

A large crowd of people, mostly young adults, are gathered in a gymnasium. They are wearing black t-shirts with the text "COUGARS of the HOPE" and blue lanyards. Many are raising their hands and throwing streamers and confetti into the air. The background shows blue bleachers and a yellow wall. The overall atmosphere is celebratory and energetic.

# BARTON

COMMUNITY COLLEGE

2017-2018

Student Handbook

# WELCOME TO BARTON!



## ONLINE SERVICES & MESSAGING

Barton students have multiple electronic venues available to support their educational experience. Find links to login to these venues below.

To access your Student Online Services, go to [bartonccc.edu](http://bartonccc.edu) and click on the  logo, then MyBarton Portal



### MyBarton Portal

**User Name:** Your firstname.lastname **PIN:** 1st time users will use date of birth (mmddyy)

Sign On and access Barton County Campus E-companion and hybrid courses, manage your Cougar Email, and view your PAWS account using a convenient dashboard. Currently, for all 100% online e-courses, please continue to log in at [BARTonline](http://BARTonline).

**Cougar Email** - Your MyBarton Portal and your [@bartoncougars.org](http://@bartoncougars.org) password is now the PAWS password. Through this e-mail account, students receive important and time-sensitive information about financial aid, advisement, enrollment, and billing, as well as communication from instructors. You may view your [@bartoncougars.org](http://@bartoncougars.org) email address and your Barton ID by logging into your **MyBarton Portal** account.

Please remember to check for emails from Barton in the "spam" folder of your [@bartoncougars.org](http://@bartoncougars.org) Gmail account. If you find emails from Barton in your "spam" folder, please mark as "not spam," to ensure that you receive important and timely information.

**BARTonline Courses** - Educational opportunities as well as access to online course components for all 100% online courses, hybrid courses, and most face-to-face courses at [bartonline.org](http://bartonline.org).



### Cougar Text Messaging and Alert System

Text messaging allows subscribers to receive alerts concerning campus emergencies and closings through email or text messaging. Register for approved Barton Community College emergency communications and other important information via text message and email.

Additional notifications can include departmental announcements, allowing internal users a method to communicate with distinct audiences in a quick and effective manner.

If you would like to begin receiving communications and notifications, please click on "Register" to create an account. For additional support, please contact [ravesecurity@bartonccc.edu](mailto:ravesecurity@bartonccc.edu) or (620) 792-9235.



### RAVEGuardian

To download, search "RAVEGuardian" in the App Store or Google Play Store.

**Now your phone can keep you SAFE and help PROTECT your friends**

See page 84 for more information about the RAVEGuardian App

(Rave does not charge subscribers to send or receive SMS messages. Standard or other messaging charges apply depending upon your wireless carrier plan and subscription details. Once registered, you can opt out of SMS messages at any time by texting STOP to 67283 or 226787)



**Need Assistance? AskBarton@bartonccc.edu or (800) 722-6842**

Office Hours: 7:30 am - 4:30 pm (CT) Monday - Friday

2017-2018

# Student Handbook

**BARTON**  
COMMUNITY COLLEGE

**GoBarton.com | (800) 748-7594**  
245 NE 30 RD 🐾 Great Bend, KS 67530

## EMERGENCY NUMBERS

**AMBULANCE** .... From campus phone, dial **9-911** ~ When dialing from off campus, dial **911**  
**FIRE** ..... From campus phone, dial **9-911** ~ When dialing from off campus, dial **911**  
**POLICE** ..... From campus phone, dial **9-911** ~ When dialing from off campus, dial **911**  
**SHERIFF** ..... From campus phone, dial **9-911** ~ When dialing from off campus, dial **911**  
**Hospital - St. Rose Ambulatory & Surgery Center** ..... 3515 Broadway, Great Bend **792-2511**  
**Hospital - Great Bend Regional** ..... 514 Cleveland, Great Bend **792-8833**  
**College Nurse** ..... BCC Student Union, Rm. 206, **792-9233** or **786-0392**  
**Poison Control Center** ..... KU Medical Center, Kansas City, KS 66160 **1-800-332-6633**  
**Family Crisis Center** ..... PO Box 1543, Great Bend, KS 67530 **792-1885** (24 hrs.)  
**Counseling Center** ..... 5815 Broadway, Great Bend, KS 67530 **792-2544** (24 hrs.)

## EMERGENCY PROCEDURES

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The material in this handbook is provided for informational purposes and does not constitute a contract. For example, policies and procedures are subject to constant review and change. Please consult our website at [bartonccc.edu](http://bartonccc.edu).

Kansas Law and Venue: Barton Community College is located in Barton County Kansas. Any controversy or claim of any nature, arising out of or relating or referring in any way to business done with Barton Community College, which controversy or claim cannot be amicably resolved, shall be settled in a court of competent jurisdiction in the State of Kansas. By doing business with Barton, each party consents and agrees to submit to the exclusive jurisdiction of said court and that Barton County Kansas shall be designated as the venue for the resolution of any claim.

Disability Services: Barton Community College Student Services provides and coordinates services to students with disabilities. Students are responsible for providing documentation and identifying their disability to Student Services so reasonable accommodations can be made. Accommodations are provided on an individualized, as-needed basis after the need has been identified and verified by each disabled student on a timely basis. For further information contact Student Services in the North end of the Library or (620) 792-9240.

Non-discrimination Notice: Barton Community College is an equal opportunity provider and employer. Visit [equal.bartonccc.edu](http://equal.bartonccc.edu) for more information.

# Welcome



**Carl R. Heilman**  
*President*

Dear Students,

On behalf of the Board of Trustees, faculty, staff, and myself, welcome to Barton Community College. We are honored and pleased you have selected the finest community college in Kansas, if not the United States. We will do all we can to make your time with Barton the best learning experience possible. The educational success of our students is our most important goal.

