

student
handbook

2007-2008



Manhattan Area Technical College



Manhattan Area Technical College

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Vice-President of Student Services, Kelly Hoggatt
Vice-President of Business Services, Jane Bloodgood
Associate Vice-President of Institutional Advancement, Dr. Richard Fogg

Mission Statement

Manhattan Area Technical College provides quality technical and general education to prepare individuals to pursue technologically advanced careers and lead productive lives.

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.

Values

In making decisions to advance the mission of MATC, 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*

Objectives

- Offering associate of applied science degrees and technical certificates upon completion of programs and courses in technical fields to meet student, employer and community needs.
- Complementing technical instruction with general education courses emphasizing problem solving and communication skills.
- Creating opportunities for secondary students in technical education through articulation agreements.
- Providing student services including counseling, financial aid, skill enhancement and assessment, employability preparation, and student-directed activities.
- Assessing student performance and outcomes to enhance learning.
- Allocating resources to ensure a safe, accessible, student-friendly learning environment.
- Monitoring integrity through interaction with advisory councils and evaluation by approving agencies.

Notice of Nondiscrimination

The MATC 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 race, color, religion, sex, national origin, ancestry or disability) 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. Specific complaints of alleged discrimination under Title IX (sex) and Section 504/ADA (handicap, disability) should be referred to the Title IX/Section 504/ADA Coordinator, 3136 Dickens Ave., Manhattan, KS 66503, 785.587.2800.

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CALENDAR

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

2007 Fall Semester

July	16	ADN Fall Semester classes begin for July 2007 class
Aug	17	Final Registration/Fee payment
	20	Fall Semester begins
	22	Last day to withdraw and receive 100% refund
	28	Last day to withdraw and receive 80% refund of tuition
	31	Last day to withdraw and receive no grade
Sept	3	Labor Day / CAMPUS CLOSED
	4	EPD Students Return to Campus
	4	Last day to withdraw and receive 50% refund of tuition
Oct	18	Open House
	19	Last day to withdraw and receive W
Nov	19-23	Fall break / no day or evening classes
	22-23	CAMPUS CLOSED
	26	Classes resume
Dec	11-17	Final Exams
	15	Commencement
	24-31	CAMPUS CLOSED

2008 Spring Semester

Jan	1-2	CAMPUS CLOSED
	11	Final Registration/Fee payment
	14	Spring Semester begins
	16	Last day to withdraw and receive 100% refund
	21	Martin Luther King Jr. Holiday / CAMPUS CLOSED
	23	Last day to withdraw and receive 80% refund of tuition
	28	Last day to withdraw and receive no grade
	29	Last day to withdraw and receive 50% refund of tuition
March	14	Last day to withdraw and receive a W
	17-21	Spring Break / no day or evening classes
	21	CAMPUS CLOSED
	24	Classes resume
April	9-10	Insight/Onsite (6th grade tours)
May	6-12	Final Exams
	10	Commencement
May	12	Practical Nursing Spring Semester ends

	14	Practical Nursing Summer Semester begins
	26	Memorial Day / CAMPUS CLOSED
June	20	ADN Spring semester ends for students beginning Jan 2008
	20	Practical Nursing Summer Semester ends

2008 Summer Session

June 2 – July 31

ACADEMIC INFORMATION

Degrees and technical certificates will be conferred in the name of the MATC 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.

General Education Philosophy

General education courses enhance the academic skills, reasoning capability and general knowledge required for continued learning and advancement in students' professional and personal lives. Students will demonstrate increased proficiency in communicating effectively in written and oral forms, critical thinking and problem solving to address situations described verbally, graphically, symbolically, or numerically, identifying, accessing and evaluating information and materials, and gaining knowledge of self and exhibiting tolerance of and respect for diversity in human abilities, cultures, ages and beliefs. Proficiency in written and oral communication is crucial in daily life, as is the ability to fully understand and appreciate oral and written expressions of others. Strengthening language skills, learning the value of research resources, and organizing thoughts into coherent oral and written communication enhance the student's participation in the workplace and in the world community. Critical thinking skills that expand the ability to decipher and apply needed information in problem solving are important to success in the technological world. Quantitative skills linked to solid qualitative judgment help a student understand, adjust and excel in a changing environment. The ability to gather, filter, and use the work, experience, and opinions of others is crucial to effectively performing personal and professional responsibilities. These skills in information technology foster independent thinking and lifelong learning. Understanding self while valuing others enhances one's ability to work within a team and to function effectively. This respect for self and respect for others is a critical component in today's workplace and in our interdependent, multi-cultural society.

Associate of Applied Science Degree

The Associate of Applied Science degree is designed primarily to prepare students for employment in an occupation or closely related cluster of occupations. The objective of the degree is to enhance employment opportunities.

Students may pursue an associate of applied science degree while attending

Manhattan Area Technical College. An associate of applied science degree requires completion of a technical curriculum and a general education curriculum, as well as, in some programs, a specified number of elective credits. MATC coursework will meet the technical requirements. General education requirements can be met through completion of specified coursework from a regionally accredited college or university. The general education requirement may be completed prior to enrollment at MATC, concurrent with pursuit of the technical requirements, or following completion of the technical requirements. All general education credits must be accounted for within five (5) years of the date of completion of the technical program. A student who plans to complete an AAS degree must have attained a high school diploma or GED prior to awarding of the degree. Degree planning assistance is available. For more information about the AAS degree, or for degree planning assistance, contact the MATC Counselor. The AAS degree is not designed as a transfer degree; however, other institutions of higher education may accept some Manhattan Area Technical College coursework. Transfer of credit is at the discretion of the receiving institution. MATC does not guarantee transfer of credit.

