Manhattan Tech advisor or instructor for clarification of options.

If a course is equal to or greater than 9 weeks, a student may officially drop from a course with no transcript notation of enrollment if the Drop or Withdrawal form is completed and received by the Manhattan Tech office within 7 days of the start of the course. If a course is 8 weeks or less, a student may officially drop from a course with no transcript notation of enrollment if the Drop or Withdrawal form is completed and received by the Manhattan Tech office within 2 days of the start of the course. Days listed include weekends and holidays, it is the student's responsibility to complete the form by the appropriate drop date. A grade of W will appear on the student's transcript if the student officially withdraws from a course prior to 75% of the course being completed for the semester (see the enrollment calendar for exact dates). If 75% of the course has been completed, an earned grade cannot be changed to a W, and the student will receive a transcript grade based on work completed relevant to the course requirements. Refer to the Tuition Refund Policy in the Financial Obligations section of the catalog for applicable refund dates.

Students are encouraged to meet with their Academic Advisor prior to drop/withdrawal of courses.

Faculty/Administrative Withdrawal Policy

If a student is absent during the official Drop or Withdrawal period from a class for five (5) class periods and has made no contact with any Manhattan Tech faculty/staff member, an instructor may request to withdraw the student from the course roster on the sixth day by providing a completed Drop or Withdrawal form and an explanation to the Dean of Academics or Vice President of Student Success. The official date for the Administrative Withdrawal will be the date the request is approved by the Dean of Academics or Vice President of Student Success and an Administrative Withdrawal (AW) will appear on the student's transcript for the course(s) the request references. If the excessive absenteeism occurs outside the official Drop or Withdrawal period, the student will be awarded the appropriate grade at the end of the course. The student will be responsible for any financial obligations as outlined in the Tuition Refund Policy. Any student who is withdrawn from a class roster due to excessive absenteeism may appeal to the Dean of Academic Affairs for reinstatement in the class.

Incomplete Grade

An Incomplete ("I") may be given at the request of the student and indicates the student has not met the requirements for course completion due to extenuating circumstances but has been granted additional time to meet those requirements. The student and the instructor must discuss an Incomplete before it is awarded. This grade is given at the instructor's discretion if the following conditions are met:

- The student is currently passing the class
- Circumstances requiring the request for an "I" are beyond the student's control
- Unfinished work is limited

The Incomplete Grade Contract is documentation of that discussion and is meant to provide a clear statement of mutually understood remaining assignments. Faculty must submit Incomplete Grade Contracts to the Registrar before the last day of the semester. Upon completion of the work within the assigned time period, the instructor will report the new grade by submitting a "Grade Change Report" form to the Registrar.

Any "I" grade that has not been removed from the transcript by the instructor on or before 9 weeks from the start of the subsequent term (FA, SP, SU) automatically converts to a letter grade.

Graduation Requirements

Students who intend to graduate with a Technical Certificate and/or Associate Applied Science degree must complete the following requirements to graduate and/or participate in commencement exercises:

- Submit the Intent to Graduate form (available on MATC Online) and \$25 fee.
- Satisfactorily complete all course work for technical certificate/degree.
- Achieve a cumulative GPA of 2.0 or higher.
- Have no more than 6 credit hours of course requirements remaining to complete the Certificate/Degree.
- Fulfill all financial obligations to Manhattan Tech as well as Financial Aid Exit Counseling, if applicable.

The \$25 graduation fee is an institutional fee that covers administrative overhead costs related to graduation services. This fee is non-refundable and assessed to all graduating students.

Students are responsible for meeting, in full, all requirements for graduation as set forth in this catalog. Advisors assist in the planning for a degree program for each student; however, the final responsibility for meeting requirements for graduation rests with the student. If a student does not complete the requirements for graduation, re-application and fee payment for graduation is required.

Students are responsible for satisfying all financial obligations at Manhattan Tech. Students not current with financial obligations may be dropped from classes at any time during the semester. Additionally, the College reserves the right to withhold copies of educational records, including official transcripts and diplomas, and/or refuse registration of students who owe balances to the institution or who have failed to meet all institutional requirements.

Alumni requiring a re-printed diploma should contact the Registrar's Office at registrar@manhattantech.edu.

Academic Clemency

Academic Clemency is a policy that allows students to eliminate poor academic records, within certain parameters. To be eligible for Academic Clemency, the student must be currently enrolled at Manhattan Tech and must have completed at least 12 consecutive credit hours at this institution with a 2.5 GPA. The student must also make a complete curriculum change or wait an interim of two years from the date of the grades prior to filing for Academic Clemency. This policy refers to Manhattan Tech only. A student transferring to another institution will have to follow that institution's policy.

If Academic Clemency is granted, the student understands that:

- Academic Clemency will be granted only once while at Manhattan Tech.
- Up to 9-12 semester credit hours, or no more than 3 courses, of specific "F" and/or "D" grades may be petitioned for exclusion from the computation of the student's GPA.
- Grades excluded from the computation of the GPA will not be counted for graduation but will remain on the student's transcript.
- Grades excluded from the computation of the GPA will be identified on the student's transcript by an ampersand (&).
- Students granted Academic Clemency may not receive honors at graduation. (i.e. Phi Theta Kappa (PTK) or National Technical Honors Society (NTHS))
- While credits removed from the computation of the GPA as a result of Academic Clemency will not be used to meet course or program requirements, they will be used to determine eligibility for financial aid awards.

Students must meet the following requirements before being granted this option:

1. Students wishing to petition for Academic Clemency must complete and submit a letter requesting Academic Clemency to the Vice President of Student Success. The letter should contain reasons why Academic Clemency is requested and include a list of courses the student wishes to remove from their cumulative GPA.
2. Academic Clemency will not be granted until a student has completed 12 semester credit hours at Manhattan Tech and met the requirements as stated in #1 above.
3. Upon receipt of the petition, the Academic Clemency Committee will review the student's transcript and current enrollment, and subsequently make a recommendation on clemency.
4. If Academic Clemency is granted, all previous course work will continue to appear on the transcript, however, the approved grades in those courses which have been granted Academic Clemency will not be included in the student's Manhattan Tech cumulative GPA.

Academic Fresh Start

Academic Fresh Start is a policy that provides students with poor or marginal academic college records the opportunity to resume work toward their degree without the burden of a poor GPA due to past academic performance. Academic Fresh Start removes all prior college grades from the student's transcript, while Academic Clemency is limited to removal of 9-12 semester credit hours, or no more than 3 courses. To be eligible for Academic Fresh Start, a student must be returning to college after a four-year absence. This policy refers to Manhattan Tech only. A student transferring to another institution will follow that institution's policy.