Barton Community College has fostered the success of tens of thousands of students for nearly 50 years. The "Barton Experience" can benefit you throughout your life. This experience is based on the belief in personal care, an understanding that each individual is to be valued, and a commitment to our diverse community of people. Barton faculty and staff are committed to helping you succeed in the achievement of your educational and personal goals.

Personal effort is key to your educational fulfillment; the College relies on your sincere efforts and willingness. Learning occurs not only in the classroom, but outside it as well. Please take advantage of all Barton has to offer, especially the unique qualities of your fellow peers and College faculty and staff.

Best wishes for your achievement, and welcome to Barton Community College!

**Carl R. Heilman, Ph.D.**

President of Barton Community College

## Barton County Campus

# DIRECTORY

245 NE 30 Road, Great Bend, KS 67530

(620) 792-2701 or (800) 748-7594

## Administration

**Dr. Carl Heilman - *President***

A-Bldg., Rm. 120, 792-9301

**Elaine Simmons - *Vice President of Instruction***

S-Bldg., Rm. S-143, 792-9214

**Brian Howe - *Dean of Academics***

F-Bldg., Rm. F-129A, 792-9254

**Angie Maddy - *Vice President of Student Services***

Learning Resources Center, L-137, 792-9226

***Dean of Workforce Training & Community Education***

S-Bldg., Rm. S-145, 792-9210

**Mark Dean - *Vice President of Administration***

P-Bldg., Rm. 116A, 792-9235

**Ashley Anderson - *Dean, Fort Riley Learning Services & Military Operations***

Fort Riley Programs Office, Fort Riley, (785) 784-6606

## Office Directory

*Please note: all phone numbers have a 620 area code unless otherwise indicated, and on-campus extensions are the last 3 digits of phone numbers.*

**Administration**

P-Bldg., Rm. 116A, 792-9235, [deanm@bartonccc.edu](mailto:deanm@bartonccc.edu)

**Admissions**

P-Bldg., Rm. 107A, (800) 722-6842 or 792-9241, [admissions@bartonccc.edu](mailto:admissions@bartonccc.edu)

**Advisement Center**

Learning Resources Center, Rm. 134, 792-9225, [advisement@bartonccc.edu](mailto:advisement@bartonccc.edu)

**Alumni Affairs**

Student Union, Rm. 208, 786-1136, [capec@bartonccc.edu](mailto:capec@bartonccc.edu)

**Assessment Center**

Learning Resources Center, Rm. 130, 792-9344, [placementtesting@bartonccc.edu](mailto:placementtesting@bartonccc.edu)

**Athletics**

P-Bldg., Rm. 131, (800) 574-8153 or 792-9377, [panningh@bartonccc.edu](mailto:panningh@bartonccc.edu)

**Bookstore**

Student Union, Rm. 215, 792-9229, [peters@bartonccc.edu](mailto:peters@bartonccc.edu), [kernsc@bartonccc.edu](mailto:kernsc@bartonccc.edu)

**Business Office**

P-Bldg., Rm. 107A, 792-9321, [businessoff@bartonccc.edu](mailto:businessoff@bartonccc.edu)

**Business, Technology & Community Education**

T-Bldg., Rm. 137, (866) 813-2460 or 792-9358, [furrowr@bartonccc.edu](mailto:furrowr@bartonccc.edu)

**Cafeteria (Great Western Dining)**

Student Union, Rm. 126, 792-9259, [servicef@bartonccc.edu](mailto:servicef@bartonccc.edu)

**Camp Aldrich Conference Center**

884 NE 110 Ave., Claflin, KS 67525, 786-7457, [ammetert@bartonccc.edu](mailto:ammetert@bartonccc.edu)

**Campus Nurse**

Student Union, Rm. 206, 792-9233, [brockk@bartonccc.edu](mailto:brockk@bartonccc.edu)

**Campus Safety**

T-Bldg., Rm. 154, 792-9217, [irelandj@bartonccc.edu](mailto:irelandj@bartonccc.edu)

**Career Center**

Learning Resources Center, Rm. 133, 792-9349, [careercenter@bartonccc.edu](mailto:careercenter@bartonccc.edu)

**Center for Adult Basic Education**

1025 Main, Great Bend, KS 67530, 793-5794, [connellm@bartonccc.edu](mailto:connellm@bartonccc.edu)

**Child Development Center**

South Campus, 792-9360, [grahaml@bartonccc.edu](mailto:grahaml@bartonccc.edu)

**Counseling**

Learning Resources Center, Rm. 139, 792-9295, [maserj@bartonccc.edu](mailto:maserj@bartonccc.edu)

**Disability Services**

Learning Resources Center, Rm. 110, 792-9282, [disabilityservices@bartonccc.edu](mailto:disabilityservices@bartonccc.edu)

**Educational Opportunity Center**

1025 Main, Great Bend, 786-7550, [eoc@bartonccc.edu](mailto:eoc@bartonccc.edu)

**Enrollment Services**

P-Bldg., Rm. 107A, 792-9252, [enrollmentservices@bartonccc.edu](mailto:enrollmentservices@bartonccc.edu)

**Facility Management**

T-Bldg., Rm. 154, 792-9340, [helvieh@bartonccc.edu](mailto:helvieh@bartonccc.edu)

**Financial Aid**

P-Bldg., Rm. 107A, (866) 257-2574 or 792-9270, [financialaid@bartonccc.edu](mailto:financialaid@bartonccc.edu)

**Grants**

A-Bldg., Rm. 123, 792-9234, [oshiroc@bartonccc.edu](mailto:oshiroc@bartonccc.edu)

**Human Resources**

P-Bldg., Rm. 107A, 792-9237, [humres@bartonccc.edu](mailto:humres@bartonccc.edu)

**Information**

P-Bldg., Rm. 107A, On campus dial 0 for information/college operator, (800) 748-7594 or 792-2701