MATC offers the Associate of Applied Science degree in the following disciplines:

Air Conditioning & Refrigeration

Automotive Collision Repair

Automotive Technology

Building Trades

Business and Computer Technology

Computer-aided Drafting Technology

Electric Power & Distribution

Information and Network Technology

Nursing

Welding Technology

Technical Certificates

A technical certificate is awarded to students who have successfully completed the necessary program courses and program-specific competencies to enter a particular career field. Eligibility for a technical certificate requires students to account for all mandatory technical courses and general education courses within five (5) years of the date of their leaving prior to completion of the technical program. The Vice President of Instructional Services must approve any exceptions.

MATC offers technical certificates in the following disciplines:

Air Conditioning and Refrigeration

Automotive Collision Repair

Automotive Technology

Building Trades

Business and Computer Technology

Electric Power and Distribution

Practical Nursing
Welding Technology

Note: Students must pay all outstanding debts to Manhattan Area Technical College before receiving their degree or technical certificate.

Philosophy of Assessment

Manhattan Area Technical College'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 Area Technical College also recognizes the importance of assessment and improvement activities related to organizational structure. These activities, designed to complement the assessment of student learning, enhance the planning and implementation of strategic initiatives, as well as the operational functions of the College, and must be included in a comprehensive plan.

Demonstrating ongoing institutional improvement is significant to ensure the continuing success of the College. MATC 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 the 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 funding sources and legislative 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.

Credit by Examination

Students who have knowledge or experience in an area paralleling instruction in an MATC class may apply for credit by examination for any class to a maximum of nine (9) credit hours by examination per transcript. This examination, developed by the program instructor(s), will be comparable to a comprehensive review of the class content, and will be administered by either an MATC instructor or administrator.

The credit by examination procedures will include the following:

1. Student must be accepted for enrollment in a specified MATC technical certificate or degree program.
2. Student may apply for a maximum of 9 credit hours by examination.
3. Student may seek credit by examination for any course providing the following

criteria have been met:

- Student has not previously failed the course.
 - Student has not previously received credit for the course.
 - Student must have completed the credit by examination successfully prior to the completion of 25% of the course.
4. Student must complete an Application for Credit by Examination, which includes permission/signatures from the Instructor and the Vice President of Instructional Services. This form will be maintained in the student's permanent file.
 5. Student will pay a credit by examination fee of \$25.00 per course, plus all applicable tuition and fees, prior to the administration of the examination.
 6. The instructor will grade the exam and discuss the exam results with the student within five business days of the date of the exam.
 7. Credit earned by examination will be transcribed as "credit."

Technical Certificate/

Degree Requirements for Graduation

Students who intend to graduate with a technical certificate or an associate degree must apply for permission to graduate. Steps involved in the application process are:

1. Complete the Application for Graduation form available from the MATC main office or the MATC web site (www.matc.net).
2. Satisfactorily complete all coursework for technical certificate programs. (Satisfactory completion is defined within each course syllabus.)
3. Complete (with a grade of C or higher) a minimum of 6 credit hours of coursework in mathematics and written communication.
4. Achieve a cumulative GPA of 2.0 or higher in technical courses.
5. If applying for an Associate of Applied Science degree, provide an official transcript verifying high school graduation or General Educational Development (GED) program completion.
6. If applying for an Associate of Applied Science degree, provide official transcripts verifying general education and elective courses from regionally accredited colleges and universities.
7. Fulfill all financial obligations to Manhattan Area Technical College.

Additionally, students pursuing the Associate of Applied Science degree must successfully complete (with a grade of C or higher) a minimum of 15 credit hours of specific coursework in mathematics, written communication, oral communica-

tion, and social science (See degree requirements for specific programs.) from a regionally accredited academic institution of higher education within 5 years of the date of graduation from the MATC technical program.

Additional requirements for an associate of applied science degree in the various programs are listed in the MATC Course Catalog.

Note: Students must meet the graduation requirements of the catalog in effect at the time of their initial enrollment at Manhattan Area Technical College. The Vice President of Instructional Services must approve any exceptions.

Withdrawal/Administrative Dismissal Policy

Note: An official withdrawal is effective the date a completed *Drop/Add Form* is received in the MATC office.

A student may officially withdraw from a course with no transcribed notation of enrollment if the *Drop/Add Form* is completed and received by the MATC office by the 10th day of the semester. A grade of W will appear on the student's transcript if the student officially withdraws from a course by the 44th day of the semester (see calendar on page 4 for exact dates). If a course has completed prior to the 44th day of the semester, an earned grade cannot be changed to a W. After the 44th day the student will receive a transcribed grade based on work completed relevant to the course requirements.

An **administrative dismissal** does not relieve a student of the responsibility of completing and submitting a *MATC Drop/Add Form*. Failure to do so may result in any refund the student may be entitled to not being processed and/or the student's receiving an F grade(s) on their MATC transcript.

Readmission Policy

A student who withdraws from a program may return to that program without payment of a new application fee if the return is within one year of the date of the student's withdrawal. The student may return at the next equivalent start date on a space available basis. Returning students must pay any outstanding balances prior to readmission, and must pay tuition based on the rate at the time of readmission. Any grades previously recorded on the student's transcript will remain on the transcript. A student considering withdrawal should talk first with the counselor for clarification of options.