If Fresh Start is granted, the student may resume their studies with the understanding that:

- Academic Fresh Start at Manhattan Tech may be granted only once.
- The student's permanent record will remain a record of all work, regardless of the institution at which that work was completed; however, the returning student will forfeit the use of all credit hours toward a degree earned prior to the four-year separation period.
- The student's record will carry a notation designating when the Academic Fresh Start was granted and noting that the calculation of GPA and credit totals for degree purposes begins with that date.
- Students applying for admission under Academic Fresh Start must meet admission requirements established by Manhattan Tech.

Students must meet the following requirements before being granted this option:

1. Students must be separated from all institutions of higher education for at least four years.
2. Students wishing to petition for Academic Fresh Start must submit a formal letter to the Vice President of Student Success describing the reasons for the request and outlining an academic plan, which includes the declaration of an area of academic interest.
3. Upon submission of request, the student agrees that the calculation of the GPA and credit hour totals will be based solely on work completed after this point. The student will forfeit use of all credit hours toward a degree earned prior to being granted Academic Fresh Start.

FINANCIAL OBLIGATIONS

Tuition and Fees

Tuition and Fees should be paid by the first day of each semester, the amount of which is determined by the number of credit hours in which a student is enrolled, as well as additional costs such as tools, uniforms, etc. Payment for classes is due no later than 10 business days after the start of the semester for fall and spring courses and 5 business days after the start of the semester for summer courses. Students who have not paid or arranged for payment through the Student Account Specialist by the payment due date will be locked out of and/or dropped from their courses. This does not apply to financial aid and VA education benefit recipients that have completed the entire financial aid or VA certification process. For students who have completed the Financial Aid/VA process in its entirety, payment will be deducted from the first financial aid disbursement. If financial aid or VA education benefits are not sufficient to cover the full tuition and fee balance, the student is immediately responsible for the remaining balance owed. Students should contact the Office of Financial Aid to determine their status in this process. Students whose courses have been dropped due to non-payment may re-enroll if the courses are still available and payment arrangements are made at the time of enrollment.

Students may pay account balances using a credit or debit card via MATC Online, by logging in to their student portal, accessing account information from the student tab, and following the links. Direct questions regarding online payments to the Student Account Specialist at 785.320.4512 or StudentAccounts@manhattantech.edu.

To mail payments, students should remit check, money order, or cashier's check with full name and ID number to:

Manhattan Area Technical College
Attn: Student Account Specialist
3136 Dickens Avenue
Manhattan, KS 66503

Payment Plan

Manhattan Tech offers an online Self-Service Payment Plan as an option for paying tuition, student fees, course fees, and other related fees, in monthly installments when enrolled in non-continuing education courses for fall, spring, and/or summer.

No interest or finance charges are assessed; however, a \$15 non-refundable set-up fee is due with the first Plan payment. The College accepts cash, check, money order, credit, and debit card. The balance will be divided into monthly payments over the current semester, due by the fifteenth of each month. Students eligible for Self-Service Payment Plans will be able to access and select from available Plans via their student portal on MATC Online.

NOTE: OFFICIAL TRANSCRIPTS AND DIPLOMAS WILL NOT BE RELEASED UNTIL PAYMENT IS MADE IN FULL.

What Students Need to Know about Manhattan Tech's Payment Plan:

- A business hold will be placed on the student's account. Once the balance has been paid in full, the hold will be lifted. A business hold prevents a student from enrolling in additional courses in current and upcoming semesters, as well as prevents students from obtaining official transcript and/or diploma.
- Students are responsible for the full amount of tuition, fees, lab fees, and other charges on their account unless they officially drop within the refund period.
- Failure to attend classes or lack of attendance does not constitute an official drop. Students are still responsible for the balance due on their accounts.
- Final payments are due prior to the last day of the class in that semester.
- For any changes, students must contact the Student Account Specialist at 785-320-4512 or StudentAccounts@manhattantech.edu.
- Students will not be able to register in additional classes or upcoming semesters if any outstanding balances exist on their accounts. Accounts will be turned over to collections and/or the Kansas Setoff program if left unpaid at the end of the semester.
- Late fees of \$25 per occurrence will be assessed for payments not received by the due date.
- Accounts 60 days past due become immediately due in full, accounts 90 days past due will be turned over to collections.

Returned Checks Policy

Checks made payable to Manhattan Tech returned for any reason, will be assessed a \$30 returned check fee for each instance. The student will be notified at their current student address and Manhattan Tech email address if a check is returned. If payment is not remitted to the College within ten (10) days of the date of notification, the matter may be referred to a collection agency. The student's records will be placed on hold until the returned-check fee and all outstanding Manhattan Tech financial obligations have been paid. Once a student has a returned check, the College will accept only cash, money order, credit, or debit as payment.

Additionally, account payments requiring resubmission for deposit due to non-sufficient funds will be assessed a \$5 charge per occurrence.

Tuition Refund Policy

The Registrar's Office has been designated as the official office for drop and withdrawal notification. Refunds are calculated based on the day the student's Drop/Withdrawal Form is received by the Student Services Office. Students who have completed registration in a class and wish to withdraw from a class or classes in which they are enrolled, must submit forms to Registrar's office within the required time period to receive the following refund. Days listed include weekends and holidays, it is the student's responsibility to complete the form by the appropriate drop date.

Courses Equal to or Greater than 9 weeks

100% Refund 7 business days of the course start date

50% Refund 12 business days of the course start date

Courses 8 weeks or Less (Including Summer Courses)

100% Refund 2 business days of course start date

50% Refund 4 business days of course start date

No refund will be given after the indicated refund periods. A specific date for the end of the refund period for each semester will be published in the academic calendar for that semester. If Manhattan Tech exercises its right to cancel a class, a full refund will be issued. *Important note: Seat deposits and any applicable fees are NOT ELIGIBLE for refunds.*

Military Related Refunds

Any Manhattan Tech student serving in the National Guard or Reserves called to active duty or drafted and required to report for active duty during an academic term is entitled to a full refund of tuition and fees for any courses for which the student has not reasonably completed or received a grade. No refund of tuition and fees is due for any classes for which the student is awarded full credit. Students receiving financial aid or financial assistance will be subject to the refund policies of the agencies sponsoring the aid.

If the student chooses to withdraw from courses during the designated drop/add period of the semester, no entry will be made on a student's transcript. If the student withdraws any time after the designated add/drop period, the grade of "W" will be assigned.

All refunds are contingent upon verification of status through official military documentation. A student's request to withdraw must be made within one week of being called to active duty and may be made by either the student, or other party who can provide proof of legal authorization to act upon the student's behalf.

Any student who volunteers for military service during an academic term will be subject to Manhattan Tech's official Tuition Refund Policy.