**Information Services**

786-1100, or Ext. 100, [helpdesk@bartonccc.edu](mailto:helpdesk@bartonccc.edu)

**Institutional Advancement**

Student Union, Rm. 209, 792-9308, [frybergerm@bartonccc.edu](mailto:frybergerm@bartonccc.edu)

**Instruction**

S-Bldg., Rm. S-143, 792-9312, [schreiberd@bartonccc.edu](mailto:schreiberd@bartonccc.edu)

**Instructional/Institutional Research**

A-Bldg., Rm. 115A, 792-9386, [crutcher@bartonccc.edu](mailto:crutcher@bartonccc.edu), [willisr@bartonccc.edu](mailto:willisr@bartonccc.edu),  
[wornkeyj@bartonccc.edu](mailto:wornkeyj@bartonccc.edu), [millsj@bartonccc.edu](mailto:millsj@bartonccc.edu)

**Intramural Sports**

Student Union, Rm. 102, 792-9285, [rogersm@bartonccc.edu](mailto:rogersm@bartonccc.edu)

**Learning Resources**

Learning Resources Center, Circulation Desk, (888) 403-1900 or 792-9365, [library@bartonccc.edu](mailto:library@bartonccc.edu)

**Liberal Arts & Sciences**

F-Bldg., Rm. 142, 792-9391, [reedd@bartonccc.edu](mailto:reedd@bartonccc.edu)

**Mathematics, English & Essential Skills & Sciences**

C-Bldg., Rm. 115, 792-9200, [morgana@bartonccc.edu](mailto:morgana@bartonccc.edu)

**Nursing and Healthcare Education**

S-Bldg., Rm. 127, (800) 732-6842 or 792-9266, [littrellj@bartonccc.edu](mailto:littrellj@bartonccc.edu)

**President**

A-Bldg., Rm. 122, 792-9302, [schneidera@bartonccc.edu](mailto:schneidera@bartonccc.edu)

**Printing Services**

T-Bldg., Rm. 109, 792-9343, [knoblichr@bartonccc.edu](mailto:knoblichr@bartonccc.edu)

**Public Relations & Marketing**

C-Bldg., Rm. 140, 792-9307, [steinertb@bartonccc.edu](mailto:steinertb@bartonccc.edu)

**Retired Senior Volunteer Program**

1025 Main, Great Bend, KS 67530, 792-1614, [hoggl@bartonccc.edu](mailto:hoggl@bartonccc.edu)

**Shafer Gallery**

F-Bldg., Rm. 25, 792-9342, [barnesd@bartonccc.edu](mailto:barnesd@bartonccc.edu)

**Sports Information**

P-Bldg., Rm. 25, 792-9310, [mooret@bartonccc.edu](mailto:mooret@bartonccc.edu)

**Student Activities**

Student Union, Rm. 126, 792-9271, [engled@bartonccc.edu](mailto:engled@bartonccc.edu)

**Student Housing**

Student Union, Rm. 102, 792-9281 or 792-9285, [housing@bartonccc.edu](mailto:housing@bartonccc.edu)

**Student Senate**

Student Union, Rm. 127, 792-9227, [senates@bartonccc.edu](mailto:senates@bartonccc.edu)

**Student Services**

Learning Resources Center, Rm. 135, (866) 254-1421 or 792-9282, [fullbrightv@bartonccc.edu](mailto:fullbrightv@bartonccc.edu)

**Student Support Services**

Learning Resources Center, Rm. 110, 792-9240, [geniukk@bartonccc.edu](mailto:geniukk@bartonccc.edu)

**Upward Bound (Barton County)**

Learning Resources Center, Rm. 110, 792-9219, [randolphh@bartonccc.edu](mailto:randolphh@bartonccc.edu)

**Upward Bound (Central Kansas)**

Learning Resources Center, Rm. 110, 786-1181, [hensieks@bartonccc.edu](mailto:hensieks@bartonccc.edu)

**Veterans' Affairs**

Learning Resources Center, Rm. 134, 792-9363, [veteranservices@bartonccc.edu](mailto:veteranservices@bartonccc.edu)

**Workforce Training & Community Education**

S-Bldg., Rm. 147, (866) 813-2465 or 792-9324, [riegels@bartonccc.edu](mailto:riegels@bartonccc.edu)

**Workforce Training & Economic Development**

T-Bldg., Rm. 198, (866) 813-2462 or 792-9255, [smithte@bartonccc.edu](mailto:smithte@bartonccc.edu)

# GENERAL INFORMATION

## Accreditation

Barton Community College is accredited by the Higher Learning Commission and is a member of the North Central Association of Secondary Schools and Colleges (30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, (800) 621-7440, <http://www.NCACIHE.org>). Also, Barton Community College is accredited under the provisions of the Kansas Community Junior College Act of 1965 and is a member of the American Association of Community Colleges as well as the Council of North Central Junior Colleges.

## Historical Statement

Barton Community College was formed July 15, 1965, through an election by the people of Barton County, Kansas. The College was created to provide students in Barton County an opportunity to obtain an education at a low cost within commuting distance.

## The Vision

Barton Community College will be a leading educational institution, recognized for being innovative and having outstanding people, programs and services.

## The Mission

The Mission of Barton Community College is to provide quality educational opportunities that are accessible, affordable, continuously improving and student focused. Barton is driven to provide an educational system that is learning-centered, innovative, meets workforce needs, strengthens communities, and meets the needs of a diverse population.

We will seek to achieve our mission through eight ENDS and four Core Priorities (Values) that define our commitment to excellence in education.