A student who is dismissed due to disciplinary action or academic reasons may be readmitted to the same program contingent on the following: completion of an MATC application form and payment of the application fee; program space availability based on date of application submission; re-entry within one year of the dismissal date, and/or as stipulated in the terms of dismissal; and payment of all outstanding balances.

Returning students will pay tuition based on the rate at the time of readmission.

Any grades previously recorded on the student's transcript will remain on the transcript.

Transfer of Credit Policy

Undergraduate students may transfer credit from other institutions of higher education that are accredited by a regional accrediting agency recognized by the U.S. Dept. of Education. Additionally, students may seek award of credit received from a secondary institution that has in place a current Tech-Prep articulation agreement with MATC. ("Articulated credit" refers to credit earned for a secondary/high school course that is being accepted in lieu of a like MATC course.) Any student seeking transfer of credit or award of articulated credit must meet the same admissions requirements as all MATC undergraduate students.

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

1. Have an **official** transcript from the secondary or post-secondary institution on file with MATC (Student-issued transcripts are not acceptable.);
2. Have a C or higher grade in all classes being considered for transfer or award; **Note:** General education courses provided on MATC's campus are taught by Cloud County Community College; therefore, credit for those courses is transfer credit and requires a C or higher grade.
3. Request transfer or award of credit only for courses approved for degree/graduation credit at the awarding institution;
4. Complete a minimum of 12 credit hours at Manhattan Area Technical College.

MATC will consider for evaluation and transfer all Kansas Board of Regents-approved institution of higher education program credits. Credit hour conversion of courses will be at the Kansas Board of Regents approved rate. Once a student has completed 12 or more credit hours in an MATC technical program, credit for any articulated courses and/or transfer credit (high school and/or post-secondary coursework from another accredited institution) will appear on the student's Manhattan Area Technical College transcript.

Students are encouraged to visit with the Vice-President of Student Services to determine the transferability of courses. The transfer of credit to other colleges is entirely up to the receiving institution. MATC does not guarantee credit transfer.

FINANCIAL/FINANCIAL AID INFORMATION

Satisfactory Academic Progress

Federal regulations require that financial aid recipients maintain Satisfactory Academic Progress (SAP) in order to remain eligible for Title IV Federal Financial Aid (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Academic Competitiveness Grant, Federal College Work Study, Federal Stafford

Student Loans and Federal Parent Loans).

Satisfactory Academic Progress at MATC requires:

- Cumulative GPA of 2.00 (on a 4.00 scale) or higher for all coursework taken at MATC (including general education courses).
- Completion of at least 75% of attempted credit hours. 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 guidelines.
- Maximum hours attempted at MATC (including general education courses) cannot 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.

At the end of each semester, or when otherwise requested, grades are submitted to MATC Student Services and Satisfactory Academic Progress is determined. All students not meeting SAP are notified in writing that they are not eligible for Title IV Federal Aid for the next semester. Continued unsatisfactory work may be grounds for dismissal from the program.

Title IV Federal Aid can 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 available in the MATC office or at www.matc.net.

A student who has lost Title IV Federal Aid eligibility may still enroll and pay tuition and fee charges from their own resources.

Payment of Tuition, Fees and Other Costs

Tuition and fees are due at the beginning of each semester and are determined by the number of credit hours in which the student is enrolled. A student who has not met this obligation within 10 days after the due date may be dismissed from MATC. This does not apply to students who have financial aid eligibility and plan to use those funds for tuition and fee payment. For those students, payment will be expected from the first financial aid check. All costs for student projects must be paid in full before a project can be removed from MATC's grounds.

Tuition and Fees Refund Policy

Students enrolled in undergraduate courses may be eligible for a refund of tuition/fees upon official withdrawal from a course or complete withdrawal from MATC. Refunds are calculated based on the day a MATC Drop/Add form is received by the MATC office, not when the student stopped attending class. Failure to attend a class does not constitute official withdrawal.

Upon an official withdrawal, tuition/fee refunds will be calculated based on the following guidelines:

- Received by the 3rd day of the semester = 100% refund of tuition and fees
 - Received by the 7th day of the semester = 80% refund of tuition only
 - Received by the 11th day of the semester = 50% refund of tuition only
- (See calendar on page 4 for exact dates)

Military-related Refunds

Any Manhattan Area Technical College student who is serving in the National Guard or reserves and is called to active duty during an academic term is entitled to a full refund of tuition and fees for any courses in which the student has not received a grade. Any Manhattan Area Technical College student 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 in which the student has not received a grade. No refund of fees and tuition is due for any classes for which the student is awarded full credit. All refunds are contingent upon verification of status through official military documentation. Any student who volunteers for military service during an academic term will be subject to MATC's non-military refund policy.

Title IV Funds Refund Policy

Undergraduate students receiving Federal Financial Aid who completely withdraw from Manhattan Area Technical College are also subject to the Department of Education's Return of Title IV Funds policy. A copy of the Return of Title IV Funds policy is available from the MATC Financial Aid Office.

Grades

Grades are computed on a 4.0 scale and are recorded as A,B,C,D,F, P, W or I (A=4; B=3; C=2; D=1; F=0). A "P" indicates Pass in a Pass/Fail course.