Medical Withdrawal Refund Policy

Students may request a refund and a complete withdrawal from the College or all courses for medical purposes upon review of appropriate documentation from a physician by the Dean of Student Services. Known medical conditions, injuries, or illnesses that have not changed materially since the time of enrollment in the course/program of study are not eligible.

No refund of tuition and fees is due for any classes for which the student is awarded full credit. Students receiving financial aid or financial assistance will be subject to the refund policies of the agencies sponsoring the aid. Requests must be received within the same semester the student is requesting the medical withdrawal.

Title IV Funds Refund Policy

Undergraduate students receiving Federal Financial Aid who completely withdraw from Manhattan Tech are subject to the Department of Education's Return of Title IV Funds policy, which differs from the Manhattan Tech policy. A copy of the Return of Title IV Funds policy may be obtained from the Manhattan Tech Financial Aid Office.

FINANCIAL AID

The Financial Aid staff at Manhattan Area Technical College is dedicated to assisting students with the process of applying for and receiving their financial aid.

The first step in determining eligibility for Title IV Federal Financial Aid (Pell Grant, SEOG Grant, Work Study and Student Loans) is to complete the Free Application for Federal Student Aid (FAFSA). Students can complete the FAFSA electronically at <https://studentaid.gov/h/apply-for-aid/fafsa>.

Manhattan Tech recommends completing the FAFSA and all required paperwork prior to June 1st for the Fall semester and December 1st for the Spring semester in order to have financial aid available at the first disbursement date and be eligible for a textbook voucher, if applicable. Applications received after June 1st may not be processed until after the semester begins and may not be eligible for a textbook voucher. Completing the FAFSA is a separate process from applying for admission to the College.

30 Day Delay Policy

All financial aid funds will begin disbursing approximately 30 days after the start of class. All financial aid refunds will be processed after disbursement. The 30 days begin on the first day of the semester. You should be prepared for this delay, including arrangements for living expenses. Book vouchers will be available for eligible students through the first week of the semester to assist with book costs. If your finalized financial aid offers equal or exceed your balance due and you have no remaining requirements for the financial aid process, your tuition and fees will be deferred and your enrollment will be exempt from cancellation due to nonpayment.

For students to be eligible for Title IV aid at Manhattan Tech they must be:

- Enrolled in a Technical Certificate or Associate of Applied Science degree program
- Enrolled in courses that are required for the declared certificate or degree
- Enrolled at least half-time (six credit hours) in order to be eligible for Federal loan funds
- A high school graduate or have a GED
- A U.S. citizen or eligible non-citizen (please see <https://studentaid.gov/understand-aid/eligibility/requirements/non-us-citizens> for information regarding criteria to be considered an eligible non-citizen)
- In good standing with previous student loans (students cannot be in default on a federal education loan, or owe a repayment on a federal grant)
- Maintain Satisfactory Academic Progress (2.0 GPA or higher in all coursework taken at Manhattan Tech; complete 75% of attempted credit hours; and not exceed 150% of published credit hours for degree program)

All financial aid, with the exception of Federal Work Study, is applied directly to a student's account on a semester basis. After tuition and fees are paid, any remaining credit balance will be refunded to the student.

Withdrawing

If you withdraw or stop attending before the semester is completed, you may be required to repay "unearned" financial aid. The percentage of unearned aid is equal to the number of calendar days remaining in the term divided by the number of calendar days in the term.

Any unearned funds returned to the Federal Student Aid program on your behalf will show as a balance owed on your Manhattan Tech account statement. Failure to repay balances owed will prevent future enrollment at Manhattan Tech and may result in your account being sent to collection.

Satisfactory Academic Progress

Federal regulations require that financial aid recipients maintain Satisfactory Academic Progress (SAP) toward an eligible degree or certificate in order to remain eligible for Title IV Federal Financial Aid (this includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal College Work Study, Federal Direct Student Loans and Federal Direct Parent PLUS Loans).

Satisfactory Academic Progress standards are evaluated by the following criteria:

Cumulative SAP Grade Point Average (GPA) An undergraduate student must attain a minimum cumulative GPA of 2.00 (on a 4.00 scale) or higher for all coursework taken at Manhattan Tech (including all general education courses and repeats).

Pace (Percentage of Completion) Completion of 75% of attempted credit hours. This includes all enrollment periods whether or not financial aid was requested or received. For example: If a student attempts 15 credit hours but only completes 9 credit hours, he/she will have only completed 60% of the attempted hours and will not meet SAP requirements.

Maximum Time Frame The maximum time frame for students to complete their academic program (including general education courses and repeats) may not exceed 150% of the published length of the student's program. For example: Students enrolled in a 40-credit hour technical certificate program may be eligible for Title IV Federal Aid for a maximum of 60 credit hours. Students enrolled in a 62-credit hour associate degree program may be eligible for Title IV Federal Aid for a maximum of 93 credit hours. After 150% of the published length of the program has been attempted, students are no longer eligible for federal financial aid.

At the end of each enrolled semester, including summer, grades are submitted to the Registrar and Satisfactory Academic Progress is determined by the Office of Financial Aid in an automated process once grades are official. Students not meeting SAP are notified in writing that they are either on warning or are no longer eligible for Title IV Federal Aid for future semesters. A student may be placed on warning following the first term that he/she does not meet SAP requirements. While on warning the student may receive financial aid for one semester. A student loses financial aid eligibility the semester following the warning semester if he/she fails to come into compliance.

Title IV Federal Aid may be reinstated when SAP requirements (listed above) are met, or by appeal. In order to appeal, a student must complete the Satisfactory Academic Progress Appeal Form and submit it with appropriate documentation. Once an appeal is reviewed by the SAP appeal committee, the decision is final, and the student will be notified. Students changing majors or seeking additional degrees must complete an appeal form if the change or additional degree results in the student not meeting eligibility requirements.

A student who has lost Title IV Federal Aid eligibility may still enroll and pay tuition and fee charges from their own resources, unless academic policies prohibit it.

Note: Once a student submits a request to the SAP appeals committee and a decision has been reached, the student is ineligible to resubmit an appeal for the same term.

Title IV Federal Aid

Federal Pell Grant – A need-based grant program for students who have not earned a Bachelor's degree. A student's eligibility is determined by their enrollment status and their Expected Family Contribution (EFC). The EFC is determined by the completion of the FAFSA. 2022-2023 awards range up to \$6,895 per academic year.

Federal Supplemental Educational Opportunity Grant (SEOG) – A need based grant program for students with exceptional financial need. Priority is given to students eligible for Federal Pell Grant. Awards at Manhattan Tech range between \$100-\$300 and are first-come first-serve until funds are depleted.