### ENDS

1. Essential Skills
2. Work Preparedness
3. Academic Advancement
4. "Barton Experience"
5. Regional Workforce Needs
6. Barton services and Regional Locations
7. Strategic Plan
8. Contingency Planning

### Core Priorities (Values)

- Drive Student Success
- Cultivate Community Engagement
- Optimize Employee Experience
- Emphasize Institutional Effectiveness

## Release of Student Information Policy

In compliance with Section 438 of the "General Education Provisions Act" (as amended) entitled "Family Educational Rights and Privacy Act of 1974" (FERPA) the following constitutes the institution's policy on providing appropriate access to personal records, while protecting their confidentiality.

Barton Community College accords all the rights under the law to students. Those rights are: 1) the right to inspect and review the student's education records; 2) the right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights; 3) the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent; 4) the right to file with the U.S. Department of Education a complaint concerning alleged failures by Barton Community College to comply with the requirements of FERPA; and 5) the right to obtain a copy of Barton Community College's student records policy.

Students will be notified of their FERPA rights by publication in the Student Handbook and consumer information with the Financial Aid Office.

## Definitions

For the purposes of this policy, Barton Community College uses the following definitions:

**Student** - any person who attends or has attended Barton.

**Education records** - any record (in handwriting, print, tapes, film, or other medium) maintained by Barton Community College or an agent of the College which is directly related to the student except:

1. Files retained by individuals which are not accessible to any other person except a substitute faculty/staff member.
2. An employment record of an individual whose employment is not contingent upon on the fact that he/she is a student, provided the record is used only in relation to the individual's employment.
3. Records maintained by the Student Health Service if the records are used only for treatment of a student and made available only to those persons providing the treatment.
4. Alumni records which contain information about a student after he/she is no longer in attendance at Barton Community College and which do not relate to the person as a student.

## Procedure to Inspect Education Records

Students may inspect and review their education records upon request to the appropriate record custodian. Students should submit to the record custodian or an appropriate College staff person a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The College Registrar or an appropriate College staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 30 days or less from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records which relate to him/her.

The student may request and receive interpretation of his/her record from the person (or designee) responsible for the maintenance of the record.

The student may obtain copies of his/her educational records upon written request, for which the College may charge the current copying charge per page. This does not entitle a student to an official transcript, for which there is a higher charge and which will be withheld if the person owes the College money or property.

## **Right of College to Refuse Access**

Barton Community College reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in file before January 1, 1975. Waivers are subject to the following conditions:
  - a. Waivers can be signed only for the specific purposes of application for admission, candidacy for honor or honorary recognition (including financial aid based in part on merit), and candidacy for employment.
  - b. Waivers cannot be required.
  - c. The student shall be told, upon request, the names of those supplying references.
3. Those records which are excluded from the FERPA definition of education records.

## **Disclosure of Education Records**

Barton Community College will disclose information from a student's education records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records. These members include personnel in the offices of Admissions, Registrar, Business Office, Computing Center, Financial Aid, Career Services, Community Education, Planning, Testing, Library, Advisement Center, Advancement Office, Athletic Department, College deans, and other administrative and academic personnel within the limitation of their need-to-know. Legitimate educational interests means: a) the information or records requested is (are) relevant and necessary to accomplishment of some task or determination; and b) the task or determination is an employment responsibility for the inquirer or is a properly assigned subject matter for the inquirer's employment responsibility.
2. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
3. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
4. If required by a state law requiring disclosure that was adopted before November 19, 1974.
5. To organizations conducting certain studies for or on behalf of the College.
6. To accrediting organizations to carry out their functions.
7. To parents of an eligible student who claim the student as a dependent for income tax purposes. Access to grades by parents will be allowed if the parents:
  - a. complete a written request to the College Registrar;
  - b. enclose a copy of the first page of their last tax year's federal income tax return.The same documents must be submitted each time a grade report is desired.
8. To comply with a judicial order or a lawfully issued subpoena.

9. To appropriate parties in a health or safety emergency defined by the following considerations:
  - a. The seriousness of the threat to health or safety.
  - b. The need for access to the record in meeting the emergency.
  - c. Whether the person requesting the records is in a position to deal with the emergency.
  - d. The extent to which time is of the essence in dealing with the emergency.
10. To an alleged victim of any crime of violence, of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.
11. Social security number and student status data may be provided to other State of Kansas agencies for use in detection of fraudulent or illegal claims against state monies.
12. At its discretion, the College may provide Directory Information to anyone in accordance with the provisions of the Act.

## **Record of Requests for Disclosure**

Barton Community College will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record is open only to the student and the person in charge of the record.

## **Directory Information**

Directory Information is limited to: name, address(es), telephone number(s), email address(es), dates of attendance, classification (freshman, sophomore, etc.), enrollment status (full-time, half-time, etc.), class type (day, evening, etc.), previous institution(s) attended, major field(s) of study, awards, honors (includes Dean's Honor Roll), degrees conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes).

Students may withhold free disclosure of Directory Information (on all or none basis) to non-institutional persons or organizations. Students have the option to protect their privacy and not have such information as address and telephone number released. A written request to withhold this information should be submitted to the Office of Enrollment Services. Otherwise, the College assumes that you approve of disclosure of that information. Requests will be honored for only one academic year; therefore, requests to withhold Directory Information must be filed annually.

## **Correction of Education Records**

Students have the right to ask to have records corrected that they believe are misleading, inaccurate, or in violation of their privacy rights. If the student considers the record faulty, he/she can request and receive an informal and/or formal hearing of the case to the end that the record will be corrected if judged faulty or in violation of privacy:

- a. The informal hearing will be in conference with the person (or designee) responsible for the maintenance of the record, and where appropriate, the party or parties authorizing the record segment in question.

b. The student may request a formal hearing by submitting a written request to the College Registrar in which he/she must designate the location of the record in question and a brief explanation of the reason for faulting the record. Hearing officer shall be selected by the College Registrar from a pool of persons who are officials of the College. The hearing officer selected should be a disinterested party to the dispute who will conduct an administrative hearing with both parties present.