- "W" indicates a student officially withdrew between the 11th and 44th day of the semester.
- An "I" (Incomplete) is assigned at the discretion of the instructor. An "I" indicates the student has not met the requirements for course completion, but has been granted additional time to meet those requirements. Any "I" grade that has not been removed from the transcript by the instructor on or before the mid-point of the next semester will automatically convert to a letter grade of "F."
- When a course is repeated the first attempt does not drop from the transcript. The attempt with the highest grade is the only one used to figure a student's GPA.

GENERAL POLICIES AND PROCEDURES

Academic Honesty

Plagiarism (using others' ideas and words without clearly acknowledging the source of that information), copyright infringement (copying someone else's copyrighted items without permission of the copyright owners), and cheating are serious offenses. Any student guilty of any or all of these offenses may be punished by failure on the exam/assignment/project, and/or failure in the course, and/or suspension or expulsion from MATC.

Accidents/Injuries

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

Alcohol, Drugs and Other Controlled Substances

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.

Possession, use, abuse, exchange, sale, or being under the influence of alcohol and/or controlled substances on College grounds is illegal and expressly forbidden. Where a violation of this prohibition is disclosed, the President, or the President's designee, is required to take the following actions:

1. Notify the student's emergency contact if the student is in crisis or in harm's way;
2. Notify law enforcement officials;
3. Provide the student with information regarding counseling or other educational programs, as appropriate;
4. Suspend or dismiss the student involved if the circumstances warrant; and
5. Notify the Superintendent of the home school of each instance involving a high school student.

Violation of this policy is cause for disciplinary action including dismissal.

Attendance

Manhattan Area Technical College faculty is dedicated to students' job-skill and employment preparation, and believes that poor attendance may result in incom-

plete knowledge and skill development. Therefore, department instructors specifically address in their course syllabi the attendance guidelines for students enrolled in their program. If a student is absent from a class for five (5) consecutive days and has made no contact with any MATC faculty/staff member, an instructor may drop the student from the class roster on the sixth consecutive day. (**Note: This does not constitute an official withdrawal as defined in the Drop/Withdrawal policy.**) Any student who is dropped from a class roster due to excessive absenteeism may appeal to the Vice President of Student Services for reinstatement in the class.

Change of Address

All students are expected to immediately report to the office any change in address and/or telephone number. It is important that MATC staff have current information in the event of emergencies.

Children in Classrooms/on Campus

Classroom and lab environments are designed to enhance learning opportunities for students. An MATC employee must accompany visitors to these areas (i.e., tours, campus visits, etc.). Family members, friends, etc., are not permitted in a classroom or lab without instructor permission. Visitors are encouraged to wait in the commons area. Unsupervised children under the age of 14 may be asked to leave the building.

Computer Use Policy

Note: Although individual departments may have a departmental computer use policy, this institutional computer use policy supercedes all departmental policies. Access to Manhattan Area Technical College (MATC) networks 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. 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.

1. Appropriate Use:

Appropriate use of information technology resources includes instruction, independent study, authorized research and official work of recognized student organizations. Authorized use of MATC-owned or operated computing and network resources should be consistent with the education, research and mission of the college. Users are responsible for maintaining an environment that is conducive to learning; therefore, users will:

- Use only software which has been installed by appropriate MATC staff;
- Agree that all MATC computer systems are configured by MATC staff and not alter settings in any way;

- Adhere to printing guidelines as directed by MATC staff;
- Keep all computing areas clean and free of food and drink at all times; and
- Agree that Internet usage is a privilege, not a right, and that use deemed inappropriate by MATC policy or staff will result in the cancellation of those privileges

2. Confidentiality and Privacy:

Authorized access to data or information entails both privilege and responsibility for the user. To the greatest extent possible in a public setting, an individual's privacy should be preserved. However, there is no expectation of privacy or confidentiality for data and messages stored on MATC-owned equipment. MATC encourages the appropriate use of electronic mail and respects the privacy of the users. Nonetheless, electronic mail and data stored on MATC's network and computers may be accessed by MATC personnel for the following purposes, including but not limited to,:

- troubleshooting hardware and software problems
- preventing unauthorized access and inappropriate usage
- investigating reports of alleged violation of MATC policy or local, state or federal law
- addressing safety or security issues

The system administrator will need specific approval from the MATC President, or his designated agent, to access these items. The extent of access will be limited to what is essentially necessary to acquire the information.

Users of electronic mail should be aware that, in addition to being subject to authorized access, electronic mail in its present form cannot be secured and is, therefore, vulnerable to unauthorized access and modification by third parties. Users of electronic mail should also be aware that even though the sender and recipient have discarded their copies of an electronic mail record, there might be back-up copies of such electronic mail that can be retrieved.

3. Prohibited Use:

Use of MATC network and computer systems is conditioned upon compliance with this and other MATC policies and all applicable local, state and federal laws. The following list is intended to emphasize the activities that are NOT allowed on MATC computer systems. This list is not exclusive and other items not listed may be included by MATC administration on a per case basis.

- Using the network for any illegal activity, including violation of copyrighted material or other contracts

- Transmitting of any threatening or obscene material in violation of any U.S. or state regulation
- Using accounts, access codes, privileges or information for which you are not authorized
- Using the network for financial or commercial gain
- Accessing, copying or destroying the data of another user without explicit permission from that individual
- Installation of software NOT authorized by MATC faculty, staff or administration
- Game playing: e.g., locally installed games, internet hosted games and networked games
- Creating and/or forwarding chain letters, "spam mail" or unsolicited advertising
- Using, creating or distributing inappropriate language, text, pictures or other data
- Intentionally damaging data or hardware that belongs to MATC or another user
- Creating, storing or distributing destructive software, e.g., "computer viruses" or "hacking tools"
- Disrupting normal network or computer services, including unauthorized electronic monitoring of network data or electronic mail, and subverting any system's security measures

In addition, NO "peer-to-peer" network programs are to be installed and/or executed over any MATC computer system or network. This includes, but is not limited to: Napster, LimeWire, IMesh or any Gnutella client.