Federal Work Study (FWS) – A program that provides jobs for students with financial need. Students are placed in specific jobs on campus. Students typically work no more than 20 hours per week. Students are paid according to Manhattan Tech payroll procedures.

Direct Student Loans – A loan program available to students who are enrolled at least half-time and their parents. A dependent student may be eligible to borrow up to \$5,500 as a freshman and \$6,500 as a sophomore. An independent student may be eligible to borrow up to \$9,500 as a freshman and \$10,500 as a sophomore per academic year. For the purpose of Title IV Federal financial aid, a student is considered dependent if their parent(s) were required to include their information on the FAFSA. Whether the loan is subsidized or unsubsidized is determined by the Manhattan Tech Financial Aid office based on the results of the FAFSA, the program cost of attendance, and other aid the student is receiving.

Subsidized Loans – A need based loan where the interest is paid by the federal government while the student is enrolled at least half-time. Repayment on this loan begins six months after the student leaves school or drops below half-time enrollment status.

Unsubsidized Loans – A non-need based loan where the interest is the responsibility of the student from the time the loan is disbursed until it is paid in full. The student has the option of paying the interest as it accrues or capitalizing it on the loan. Repayment of the loan generally begins six months after the student leaves school or drops below half time.

Parent PLUS Loan – A non-need based loan available to parents and/or step-parents with a good credit history to assist with educational expenses of a dependent student. (For the purpose of Title IV Federal financial aid a student is considered dependent if their parent(s) were required to include their information on the FAFSA.) The interest begins to accrue at the time the loan is disbursed. Repayment of the loan may be deferred until six months after the student leaves school or drops below half time. Repayment is the responsibility of the parent who took out the loan. A parent can apply by contacting the Manhattan Tech Office of Financial Aid as well as completing an application on <https://studentaid.gov/app/launchPLUS.action?plusType=parentPlus>

Scholarships

Manhattan Tech has Scholarships available to students throughout the year. Refer to the Foundation Resources section for additional information.

Kansas Board of Regents Scholarships - An application for the following scholarships is available online at www.kansasregents.org/students/student_financial_aid/scholarships_and_grants. These scholarships have a Priority Deadline of May 1st. See the website for additional Kansas Board of Regents opportunities.

Kansas Ethnic Minority Scholarship - The Kansas Ethnic Minority Scholarship program is designed to assist financially needy, academically competitive students who are identified as members of any of the following ethnic/racial groups: African American; American Indian or Alaskan Native; Asian or Pacific Islander; or Hispanic.

Kansas Nursing Service Scholarship - The Kansas Nursing Service Scholarship requires an obligation to practice as an LPN or RN in Kansas and work for a sponsor. A sponsor means any adult care home, psychiatric hospital, medical care facility, home health agency, local health department or any state agency, which employs LPNs or RNs, licensed by the State of Kansas. The sponsor will provide partial scholarship funding and provide employment upon licensure of the recipient. If the sponsor is a mental health center or treatment facility, the sponsor does not share the cost of the scholarship assistance. The obligation for the scholarship is to work for the sponsor for one year for each year of the scholarship support received. The award is \$3,500 for Practical Nursing and \$4,500 for Associate Degree Nursing each school year.

Kansas Career Technical Workforce Grant - This \$500 - \$1000 scholarship is available to students enrolled in an eligible career technical education program operated by a designated Kansas educational institution that has been identified as offering a technical certificate or associate of applied science degree program in a high cost, high demand, or critical industry field. Preference in awarding goes to applicants with financial need.

Kansas Promise Scholarship - The Kansas Promise Scholarship provides scholarships for students to attend Kansas community and technical colleges in specific fields of study. Scholarships can up to the amount of tuition, required fees, books, and required materials. Students who receive the scholarship are obligated to live and work in Kansas for a minimum of two consecutive years or the scholarship converts into a loan.

Other Resources

Many of our students seek out and earn scholarships and/or other funding from a variety of local and national sources. Please note the following are only a short list of examples. Please refer to manhattantech.edu for the most current list.

- Veterans Education Benefits - The Kansas Commission on Veteran's Affairs has approved VA benefits for all Manhattan Tech programs. Veterans, reservists, and eligible dependents requesting benefits must complete the appropriate forms, which are available from the Department of Veterans Affairs at 888.442.4551, or online at <https://benefits.va.gov/gibill/>
- American Indian College Fund www.collegefund.org
- Fairy Godmothers Grant www.fgfund.org
- Guardian Grant www.gafund.org
- Global Automotive Aftermarket Symposium www.globalsymposium.org
- Hispanic Scholarship Fund www.hsf.net
- Horatio Alger Career <https://scholars.horatioalger.org/scholarships/about-our-scholarship-programs/technical/>
- Mike Rowe Works Foundation www.mikeroweworks.org/scholarship/
- United Negro College Fund www.uncf.org
- Community Organizations - (American Legion Auxiliary, Rotary Club, churches, community foundations, etc.)

Agencies

Heartland Works/WIOA - Programs for assistance with educational expenses for low income, single parent, dislocated worker, and dislocated homemaker. To apply contact one of the following offices:
Manhattan - 785.539.5691 Junction City - 785.762.8870

SER Corporation - Provides educational assistance for eligible students who have worked in feedlots, farms, ranches, grain elevators, green houses, or have done field work in the last two years and meet certain income guidelines. Applications are available through Manhattan Tech, or through the SER office in Hays, Kansas, 877.723.4016 www.sercorp.com

United Tribes of Kansas - Educational assistance programs for students of Native American descent. To apply, contact their office at 785.364.2234 or 785.595.329

College Policies/Procedures

Student Code of Conduct (Policy 5.9.3)

Students of Manhattan Area Technical College are entitled to an environment that is conducive to learning and individual growth. To this end, students enrolled at Manhattan Tech assume a citizen's responsibility to abide by federal, state, and local laws. Violations of statutory laws or of Manhattan Area Technical College's regulations, policies and rules may lead to disciplinary actions by the College. These regulations do not deny any previously guaranteed rights and privileges but ensure a pleasant educational environment for all Manhattan Tech students.

Section 1. The purpose of Manhattan Area Technical College, is to provide opportunities for all who desire to pursue educational goals. To implement this objective, it is necessary to ensure that an environment is created wherein all students may progress in accordance with their capabilities and intensity of interest. The responsibility to create and maintain such an environment is shared by all members of the College; students, faculty, administration, and staff. It is the intent that rights and responsibilities specified herein shall apply on any campus, site, or location and to any student enrolled in any program, course, or class under jurisdiction of the College and that where feasible the same or similar procedures be followed.