The hearing shall be held within a reasonable period of time; notice of the date, place, and time must be given reasonably in advance. The student shall be afforded a full and fair opportunity to present relevant evidence and may be assisted or represented by any person of his/her own choosing (including an attorney at his/her own expense). When appropriate, affected College offices will be notified of the hearing and given a chance to respond to the student’s assertions. A written decision based upon the evidence presented or gathered shall be prepared within a reasonable amount of time and shall include a summary of the evidence and the reasons for the decision. The judgment of the hearing officer shall be final and the record shall be changed or retained as recommended.

If the institution decided the information is accurate, it shall inform the student of his/her right to place in the educational record a statement commenting upon the information and/or noting any reasons for disagreeing with the decision. Any statement of this sort shall be maintained as long as the student’s educational record or contested portion is maintained; if the student’s educational record or contested portion is disclosed to any party, the student’s statement shall also be disclosed.

## General Tuition and Fees

### Basic Fees and Tuition: Per Semester and Summer Session

The Barton Board of Trustees has the right to change tuition and fees without notice.

#### Legal Resident of Kansas

Cost Per Credit Hour ..... \$108

(Barton County Residents will receive a \$7 per credit hour scholarship)

#### Legal Residence Outside the State of Kansas (Subject to change by the State of Kansas)

Cost Per Credit Hour ..... \$108

#### International Students with valid Student Visa

One-time Administrative Fee ..... \$150

Cost Per Credit Hour ..... \$191

#### Other Tuition and Fees

Audit Fee Per Credit Hour ..... \$108

BARTonline Per Credit Hour ..... \$150

EduKan Per Credit Hour ..... \$150

Students who officially withdraw from the College are entitled to a full refund of enrollment fees and tuition during the first two weeks of the fall and spring semesters. No refund on tuition and/or fees is given after the second week of classes, and the student is responsible for the total tuition and fees incurred. The refund period for summer sessions is one week after classes start. Nonattendance does not constitute an official drop.

Students who are enrolled in classes which do not materialize will get a full refund regardless of date. This refund policy is the same for the fall semester, spring semester, and/or summer session. The policy includes on-campus classes and outreach classes.

## **Satisfactory Academic Progress (SAP)**

If you are receiving financial aid through federal, state, or institutional funding at Barton, you must meet Satisfactory Academic Progress (SAP) standards as determined by the College.

At the end of each term you will be evaluated based on two factors:

- 1) Qualitative measure - Your term and cumulative GPA must be at least 2.0; and,
- 2) Quantitative measure - You must complete at least 67% of your total attempted hours in the term.

Your progress will be evaluated at the end of each term and your SAP status will be determined. The following chart explains the different SAP statuses:

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**KsQuit.org**

If you are receiving financial aid through federal, state, or institutional funding at Barton, you must meet Satisfactory Academic Progress (SAP) standards as determined by the College. (For students with previous post-secondary credits, your previous performance at other colleges will impact your SAP status at Barton.)

Your SAP status will be evaluated based on two factors:

- 1) Qualitative measure—Your term and cumulative GPA must be at least 2.0; and,
- 2) Quantitative measure (PACE)— You must complete at least 67% of your total overall and term hours.

Note: Your overall SAP status at Barton will include your GPA and PACE from any transfer hours and will figure into the term the hours are recorded at Barton!

Your progress will be evaluated at the end of each term and your SAP status will be determined. The following chart explains the different SAP statuses:

Classification→	"V" -- Eligible	"W" -- Warning	"N" -- Suspension	"A" --Academic Plan	"150%" -- Federal Limit
<b>Are you eligible to receive financial aid? →</b>	Yes	Yes However, you are in danger of going on to financial aid suspension.	No You will not be able to receive any federal, state, or institutional aid. This includes Federal Student Loans, Federal Work Study, and Foundation Scholarships.	Yes However, you will be required to follow an Academic Plan which is an agreement between you and Barton regarding your path to completing your degree or certificate.	No You have reached the Federal Financial Aid limit.
<b>Why is my status this? →</b>	Your term and cumulative GPA was 2.0 or higher; and, You have successfully completed at least 67% of your total attempted classes—term and cumulative. This includes transfer hours, attempted classes—both term and cumulative. This includes transfer hours.	Your term or cumulative GPA fell below 2.0. <u>OR</u> You have not successfully completed at least 67% of your total attempted classes—term and cumulative. This includes transfer hours, failed classes, withdrawals, and classes with an incomplete.	You failed, withdrew from, or took an "incomplete" in 100% of your attempted classes.  OR You had been on financial aid warning and you did not make SAP for a second time.	You appealed your financial aid suspension status. Your appeal was granted. You were placed on Academic Plan.	You have taken more hours than allowed by federal regulations for you to complete your program of study.
<b>How can you change or improve your status? →</b>	You have made Satisfactory Academic Progress.  Keep up the good work!	If you earn at least a cumulative and term 2.0 GPA and complete 67% or more of your attempted hours (term and cumulative), you will be taken off financial aid warning.	You may request an appeal of your suspension by completing an appeal form. You will be asked to provide documentation supporting your appeal. The appeal form may be accessed at this link: <a href="#">Appeal Link</a> .	You must follow your academic plan exactly. If you fail to follow your academic plan, you may be placed on financial aid suspension. Any changes you want to make to your Academic Plan must be approved by the FA Director.	You may appeal the 150% federal limit by contacting your Financial Aid Officer or emailing a request for the form to <a href="mailto:FinancialAid@bartonccc.edu">FinancialAid@bartonccc.edu</a>

## Financial Aid FAQ's

### How long may I receive federal financial aid?

You are allowed to receive federal aid for 150% of your program length at the institution from which you are seeking the degree per federal regulations.

Examples:

- If you are seeking a degree of 64 hours, you may receive aid for 96 attempted hours since this is 150% of the 64 hours required to earn the degree.
- If you are seeking a certificate, you may receive aid for 24 attempted hours since this is 150% of the 16 hours required to earn the degree.