In cases of doubt, it is the user's responsibility to inquire about the permissibility of other network uses prior to execution of the use in question. Such questions should be directed to the immediate supervisor, teacher or system administrator. MATC staff and administration will make all decisions regarding what is considered inappropriate use. Those decisions are final.

4. Reporting violations:

All users should immediately report any unauthorized or inappropriate use of the MATC technology resources to any faculty or staff member, or directly to MATC administration. Any reported misuse will be immediately investigated and appropriate action will be taken to resolve the issue.

5. Violations:

Persons in violation of this policy are subject to the full range of sanctions, including the loss of computer or network privileges, disciplinary action, dismissal from MATC and legal action. Some violations may constitute a criminal offense as outlined in Kansas statutes and other local, state or federal laws. MATC will carry out its responsibility to report such violations to the appropriate authorities.

Student E-mail Accounts

The MATC Technology Department will be responsible for managing all student e-mail accounts. Accounts will be terminated when a student graduates/leaves, withdraws or is dismissed.

The MATC Vice President of Student Services will be responsible for notifying the Technology Specialist when a student's e-mail account should be terminated due to graduation/leaving, withdrawal or dismissal.

The account of any student who deliberately violates any part of the MATC Computer Use Policy will be terminated immediately. The Vice President of Student Services will be responsible for determining if such a violation has occurred and subsequently notifying the Technology Specialist.

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 Services will be responsible for determining whether or not an account may be reassigned and subsequently notifying the Technology Specialist.

The account of any student who voluntarily withdraws from MATC will be kept active for a period of 1 month from the withdrawal date to allow that student to transfer any data and/or e-mail addresses to a separate account.

The account of any student who graduates will be kept active for a total of 6 months from the graduation date. During the first three months the account will be active to send and receive e-mail, and available for the student to transfer any data and/or e-mail addresses to a separate account. For the remainder of the 6-month "grace" period, the account will be modified to forward any incoming e-mail to a user-supplied e-mail account. This will be done only one time.

Conduct

Any and all acts of *insubordination* will result in a referral to the Vice President of Student Services and may result in suspension and/or expulsion from MATC. It is considered an act of insubordination when a student is directed by someone in a position of authority to abide by any reasonable request and fails to comply.

The *Student Lounge* is for the benefit and enjoyment of all students. Those using the lounge are expected to help keep it neat and orderly. Any abuse of the vending machines by students will be cause for punishment according to law.

Likewise, any misuse whatsoever of the lounge or any of the furnishings in the lounge will result in revocation of lounge privileges and termination of break periods for the student(s) involved.

Demonstrations and Strikes

Students may demonstrate provided they follow these conditions:

1. The President of MATC will be informed of the demonstration and the purpose.
2. There will be no disruption of any class or MATC function.
3. The demonstration is orderly and peaceful.
4. The demonstration does not violate any state or federal law, city ordinance, or MATC regulation.

Strikes by students are prohibited. A strike means a concerted effort by two or more students engaged in any of the following activities: refusal to go to class, or refusal to leave a class; refusal to obey an order of a teacher, administrator, or other person having authority to give the order which is being refused; and/or refusal to leave an MATC building or premises.

Dress

Student attire should be appropriate for the field of work for which the student is studying. Inappropriate appearance may result in suspension from classes.

Driving on Campus

Excessive speed and/or reckless driving may be considered cause for suspension from classes. A repeat occurrence may be considered cause for expulsion.

Emergency/Inclement Weather School Closing

In an emergency or inclement weather situation, MATC may cancel classes.

Students should listen to KMAN radio (1350 AM) for bulletins regarding MATC closure. If classes are cancelled, dates/times will be scheduled as necessary for make-up of instructional time.

Fire/Unsafe Situation

In the event of a fire or other unsafe situation, students should follow the instructions of MATC and/or emergency personnel to proceed in a rapid, orderly man-

ner to the nearest exit and evacuate the building. In the event the unsafe situation is a tornado, students should follow the instructions of MATC and/or emergency personnel in moving to the safe area specified in each department as designated on the campus map (on pp. 27-28 of the Student Handbook).

Note: MATC does not administer drills to simulate evacuation procedures. Therefore, it is essential that students be aware of procedures and comply with alarms, bulletins, and announcements for evacuation in the event of fire or other unsafe situation.

Parking on Campus

Students may park in any lined parking stalls which are not designated as reserved, visitor, or loading areas. Students may also park in CICO Park lots west of the campus. Reserved MATC parking spaces are marked with yellow paint on the curb. Students should avoid parking in these spaces, in the fenced area north of the shops (unless their vehicle is disabled and is being serviced), or in designated handicapped parking spaces. (Only persons with a handicap insignia visible on their vehicle may park in the handicapped zones.) Additionally, students should avoid double-parking, parking in the driveways, or parking on the grass.

If a vehicle is parked illegally, an administrator or custodian should be informed. Students who park illegally will be given one warning. Subsequent violations may result in the student being banned from parking a vehicle on the MATC campus.