Section 2. Policy and Regulations Regarding Student Conduct:

Students will conduct themselves as responsible members of the academic community, will obey all federal, state, county and municipal laws, and will comply with the established rules, regulations and procedures of the College. On campus or at any College sponsored activity, it is expected that students will not engage in such activities as cheating, plagiarism, theft, assault, destruction of property, forgery or alteration of records; acts relating to the illegal use of alcoholic beverages, drugs, and other illegal substances of that nature; and acts that endanger the health, safety, or welfare of other persons. Further, students will not behave in such a manner as to interfere with the conduct of College activities or to disrupt the normal procedures of the College and will respect the rights, privileges and property of members of the College community.

Section 3. Discipline:

Students will accept responsibility for their own conduct. Sanctions for violations of College regulations or conduct which interferes with College affairs will be imposed by the College. Sanctions, up to and including dismissal from the College, may be imposed for failure to comply with the policies and regulations as outlined in this document. These sanctions will define whether, and under what conditions, the violator may continue as a student in the College. The College may impose sanctions independent of any action taken by civil authorities. The College may not impose sanctions in response to action taken by civil authorities on matters not involving the College. In keeping with the educational purpose of the College, disciplinary actions are intended to be remedial rather than punitive.

Standard of Conduct

Technical College students assume an obligation to act in a manner compatible with the fulfillment of the College mission. The Technical College community recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, Manhattan Area Technical College establishes this Student Code of Conduct.

The administration strives to maintain a safe and orderly educational environment for students and staff. Therefore, when a student's conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect the atmosphere of collegiality and mutual respect on campus. This procedure is intended to provide an orderly protocol for handling disciplinary cases in accordance with the principles of due process and justice.

Proscribed Conduct

Any student found to have committed the following misconduct is subject to disciplinary sanctions:

1. Acts of dishonesty, including, but not limited to, the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.
2. Furnishing false information to any Technical College official, faculty member or office.
3. Forgery, alteration, or misuse of any Technical College document, record, or instrument of identification.
4. Disruption or obstruction of teaching, administration, disciplinary proceedings, other Technical College activities, including its public-service functions on or off campus, or other authorized non-Technical College activities, when the act occurs on Technical College premises.
5. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
6. Attempted or actual theft of and/or damage to property of the Technical College or property of a member of the Technical College community or other personal or public property.

7. Hazing, defined as an act that endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
8. Failure to comply with directions of Technical College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
9. Unauthorized possession, duplication or use of keys to any Technical College premises or unauthorized entry to or use of Technical College premises.
10. Violation of published Department or Technical College policies, rules or regulations including, but not limited to, rules imposed upon students who enroll in a particular class or program.
11. Violation of federal, state or local law on Technical College premises or at Technical College sponsored or supervised activities.
12. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
13. Use of tobacco products in campus buildings except in marked designated smoking areas.
14. Use, possession or distribution of alcoholic beverages or public intoxication on Technical College premises or at off-campus activities sponsored by the Technical College.
15. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on Technical College premises that violate college policy 5.10.3 or any applicable federal or state law.
16. Participation in a campus demonstration that disrupts the normal operations of the Technical College and infringes on the rights of other members of the Technical College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
17. Obstruction of the free flow of pedestrian or vehicular traffic on Technical College premises or at Technical College sponsored or supervised functions.
18. Conduct that is unbecoming to a student, including, but not limited to, conduct that is disorderly, lewd, or indecent; a breach of peace; or aiding, abetting, or procuring another person to breach the peace on Technical College premises or at other locations where classes, activities, or functions sponsored or participated by the Technical College may be held.
19. Theft or other abuse of computer time, including but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of computing facilities to interfere with the work of another student, faculty member or Technical College Official.
 - e. Use of computer facilities to send obscene or abusive messages or view obscene electronic information.
 - f. Use of computing facilities to interfere with normal operation of the Technical College computing system.
 - g. Violation of the College's Computer Usage policy.
 - h. Theft of printing services, to include unauthorized use of another individual's account.
20. Abuse of the disciplinary process, including but not limited to:
 - a. Failure to comply with the sanction(s) imposed under the Student Code.
 - b. Influencing or attempting to influence another person to commit an abuse of the disciplinary system.

Jurisdiction of the College

College jurisdiction and discipline shall be limited to conduct which occurs on Technical College premises, off-campus classes, activities or functions sponsored by the Technical College, or which adversely affects, or creates a danger to the Technical College Community and/or the pursuit of its objectives.

Student Code of Conduct Complaints: Investigation and Decision

Within five business days after a complaint is filed, the Deans or his/her designee shall complete a preliminary investigation of the incident and schedule a meeting with the student against whom the complaint was filed in order to discuss the incident and the allegations. In the event that additional time is necessary, the student will be notified. After discussing the complaint with the student, the Deans or his/her designee shall determine whether the student committed the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct.

The student shall have five business days from the date contacted by the Deans to schedule the meeting. This initial meeting may only be rescheduled one time. If the Student fails to respond to the Deans within 5 business days to schedule the meeting, reschedules the meeting more than once, or fails to appear at the meeting, the Deans will consider the available evidence without student input and make a determination.

In the event that a complaint alleges violations of the Student Code of Conduct by more than one student, each student's disciplinary proceeding, as well as any appeals relating to that proceeding, shall be conducted individually.

If the Deans determines that the alleged conduct did not occur, or that the conduct was not a violation of the Student Code of Conduct, he/she shall not impose any disciplinary sanctions on the student and the investigation shall be closed. If the Deans determine that the student has violated the Student Code of Conduct, he/she shall impose one or more of the following disciplinary sanctions.

Based on the severity of the incident, the Deans may take one of two actions:

1. After a determination that a student has violated the Student Code of Conduct, the Deans may impose, without referral to the Vice President of Student Success, one or more of the following sanctions. Notification shall be sent to the student and the person(s) who initially filed the complaint.
 - a. **Restitution:** A student who has committed an offense against property may be required to reimburse the College or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.
 - b. **Reprimand:** A written reprimand may be given any student. Such a reprimand does not restrict the student in any way, but it signifies to the student that he/she is, in effect, being given another chance to conduct himself/herself as a proper member of the College community, and that any further violation may result in more serious sanctions.
 - c. **Restriction:** A restriction upon a student's privileges for a period of time may be imposed. This restriction may include, but is not limited to, denial of the right to represent the College in any way, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.
 - d. **Disciplinary Probation:** Continued enrollment of a student on disciplinary probation may be conditioned upon adherence to specified terms. Any student placed on disciplinary probation will be notified of the terms and length of probation in writing. Any conduct determined after due process to be in violation of these terms while on disciplinary probation may result in the imposition of more serious disciplinary sanctions, as specified by the terms of probation.
 - e. **Failing or lowered grade:** In cases of academic misconduct, the Dean or his/her designee will make a recommendation to the Vice President of Student Success or his/her designee who may authorize the instructor to award a failing or lowered grade in the course, a loss of credit on the assignment or examination, and may impose other additional sanctions including suspension or dismissal from the College.
2. After a determination that a student has violated the Student Code of conduct, the Deans may recommend the imposition of one of the following sanctions if appropriate. The Deans recommendation will be forwarded to the Vice President of Student Success, which may impose one or more of the following sanctions, as well as those described in section 1. above, following a meeting. A copy of the written recommendation shall be provided to the student and the person filing the complaint.
 - a. **Disciplinary Suspension:** If a student is suspended, he/she is separated from the Technical College for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of disciplinary suspension.
 - b. **Disciplinary Expulsion:** Expulsion is a removal and exclusion from the College, College controlled facilities, programs, events, and activities. A record of the reason for the student's dismissal is maintained in the student information system. Students who have been dismissed from the College for any reason may apply in writing to the Vice President for Student Success for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, the student will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Dean or his/her designee.