All attempted credit hours are counted towards the 150% including repeated classes, remedial classes, pass/fail classes, withdrawals, incompletes, and transfer hours regardless of whether or not you received financial aid for the hours. If you have reached the number of hours required by your degree or certificate at the time your financial aid application is reviewed, you will be asked to do a 150% appeal.

### What if I change my major or have other mitigating circumstances that prevented me from completing within the 150% timeframe?

If you have special circumstances you feel should allow you to have the timeframe extended, you may appeal the 150% federal limitation by completing an appeal form which can be requested from the Financial Aid Office at: [FinancialAid@bartonccc.edu](mailto:FinancialAid@bartonccc.edu). You will need to submit to the Financial Aid Office the appeal form and a copy of a program completion plan signed by your academic advisor.

Students seeking an additional or a second degree who have reached the 150% limitation and want additional aid must appeal for an extension. Students may appeal only once for an extension of their aid due to seeking a second degree. The Financial Aid Committee will review the appeal. Approval of the extension of aid will be judged on a case-by-case basis by review of unique circumstances of each case. The appeal of the Financial Aid Committee is final and cannot be appealed to the Department of Education.

### If I take an incomplete in a class, how long do I have to complete the coursework?

You have until the end of the next term to complete the class.

### Give me an example of completing 67% of attempted hours during a term.

If you attempt . . .	You must complete. . .
50 credit hours	34 credit hours
40 credit hours	27 credit hours
18 credit hours	12 credit hours
15 credit hours	10 credit hours
12 credit hours	8 credit hours
9 credit hours	6 credit hours
6 credit hours	4 credit hours

### If I am placed on financial aid warning or probation, can I receive my financial aid?

Yes, when you are placed on financial aid warning or probation, you can receive your financial aid. However, being placed on financial aid warning or probation is to let you know that you risk losing your financial aid if you have another poor semester. When you are placed on financial aid warning or probation your Financial Aid Officer may intervene to find ways to help you succeed. Student Support Services and/or your academic advisor may work with you to strengthen your potential to succeed.

### **If I am on financial aid suspension, can I still receive my student loan?**

Like grants and scholarships, Federal student loans are considered financial aid. Therefore, you will not receive your Federal student loans if you are placed on financial aid suspension. You may receive private student loans while on financial aid suspension which are not subject to SAP.

### **How will I know if I am placed on financial aid warning or suspension?**

You will be notified by email if you are placed on financial aid warning or suspension. The email will explain what your SAP status means, and refer you to the SAP policy. If you are on suspension, the notice will provide instructions on how to appeal your suspension status. If you are on financial aid warning, the notice will instruct you how to complete a Warning Acknowledgment form. You may always view your SAP status by accessing your PAWS account on the Barton website.

### **What can I do to get off of financial aid suspension?**

You may appeal your financial aid suspension status if you have extenuating circumstances or have earned your way off of suspension. The Financial Aid Committee will review your situation and decide whether to grant your appeal. Suspension status is indefinite unless you complete an appeal and your appeal is approved. You cannot get off of suspension status by sitting out or by paying for classes and not making SAP and completing an appeal. Students may only have one suspension appeal granted regardless of the reason.

### **Under what conditions may I appeal a suspension status?**

You may want to appeal a suspension status for the following reasons:

- You experienced the death of your spouse, your child, your parent or one of your siblings. You will need to provide a copy of the death certificate.
- You experienced an injury or illness which prevented you from making SAP. You will need to provide a letter from your doctor or counselor stating your injury or illness was severe enough to prevent you from successfully completing your coursework. No details of the injury or illness are necessary.
- You have special circumstances that you believe deserves consideration. Please provide any documentation to support your request for an appeal.
- You took classes at Barton, earned Satisfactory Academic Progress (2.0 GPA and 67% of attempted hours), and your student account has a zero balance. The hours can be taken in more than one term. While on suspension, you will not receive financial aid. Also, you must pay your account balance prior to appealing. You will need to take the following hours at Barton to be able to appeal:

<b>Number of hours you were taking when you went on financial aid suspension:</b>	<b>Number of hours you need to take to appeal your financial aid suspension status:</b>
6 – 12+ hours	6 hours
3 – 5 hours	3 hours
1 – 2 hours	1 hour

### **How may I appeal my suspension status?**

You may request an appeal of your suspension by completing the online Appeal Form at this link: [https://exsforms3.bartonccc.edu/finaid/susp\\_appeal.htm](https://exsforms3.bartonccc.edu/finaid/susp_appeal.htm), which will automatically be submitted to the Director of Financial Aid. If you would prefer, you may complete a paper appeal form which may be requested from the Financial Aid Office at:

**[FinancialAid@bartonccc.edu](mailto:FinancialAid@bartonccc.edu)**.

**When will I find out whether my suspension appeal has been granted?**

You will be notified of the status of your suspension appeal by letter or email the day after your appeal has been reviewed. Please allow 2-3 weeks review time after your appeal has been submitted. If a suspension appeal is granted, you will be placed on Academic Plan or Probation (if you have only one term left to graduation).

**How often is SAP evaluated?**

SAP is evaluated after each term - Fall, Spring, and Summer. If you received any type of financial aid - federal, state, or institutional - your performance during the term will be evaluated. SAP will be evaluated whether you were enrolled full-time or part-time. SAP is evaluated on your term and overall cumulative GPA and Pace (rate of completion).

**What is included in an academic plan?**

The financial aid office in coordination with your academic advisor will create an Academic Plan to gain a clear picture of where you are academically and what you need to accomplish to complete your degree or certificate. Included in the academic plan will be the courses you need to earn your degree or certificate, the amount of time it will take to complete the classes, whether you should take night classes, online classes, or summer classes, an assessment of other factors supporting your academic performance. It is essential that you complete the academic plan exactly as written and agreed upon in order to receive financial aid. Any changes to the academic plan must be approved by the Director of Financial Aid.