Release of Student Information

Family Educational Rights and Privacy Act of 1974

A student is allowed to examine his/her own records following submission to the Vice President of Student Services a written request to do so.

MATC will not send student records to any individual, firm, or agency without consent from the legally authorized person, except under the following circumstances:

1. Directory information: The following information is categorized as directory information: name, address, telephone number, and dates of attendance. This is considered public information and will be released without notice or consent unless a request in writing not to do so is made to the Vice President of Student Services within 10 days of receipt of this handbook.
2. When necessary, to protect the health and safety of the student or other individuals, information may be released without consent.

Solomon Amendment

The Solomon Amendment to the National Defense Authorization Act of 1995 denies educational institutions receiving federal monies the right to prevent the Secretary of Defense from obtaining, for military recruiting purposes, entry to

campuses, access to students on campuses, or access to directory information on currently enrolled students. Currently enrolled students who complete a form (available in the MATC Counseling office) instructing Manhattan Area Technical College personnel to withhold directory information from military recruiters are exempt from this policy.

Sexual Harassment/Harassment

Manhattan Area Technical College believes it is the right of all students to obtain an education in an environment free from all forms of discrimination or harassment, including sexual and racial harassment. Any student who believes he or she has been the subject of discrimination or harassment by any employees or by other students should report the incident to a member of the Technical College's professional team, who will bring it to the attention of the President, or his designee, or the MATC equity representative.

Sexual harassment is a form of discrimination, and is strictly prohibited by Manhattan Area Technical College policy and federal laws. Sexual harassment may take many forms, including, but not limited to:

- Verbal harassment or abuse, including sexually oriented communication;
- Subtle pressure or requests for sexual activity;
- Publicly displaying sexually connotative pictures;
- Persistent attempts to change a professional relationship to a personal one;
- Unnecessary touching, e.g., patting, pinching, hugging, repeated brushing against the body;
- Requesting or demanding sexual favors, accompanied by implied or overt threats;
- Requesting or demanding sexual favors, accompanied by an implied or overt promise of preferential treatment;
- Sending sexually connotative e-mail or accessing/sending sexually related internet materials; or
- Sexual assault.

Sexual Harassment Complaint

Any student who believes he/she has been subject to sexual harassment should follow these steps:

- The student should contact any teacher or counselor or administrator whom he/she trusts. That person should then contact the MATC President, or his designee, or the MATC equity representative.

- The MATC President, or his designee, is responsible for the investigation and resolution of all complaints.
- An aggrieved student alleging the failure of a teacher, counselor, or administrator to take immediate action on the complaint should communicate the complaint to the MATC President. If the alleged failure to take immediate action is on the part of the MATC President, the aggrieved student should communicate the complaint to the MATC Board of Directors.

Investigation and Resolution of Complaints:

Allegations of sexual harassment of a student will be investigated and, to the extent that a student appears to be emotionally or sexually abused, referred to the appropriate law enforcement official under provisions set out in current law. Such harassment, or the false reporting of harassment, may be grounds for disciplinary action, including termination of attendance at MATC.

The President, or his designee, will confer separately with the aggrieved student and alleged offender, as well as any material witnesses. Each party will have an opportunity to respond to information provided by the other party or by witnesses. The President, or his designee, will then recommend a solution in writing. Either party may appeal to the Board if he/she believes the resolution is unfair.

Assurance of Non-retaliation:

Regardless of the means selected for resolving the problems, the initiation of a complaint of sexual harassment will not cause any reflection on or retaliation against the complainant.

Simultaneous Attendance at Other Educational Institutions

Students who are attending another educational institution (high school, community college, or university) while concurrently enrolled in MATC courses should be aware of that institution's policies and procedures regarding student enrollment and attendance. The student must meet admissions and enrollment guidelines provided by that institution.

Student Grievance Appeal Procedure

Purpose

The purpose of the following procedure is to provide an orderly and equitable process to resolve any dispute or difference that might occur between a student and a faculty or staff member about learning activities affecting the student or College policies. The proceedings shall be kept confidential at each level of the procedure. The time limits specified shall be regarded as a maximum, however, the time limits specified may be extended by mutual agreement of the parties involved.

Students always have the option of visiting with the MATC Counselor in order to seek guidance before any grievance action is taken place.

Procedure

- (a) A student with a grievance must first discuss the grievance with the faculty or staff member involved. This discussion must take place within ten (10) school days of the event. A reasonable effort should be made by both parties to resolve the issue during this discussion.
- (b) If the student feels that the issue was not resolved at level (a), he/she may then proceed to fill out a Student Grievance Form and present it to the supervisor of the faculty or staff member within five (5) school days of the date the student discussed the grievance with the faculty or staff member. The supervisor will evaluate the evidence and render his/her decision in writing within five (5) school days of receiving the student's grievance form. Students can get the Student Grievance Form from the counselor's office.
- (c) If the student is not satisfied with the outcome of level (b), he/she may then present their Student Grievance Form to the President of the college. This action must take place five (5) school days from the date in which the student received the decision from the supervisor of the faculty or staff member. The President will evaluate the evidence and render his/her final decision in writing within five (5) school days of receiving the student's grievance form.

Note: If the student filing the grievance is a Nursing student, the grievance form would go from the supervisor to the Vice President of Instruction before going to the President.