Additional Information on Disciplinary Actions

Interim Disciplinary Suspension

As a general rule, the status of a student accused of violations of the Student Code of Conduct should not be altered until a final determination is made regarding the charges against him/her. However, interim suspension may be imposed upon a finding by the Deans or his/her designee that the continued presence of the accused student on campus constitutes a potential or immediate threat to the safety and well-being of the accused student or any other member of the College community or its guests, or that the continued presence of the student on campus creates a risk of substantial disruption of classroom or other College-related activities. If an interim disciplinary suspension is imposed, a meeting should take place as soon as possible. The student need not request an appeal.

Conditions of Disciplinary Suspension and Expulsion

A student who has been suspended or expelled from the College shall be denied all privileges afforded a student and shall be required to vacate College premises at a time determined by Deans or his/her designee.

In addition, after vacating the College Premises, a suspended or expelled student may not enter upon the College premises at any time, for any purpose, in the absence of written permission from the Deans or his/her designee. A suspended or expelled student must contact the Deans or his/her designee for permission to enter the College premises for a limited, specified purpose.

If the student seeks to submit a signed Disciplinary Sanction Appeal Form, the student may do so online.

Administrative Withdrawal of Students

A student may be administratively withdrawn from the institution when, in the judgment of the Vice President for Student Success, and the personal physician (if any), it is determined that the student suffers from a physical, mental, emotional, or psychological health condition which: (1) poses a significant danger or threat of physical harm to the student or to the person or property of others, (2) causes the student to interfere with the rights of other members of the school or with the exercise of any proper activities or functions of the school or its personnel, or (3) causes the student to be unable to meet institutional requirements for admission and continued enrollment.

Students who are administratively withdrawn will be subject to the standard refund period as established by Manhattan Area Technical College.

Violation of Federal, State, or Local Law

If a student is convicted or pleads Nolo Contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to the Technical College's vital interests and stated mission and purpose.

Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.

When a student is charged by federal, state, or local authorities with a violation of law, the Technical College will not request or agree to special consideration for that individual because of his/her status as a student. The Technical College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Appeal Procedure

A student who wishes to appeal a disciplinary decision by the Deans regarding an assigned sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade must file a written Formal Grievance as per the Student and Community Complaint Procedure to be reviewed by the Vice President of Student Success.

If the Deans recommended a sanction of disciplinary suspension, disciplinary expulsion, or interim disciplinary suspension, which was approved by the Vice President of Student success then student will need to file a written appeal as per the Student and Community Complaint Procedure to be reviewed by the President's office.

To view this policy in online click the link and reference policy number 5.9.3 at <https://matconline.matc.net>.

Academic Honesty (Policy 4.3.2)

Academic honesty at Manhattan Tech is an important part of student success. Manhattan Tech views academic honesty as an integral part of student development and learning. All Manhattan Tech students are expected to understand the College's policy on academic honesty, as well as how the College defines academic dishonesty.

Academic dishonesty is an action taken by a student that violates the College's policy on academic honesty. Manhattan Tech defines academic dishonesty as the following:

Cheating

- Giving or receiving unauthorized help on an individual or group assignment, paper, or exam
- Reusing an assignment written for another course without proper authorization
- Taking an exam for another student or having another student take an exam for a student
- Using unauthorized material on an exam
- Altering or fabricating academic data, records, or documents with the use of conventional or electronic devices

Plagiarizing

- Using others' ideas and/or words without correctly acknowledging the source
- Using copyrighted material without written permission of the copyright owners
- Taking credit for an assignment or research project done by another student
- Doing work or research for another

Student Falsification and Fabrication

- Altering, counterfeiting, or inventing information or material presented in an academic evaluation activity
- Presenting data in a piece of work that was not gathered in accordance with guidelines defining appropriate methods for collecting or generating data
- Including a substantially inaccurate account of the method by which the data was gathered or collected

Abuse of Academic Materials

- Destroying, stealing, altering, or making inaccessible library, laboratory, or other academic resource materials, including computer data, or attempting to do so
- Stealing examinations or other course materials, or attempting to do so

Complicity in Academic Dishonesty

- Helping, or attempting to help, another to commit an act of academic dishonesty
- Providing material or information to another person with knowledge that the material or information will be used deceitfully in an academic evaluation activity
- Permitting one's own work to be submitted by another person as if it were that person's original work

Falsification of Records and Official Documents

- Altering documents affecting academic records
- Forging signature of authorization or falsifying information on any official academic document, including a permission form, a petition, or any other document designed to meet or exempt a student from an established academic regulation
- Failing to report previous academic records

Personal Misrepresentation and Proxy

- Participating in an academic evaluation activity in the place of another person, either before or after enrollment
- Assisting in any arrangement whereby any work, placement or proficiency tests, classroom performance, examination, or other academic evaluation activity is submitted or performed by a person other than the student in whose name the work is submitted or performed
- Having another person participate in an academic evaluation activity or evaluation in place of oneself

Bribes, Favors, Threats

- Bribing or attempting to bribe, promising favors to, or making threats against any person, with the intention of affecting a record of a grade or evaluation of academic performance
- Conspiring with another person who then performs one of these acts on one's behalf

Consequences for students in violation of the Manhattan Tech Academic Honesty Policy will be at the discretion of faculty and/or administration. Consequences include, but are not limited to:

- Oral or written reprimand
- An "F" or zero points given for the assignment, paper, or exam
- An "XF" or zero points given for the course ("XF" notation on transcript of academic dishonesty)
- Removal from the course and/or program
- Expulsion from the college

Any student accused of academic dishonesty may request written confirmation of the violation and consequence(s). If a claim of academic dishonesty is in dispute, the student may file a grievance, following the Student Complaint and Grievance Procedure.