**What if I need to make a change to my academic plan?**

You will need to work with the Financial Aid Office in conjunction with your academic advisor if any changes need to be made to your academic plan. The changes will need to be reported to the Financial Aid Office and must be approved by the Director of Financial Aid. Unapproved changes to your academic plan will result in suspension of your financial aid.

**What if I change my degree/program before I complete my academic plan?**

If you and your advisor wish to change your degree/program before your academic plan is finished, you will need to appeal the change with the Financial Aid Office in order to change to a new academic program. You can appeal your academic plan by contacting your Financial Aid Officer. Any change will need to be approved by the Director of Financial Aid.

**May I seek more than one degree or certificate at one time?**

You may seek more than one degree at a time.

**What aid is evaluated for SAP?**

All students receiving federal, state, and institutional aid are subject to SAP evaluation. This applies to all full-time and part-time students in all degree programs. Students receiving only scholarships from external entities and/or private educational loans are not subject to SAP evaluation. Staff scholarships, Barton County Resident Scholarships, Boost Scholarships, Over 65 Scholarships, and Silver Cougar Club Scholarships may be received regardless of the student's SAP status.

**What term does my SAP status begin?**

Your SAP status is determined for the term you begin receiving financial aid. The SAP status is based upon your overall GPA/PACE. If you previously attended other colleges, your SAP status is determined once all of the transcripts from previously attended college have been received. You will be awarded federal financial aid starting with the first semester when all of the transcripts have been received from previously attended colleges.

## Eligible Programs and Courses

- Students must be seeking an eligible degree or certificate at Barton to receive federal financial aid.
- Link to a list of Barton's Programs of Study -- <http://bartonccc.edu/programs>. Programs not eligible for federal aid are identified.
- Make sure to work with your advisor. Federal aid cannot be paid for classes that do not count towards your Barton degree/certificate even if they would transfer for a degree or certificate at another school.
- You may only receive federal aid for 150% of your program length.
- Courses that are self-paced (where students can work at their own pace) are not eligible for federal financial aid.

## Freeze Dates

- Make sure your enrollment is correct by the financial aid freeze date to ensure you will receive all your aid. You can check your enrollment by logging into your MyBarton Portal.
- Federal Pell grants are calculated based upon credit hours/classes enrolled in as of the "freeze date". Federal Pell is not paid for classes withdrawn from prior to the class start date. Federal Pell is not recalculated for classes added after the freeze date or for classes withdrawn from after Federal Pell is paid.
- Up until the first published freeze date, students may opt for the late freeze date. After the first published freeze date has passed, all Federal Pell calculations will be based on the last freeze date.

	Fall 2017	Intersession 2017	Spring 2018	Summer 2018
<b>EARLY FREEZE DATE</b>	9/7/2017	1/2/2018	2/8/2018	6/11/2018
<b>LATE FREEZE DATE</b>	10/26/2017		3/29/2018	

## Estimating Pell Grant Disbursement Amounts

- Barton must have an official copy of your high school or GED transcript prior to disbursement of any financial aid.
- Loans will not be paid out until you are enrolled at least half time (6 credit hours).
- Loans will not be paid for enrollment periods of less than nine weeks within a semester.
- Federal Pell grants for late starting classes will not be paid until after the drop date of the class.

Federal Student Loans that disburse in the summer term will be disbursed on the first refund date in July.

Number of Credit Hours	Enrollment Status	Approximate Portion of Term Pell
12 + hours	Full-time	100%
9 - 11 hours	Three Quarter	75%
6 - 8 hours	Half Time	50%
1 - 5 hours	Less than Half Time	25%

Your EFC will determine if you are eligible to receive Federal Pell grant with an enrollment of status of less than full-time.

## Payout Dates

- Barton must have an official copy of your high school or GED transcript prior to disbursement of any federal aid.
- Loans will not be paid out until you are attending at least half time (6 credit hours).
- Loans will not be paid for enrollment periods of less than nine weeks within a semester.
- Loans for students who do not meet the nine week criteria prior to the first disbursement date of the semester will not receive their loan disbursements until the first payout after the late freeze date.
- Federal Pell grants for late starting classes will not be paid until after the drop date of the class.

Fall 2017	Intersession 2017	Spring 2018	Summer 2018
September 19, 2017	January 9, 2018	February 20, 2018	June 19, 2018
October 3, 2017		March 13, 2018	July 17, 2018
October 17, 2017		March 27, 2018	July 31, 2018
November 7, 2017 (Late Freeze Date Refund)		April 10, 2018 (Late Freeze Date Refund)	August 7, 2018
November 21, 2017		April 24, 2018	
December 5, 2017		May 8, 2018	

### Your Federal funds refund CAN be used for the following educational expenses:

Tuition and Fees, Books and supplies, Housing, Utilities, Food, Transportation (gas, public transportation fee, etc.), Computer and internet, educationally related Insurance, Clinical Expenses, Tool Expenses, Child Care expenses while attending class.

**Your Federal funds refund CANNOT be used for:** Car purchase (repair, lease or payments), Vacation, Electronics other than a PC (TV, stereo, cell phone, camera, MP3 Player, etc.), Pet Expenses, Tattoos, Piercings, or any other body enhancement, Plastic Surgery, Wedding Expenses, Gifts for others, Home repairs or improvements, Credit Card Debts, Financial Support of spouse or dependents, or Gambling.

## The Library

Barton Library offers a variety of research, information, and technology services to students, staff and faculty, as well as the residents of Barton County and Central Kansas. Barton Library has over 32,000+ print books in its collections. Currently the library subscribes to over 91 print periodicals (newspapers, magazines, and journals). The library has expanded its access to information resources by subscribing to over 84 print periodical subscriptions; over 135 database collections; 17 e-book collections.