Suspension and Expulsion of Students

The President or the President's designee may suspend or expel a student for one or more of the following:

- Willful violation of any College regulation
- Conduct which substantially disrupts, impedes, or interferes with College operation
- Conduct which endangers the safety or substantially impinges on or invades the rights of others
- Conduct which constitutes the commission of a felony
- Conduct which constitutes the commission of a misdemeanor
- Disobedience of an order of an MATC authority if the disobedience results in disorder, disruption or interference with College operation
- Possession of a weapon on MATC property, or at an MATC-sponsored event

The length of **suspension** is determined by the level of the misconduct, but must be preceded by oral or written notice to the student of the charge(s) and an infor-

mal hearing. If the hearing is not held prior to the suspension, it must be provided not later than seventy-two (72) hours following imposition of the suspension. A hearing may be conducted by any person designated as having the authority to suspend or expel.

Tobacco

Tobacco products are allowed only in designated outdoor areas. Persons who use smokeless tobacco should use a disposable container and not spit on the sidewalk. Students and/or staff members who violate this policy are subject to disciplinary action including dismissal.

Vending Machines

Any money that is lost through normal operation of the vending machines can be reported to the MATC office. Arrangements will be made to reimburse the loss.

Weapons

Possession or use of a weapon, or any object that can reasonably be considered a weapon, or any item being used as a weapon or destructive device, or any facsimile of a weapon, on college property or at college functions is prohibited. It should be reported immediately to the President or a Vice President when it is known or suspected that a student has a weapon on MATC's premises or at an MATC-sponsored activity. Violation of this policy will subject the violator to suspension or termination, and any penalties specified in Kansas statutes and other local, state or federal laws.

STUDENT SUPPORT/SERVICES INFORMATION

Events

Students are encouraged to participate in the many activities Manhattan Area Technical College hosts throughout the year. Two major events are Insight/Onsite (6th grade tours) and Open House. These events involve students, faculty, and staff in promoting MATC to area youth, parents, prospective students, and the general public.

Organizations

National Technical Honor Society

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 Government Organization (SGO)

The Student Government Organization, made up of student representatives from each program of study at Manhattan Area Technical College, acts as a liaison between the student body and administration and faculty, plans activities for students, represents Manhattan Area Technical College at college and community events, and participates in a variety of philanthropic activities. Its primary mission is to sustain a high quality of student life at MATC.

Services

Accident Insurance

Despite all precautions, students at Manhattan Area Technical College may become involved in accidents and/or incur injuries related to their attendance and studies at MATC. It is in the best interest of all students that some measure of protection be provided. Therefore, a group accident policy exists that provides coverage for all accidents that occur during the school year on school premises or during College-supervised activities. Payment for protection is included in the application fee. This is a supplemental policy that provides coverage if the student is without personal insurance, or if the personal insurance does not cover the cost of the claim. It is important that all accidents, regardless of the severity, be reported to an instructor, and an Occurrence Report be submitted to the administrative office. Additionally, for the students' convenience, Student Services provides in the main office policy information from companies that cater to college students. MATC does not promote, sell, or service such policies. Any student interested in purchasing insurance from one of these companies should contact a company representative using the number(s) provided on the policy information.

Counseling

A Manhattan Area Technical College counselor is available on a walk-in basis or by appointment to assist students with career or academic concerns, or with personal interests and concerns. The counselor is also accessible for advice and assistance concerning employability skills such as resume and cover letter preparation, job search organization, and interviewing techniques.

Confidentiality: A high value is placed on the confidentiality of information about individual students at Manhattan Area Technical College. If there is a need to share information in student records, the student will first be consulted and asked to sign a form authorizing transfer of the information. The form specifies both the information to be released, as well as to whom and by whom it is to be released. The student may revoke the permission by giving written notice at any time. (Also see the Release of Student Information section).

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 Area Technical College representatives pursue relationships with employers in business and industry to identify and coordinate employment opportunities for MATC graduates. Efforts are made to recruit prospective employers and arrange on-campus and off-campus interviews. An area is maintained in the MATC Library to provide students and graduates with convenient and continuous access to employment information. It is a resource (books, directories, periodicals and videos) location for job search-related activities. Additionally, employment opportunities are posted in program areas and on a job board outside the library on a regular basis.

Learning Resource Center

The *Learning Resource Center* (LRC) is available to all Technical College students for help with basic computer, reading and math skills. An open-lab format enables ready access to current technology, including computer workstations, for students and graduates. The LRC also provides specialized short courses in computer usage for beginning word processing, reading, writing and math skills. Upon request, small group instruction workshops can be formed, and/or students can receive individualized help.

Library

MATC's library supports both general education courses and program curriculum. All MATC students, faculty and staff have access to print resources, electronic databases, video and audio material, as well as Inter-library Loan. At the beginning of each semester, new students receive a library orientation over current resources and database searching. Computer workstations with Internet access are available for research projects.

The MATC Library is a member of the North Central Kansas Library region, which allows students to access resources from other member libraries through Inter-library Loan.