General Complaint and Grievance Policy (Policy 3.7.4)

Manhattan Tech administration, faculty, and staff attempt, in good faith, to resolve complaints and problems as they arise, in a timely manner, and at the lowest possible level. However, if a matter remains unresolved, the purpose of the grievance procedure is to provide a process for resolving complaints between students, faculty, and staff. These procedures apply to all complaints including but not limited to, academic issues, student services or administrative concerns, and working conditions. For matters involving any form of discrimination or harassment refer to [Manhattan Tech Policies 3.7.1, 3.7.2, or 7.1.1](#).

Policy: Students and employees of Manhattan Area Technical College have the right to pursue timely, legitimate grievances against other members of the college community. Therefore, the administration shall establish, publish, and follow a procedure that delineates the rights and responsibilities of the aggrieved party and the college employee or student against whom a grievance may be lodged. The procedure shall provide for adequate time to file and investigate allegations, for individuals to present information or evidence in support of his/her positions, and for any party directly involved in a grievance to pursue an appeal of an adverse decision.

Students and employees of Manhattan Area Technical College may file a complaint without fear of reprisal. Any individual who supplies false or misleading information in conjunction with a complaint or anyone who attempts to harass, intimidate, or retaliate against an individual for filing a complaint or for providing information in connection with a complaint filed under this procedure will be subject to disciplinary action consistent with the provisions on the College's disciplinary policy. A copy of the complete policy and appropriate documentation may be obtained from the Student Services office.

Complaint Process *(must be completed prior to moving on to the Formal Grievance Process)*

Any individual, who believes that a wrong has incurred, should try to resolve the problem through consultation with the individual(s) involved as soon as is reasonably possible. In most cases, the Complaint Process must be completed prior to moving on to the Formal Grievance Process. Exceptions must be approved by the appropriate Office of Primary Responsibility (OPR).

Formal Grievance Process

Once you have attempted to resolve your complaint through discussion, if you are not satisfied with the outcome, you may begin the formal grievance process. A formal grievance should be filed with the appropriate OPR not more than 21 days after the act(s) in question occurred. He/she may help you fill out the Formal Grievance questions and will determine if your concern is truly a grievance as defined by policy or not. If it is, he/she will begin the investigation process after you turn in the form. The OPR will have up to 10 working days to investigate and provide a written response. Please note, if your grievance is with your assigned OPR, you may meet with the College President to begin a formal grievance.

To view this policy in its entirety reference policy number 3.7.4 at <https://matconline.matc.net>.

Suspected Drug or Alcohol Misuse by Students (Policy 5.9.4)

Suspected Drug or Alcohol Misuse by Students

Policy Statement: This policy will be followed when an MATC employee has reasonable suspicion of student substance misuse. Whether a student is on the MATC campus, or at an MATC sponsored event, including field work, when behaviors that indicate the probability of drug or alcohol misuse are observed the procedures listed in policy 5.9.4 will be followed.

Rationale: MATC abides by Federal Law P.L. 102-226 to provide a Drug Free Workplace. This policy pertains to employees and students. The policy prohibits the unlawful manufacture, distribution, dispensing, possession or use of controlled substances or alcohol on college property or during college activities. The 1989 amendment to the Drug Free Schools and Communities Act provides that it is unlawful for students or employees to possess, use, or distribute illicit drugs and/or alcohol on MATC's premises or as a part of any MATC activity with the exception of alcohol as part of specific institutionally approved events. Possession, use, misuse, exchange, sale, or being under the influence of alcohol and/or controlled substances on college grounds is illegal and expressly forbidden. Violation of this policy is cause for disciplinary action including dismissal.

To view this policy in its entirety reference policy number 5.9.4 at <https://matconline.matc.net>.

Tobacco Usage Policy (Policy 6.5.0)

Policy Statement: The purpose of this policy is to comply with Manhattan City Ordinance 6737: smoking in public places and places of employment and also to contribute to the health and well-being of all students, employees, and visitors at Manhattan Area Technical College. MATC shall be smoke free except as designated in policy 6.5.0. Additionally, the use of all tobacco products, including chewing tobacco, is banned from the MATC workplace except as designated in this policy.

To view this policy in its entirety reference policy number 6.5.0 at <https://matconline.matc.net>.

Sexual Harassment Policy (Policy 3.7.2)

Policy Statement: Manhattan Area Technical College is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment will not be tolerated at MATC. Sexual harassment of employees or students of the College by board members, administrators, faculty, support personnel, students, vendors, and any others having business or other contact with the College is strictly prohibited.

Rationale: Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination. All forms of sexual harassment are prohibited on MATC's campus, on any property being used by the College, and at all College-sponsored activities, programs, or events. Sexual harassment against individuals engaged in College-directed activities is prohibited, whether or not the harassment occurs on College owned grounds.

To view this policy in its entirety reference policy number 3.7.2 at <https://matconline.matc.net>.

Student Academic Probation and Suspension (Policy 4.3.1)

Policy Statement: Students must maintain a cumulative grade point average of 2.00 to remain in good academic standing.

Rationale: All students of Manhattan Area Technical College are required to meet certain academic standards. In an effort to assist our students in maintaining good academic standing and meeting graduation requirements, the college has developed the following minimum academic standards. Students who have earned a minimum of 12 credits (with grades A, B, C, D, or F) are covered under these standards.

To view this policy in its entirety reference policy number 4.3.1 at <https://matconline.matc.net>.

Inclement Weather (Policy 8.3.1)

Policy Statement: As a condition of employment, all employees of Manhattan Area Technical College, whether of the main campus or instructors of off campus courses, are expected to work at their assigned times and schedules regardless of weather conditions unless a Declaration of Inclement Weather has been issued.

Rationale: It is recognized that severe weather conditions may prevent employees from reporting to work, cause some to report late, or require others at work to depart earlier than scheduled. In an emergency or inclement weather situation, Manhattan Area Technical College may cancel classes. If Manhattan Tech should close because of inclement weather, the notice will be available through Rave Wireless (an emergency alert system) to your cell phone and/or email address, on the MATC website, and local radio and television stations, as well as the campus answering machine. If classes are cancelled, dates/times will be schedule as necessary for make-up of instruction time.

To view this policy in its entirety reference policy number 8.3.1 at <https://matconline.matc.net>.

Computer Usage and Ethics (Policy 9.1.1)

Policy Statement: Access to Manhattan Area Technical College (MATC) networks, Internet, and computer systems is granted subject to MATC policies and local, state, and federal laws. Appropriate use should always be legal and ethical, reflect academic honesty, and show restraint in consumption of the shared resources.

Rationale: Students and guests are responsible for maintaining an environment free of malicious, inappropriate, and illegal acts. MATC is not responsible for unacceptable or unethical use of the information technology systems including Internet access, network usage, and electronic mail; however, policies and best practices will be employed to protect the institution, authorized users, and electronic data stored on MATC systems.

To view this policy in its entirety reference policy number 9.1.1 at <https://matconline.matc.net>.

Computer Ethics and Internet Policy (Policy 9.1.2)

Computer Ethics and Internet Policy

Policy Statement: Appropriate Internet use should always be legal and ethical, reflect academic honesty, and show restraint in consumption of the shared resources.

Rationale: Users are responsible for maintaining an environment free of malicious, inappropriate, or illegal acts. Unacceptable uses of the computer system will result in the revoking of computer access.

To view this policy in its entirety reference policy number 9.1.2 at <https://matconline.matc.net>.

Student E-mail Accounts (Policy 9.2.1)

Student E-mail Accounts

Policy Statement: Email is considered an appropriate means for official communication at Manhattan Area Technical College (MATC). Email is considered the official form of communication at Manhattan Area Technical College (MATC). The MATC Technology Department will be responsible for managing all student e-mail accounts. The account of any student who deliberately violates any part of the MATC Computer Usage and Ethics Policy (9.1.1) or Computer Ethics and Internet Policy (9.2.1) will be terminated immediately. The Vice President of Student Success will be responsible for determining if such a violation has occurred and subsequently notifying the Chief Information Officer. The account of any student who graduates will be kept active for a total of 4 years after their last sign-in date to allow that student to transfer any data and/or e-mail addresses to a separate account.

Students are responsible for protecting their own passwords and should not share their login information. Student email accounts are established after the enrollment process has been completed. Every 200 days' students will be prompted to change their password. Failure to change the password will automatically render the email address inactive. The email address may be reactivated by either changing the password or contacting the IT Department.

Misuse of College Email Account

Any student who deliberately violates this or other relevant College policies, such as the non-tolerance policies, using the College email account, may be expelled immediately. The Vice President of Student Services and Chief Information Officer will be responsible for determining if such a violation has occurred and subsequently notifying the IT Department to terminate the account. Certain types of email, including but not limited to harassing messages, may also incur civil or criminal penalties. The account of any student suspended or dismissed from MATC will be terminated immediately. Depending upon the reason for the suspension, the account may be reassigned upon the suspended student's reinstatement in MATC courses. The Vice President of Student Success will be responsible for determining whether or not an account may be reassigned and subsequently notifying the Chief Information Officer.

To view this policy in its entirety reference policy number 9.2.1 at <https://matconline.matc.net>.

Alcoholic Beverages at College Events (Policy 3.8.1)

Alcoholic Beverages at College Events

Policy Statement: This purpose of this policy is to describe the conditions under which alcoholic liquor may be served/consumed at MATC events on campus.

Rationale: Under circumstances permissible by State Statutes and Regulations of the Alcoholic Beverage Control Commission, official College academic and administrative units and College affiliated organizations may serve alcoholic liquor at approved events in designated non-classroom areas on the College campus. Alcoholic liquor service may only be provided at campus events which are related to legitimate functions of the College. Such events cannot be opened to the general public and only members of the sponsoring organizations, their spouses and invited guests may participate. Such events may not be of a commercial nature, but rather occasions which are luncheons, dinners or receptions in honor of certain individuals, and which occur in connection with official College events and/or fundraising activities for College programs.

To view this policy in its entirety reference policy number 3.8.1 at <https://matconline.matc.net>.

Concealed Carry & Open Carry Handguns (Policy 5.1.3)

The Manhattan Area Technical College (MATC) seeks to maintain a safe and secure environment in which to conduct educational, research, and training activities.

Carry Concealed Handgun (CCH) is a handgun that a person who is not prohibited from possessing a firearm under either federal or state law may carry in a concealed fashion, except where prohibited as detailed in state law (KSA 75-7c10). CCH laws refer to firearms defined as handguns by state law.

The display or "open carry" of any handgun is **strictly prohibited** by college policy except in defense of one's self or an immediate third person. Display is defined as the intentional showing, presenting, exhibiting and or drawing of a handgun from a position of concealment on one's person. Other than for authorized security and/or law enforcement, no handguns or firearms shall be openly carried on any college property or at college events.

On July 1st, 2017 CCH will become legal on Manhattan Area Technical College property.

CCH individuals who carry a handgun on campus must carry it on or about their person at all times or secure their handgun in a locked, privately-owned or leased motor vehicle. A CCH individual may not carry a partially or wholly visible handgun on campus premises or on any college driveway, street, sidewalk or walkway, parking lot, or other parking area.

CCH individuals who carry a handgun on campus must carry it in a holster that completely covers the trigger and the entire trigger guard area. The holster must have sufficient tension on the handgun to retain it in the holster.

CCH should be avoided in areas where the discharge of a firearm might cause great harm, such as laboratories with dangerous chemicals, biologic agents, or explosive agents, and areas with equipment that may snag, catch, or make contact the weapon, and with equipment that is incompatible with metallic objects.

Any person may be subject to disciplinary action including but not limited to dismissal from the college and/or criminal prosecution for:

- Intentionally displaying a concealed handgun without cause or reason
- Possession of a handgun under the influence of alcohol or mind-altering drugs
- Leaving or storing, intentionally or unintentionally, a firearm in a location not authorized by this policy
- Accidental or unintentional discharge of a firearm on college property
- Open carry of a handgun
- Threatening or verbalizing, even in jest, to shoot another person with a concealed handgun (other than in self-defense)

MATC will not maintain a list of concealed carry license holders. This information is not a matter of public record. MATC employees may not, under any circumstances, require students or other employees to disclose their concealed carry license status.

Students and guests are also prohibited from storing a firearm on College property other than in a secured compartment in their vehicle, or in a safe if provided by the college. Persons who choose to store their weapons in their vehicles are encouraged to do so in a concealed manner in compliance with local, state and federal laws, preferably in a locked compartment inside their vehicle. It is also advisable not to disclose the presence of said weapon to anyone other than authorities if asked.

Any person(s) found to violate this policy may have their firearm seized and secured by College Security and/or Law Enforcement and will be subject to all appropriate penalties under College policy and applicable local and state laws.

MATC reserves the right to change, modify or adapt this policy at any time for the safety of its College population.

To view this policy in its entirety reference policy number 5.1.3 at <https://matconline.matc.net>.



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Manhattan Area Technical College is an open institution and does not discriminate. For Manhattan Tech's non-discrimination policy and a full list of regulatory specific contact persons visit the following web page:

www.manhattantech.edu/about-us/humanresources