Services for Special Needs Students

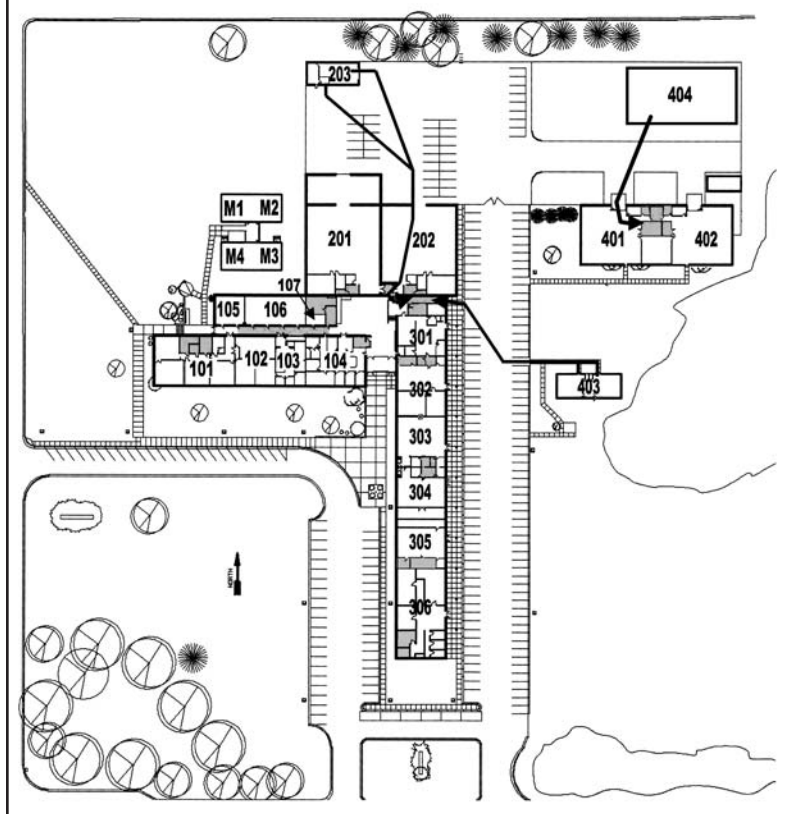
Faculty and staff at Manhattan Area Technical College are sensitive to the special needs of students with documented physical and/or learning disabilities, and will work with them in their pursuit of their educational goals. All students with special needs or disabilities MUST provide documentation verifying the disability to Student Services in order for MATC to provide an academic environment that addresses the students' needs.

Transcripts

Transcripts will be prepared upon written request from Manhattan Area Technical College students, former students, or graduates at a cost of \$5.00 per transcript to former students and graduates. Transcripts for graduating students will be obtainable within 10 days of the last day of the semester. **Transcripts are available for continuing education students as of Fall 1994, and for all work-force development students as of Spring 2004.** Transcript request forms are available in the MATC main office or on the web page at www.matc.net.

Transcripts released directly to students will be stamped "Issued to Student" and may not be considered "official" transcripts. Students must pay all outstanding debts to Manhattan Area Technical College before their degree/technical certificate and/or transcript will be released. Any release of a Manhattan Area Technical College student transcript will be approved and documented by the Registrar. Official transcripts or reproductions of official transcripts from other institutions cannot be released to any individual or institution.

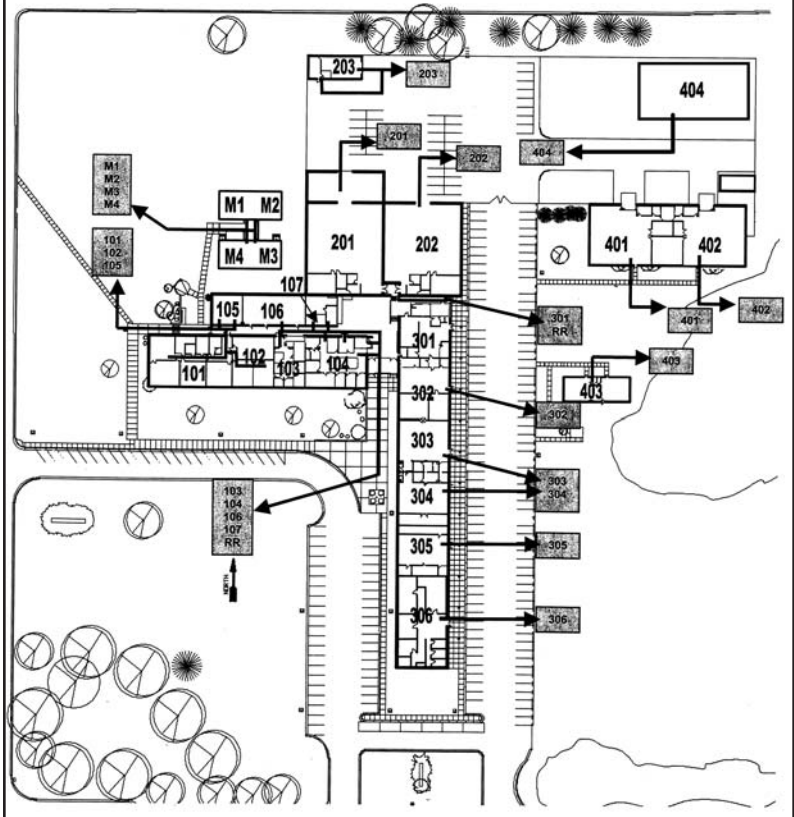
Tornado



Campus Map

Air Conditioning and Refrigeration.....	401
Automotive Collision Repair	201
Automotive Technology.....	202
Building Trades	404
Business and Computer Technology	306
Classrooms	M1, M2, M3, M4, 403
Drafting Technology	303 & 304
Electric Power & Distribution	305
Information and Administration	104
Information and Networking Technology.....	301 & 302
Learning Resource Center	105
Library	106
Maintenance	203
Nursing.....	101 & 102
Welding Technology.....	402

Fire



Campus Map

Air Conditioning and Refrigeration.....	401
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