The library provides interlibrary loan service (borrowing books from other libraries) by being a member of KIC (Kansas Information Circuit), which allows access to the holdings of academic and public libraries within the state of Kansas.

## LIBRARY HOURS

### Fall & Spring Semester

Sunday 2:00 p.m. - 8:00 p.m.  
Mon. - Thur. 7:30 a.m. - 8:00 p.m.  
Friday 7:30 a.m. - 4:30 p.m.  
Saturday CLOSED

### Summer Semester

Mon. - Thur. 7:00 a.m. - 5:30 p.m.  
Friday - Sunday CLOSED

### Days Closed

Labor Day  
Thanksgiving (Wed. - Fri.)  
Campus Closed Dec. 18 - Jan. 1  
MLK Jr. Day  
Spring Break  
Easter Break  
Memorial Day  
Independence Day

## Borrowing Policy

Borrowing items from the library requires a Barton photo ID and current email/phone number. Books may be borrowed for 3 weeks, and magazines may be borrowed for 1 week. Electronic devices (iPads, iPad Minis, or Chromebooks) may be checked out for 2 weeks. Reference materials are for library use only; however, they may be checked out by obtaining permission from the director, who will decide the borrowing period length. If library material is lost, stolen, or not returned, the borrower will be charged replacement cost plus a processing fee.

## Renewing Materials

Most materials are available for renewal; however, there are circumstances under which an item cannot be renewed. Note: electronic devices are not available for renewal. If you need to renew an item, bring the item to the library as renewals cannot be completed over the phone. Contact the director if you are unable to come to the library.

## Interlibrary Loan (borrowing books from other libraries)

Barton Library is part of the Kansas Library system, and books can be obtained through the interlibrary loan system. Find the title of the book(s) you would like in the Kansas Library online catalog (it can be found on the library's website). Submit your request using the electronic form on the library's website or print the record and bring it or the title/author to **Murphy's Landing**. Interlibrary loan requests take approximately 1 week to arrive. The amount of time you may keep the book(s) is determined by the lending institution.

## Collection Development Policy

Barton Library's budget is directed towards purchasing print and electronic resources which support the curriculum at Barton Community College. Barton Library welcomes donations and suggestions, whether it is for fiction or non-fiction collections.

## Computer and Internet Use in the Library

Barton Library follows the college's Computer, Computing, and Information Use Policy. The priority use of the computers in the library is academic support, either for research or assignment completion; however users are allowed to use the computers for personal use as long as there is no academic need and as long as the college's policy is followed. This means students may email, instant message, or play games if there is not academic need for that computer and as long as the content is not offensive.

## **Copyright Policy**

Barton Library staff will not violate the copyright law or assist users in violating the copyright law. Notices about the law are posted many places in the library. Users are responsible for their own actions! If you have copyright questions, please ask. If the staff person does not know, they will find out for you.

## **Food, Drink and Cell Phones in the Library**

Patrons are expected not to have food or beverages near the computers. Food or beverages can be placed on a nearby table or floor. Cell phones can be freely used in the library as long as speakerphones are not in use and the volume is low. Barton Library staff will ask patrons to decrease the volume if it becomes a distraction to other patrons.

## **Bookstore**

Bookstore hours of operation are listed each semester in the Bulletin of Classes. If you wish to sell your books at the end of the semester, bring them to the Bookstore when your classes are finished. Bring all your books at one time. A book buyer will be on campus during finals week, following the Fall and Spring semesters. Specific dates will be announced.

## **Financial Aid Charges**

- Books, laptops, iPads, and class-related supplies can be charged to your financial aid.
- Bring your copy of your book voucher with you each time you come in to make purchases or returns.
- All charges will be cut off approximately two weeks following the first day of classes.
- With this in mind, please be sure and pick up all necessary books and supplies within this time period.

## **Return Policy**

- You must have the register receipt, credit card receipt or copy of your book voucher as proof of purchase.
- Full refund for first 14 days of class. This applies only to full term semester classes. The 14-day period will begin on the first day of class.
- Some new books come wrapped as a package. These must not be unwrapped if a refund is desired. Additionally, new unwrapped books cannot be written in or highlighted if a full refund is desired. Used books will be refunded as sold.

## **Book Buy Back**

- Any book that will be used for the next semester's classes (except consumable texts) will be bought back at half the new price except for books that require access codes. Some books requiring access codes will be purchased at one quarter of the new price. (Price is the same, whether your book was new or used when you purchased it.)
- A book buyer will be on campus two days during finals week following the Fall and Spring semesters.
- Cash will be paid for all books purchased.

## **Check Cashing Policy**

- There is a \$50 limit. No exceptions.
- You must present a valid driver's license or valid student ID with picture.

## **Art Supplies**

- Bring your supply list. Supplies will vary with individual classes.
- The Barton Bookstore carries most supplies.
- Book voucher purchases must be completed within the first two weeks of the semester.

## Cafeteria

### CAFETERIA MEAL TIMES

(May be subject to change)

**BREAKFAST** (Mon-Fri) 7:00 a.m. to 8:30 a.m.

**CONTINENTAL BREAKFAST** (Mon-Fri) Until 9:00 a.m.

**LUNCH** (Mon-Fri) 11:00 a.m. to 1:15 p.m.

**DINNER** (Mon-Thurs) 5:00 p.m. to 6:30 p.m.

**DINNER** (Friday ONLY) 5:00 p.m. to 6:00 p.m.

**WEEKEND BRUNCH** (Sat-Sun) 12:00 Noon to 12:45 p.m.

**WEEKEND DINNER** (Sat-Sun) 5:00 p.m. to 5:30 p.m.

## Student Employment

A current list of open positions and applications for student employment may be accessed on the Career Center website at: [www.careercenter.bartonccc.edu/careercenter/campusjobs](http://www.careercenter.bartonccc.edu/careercenter/campusjobs). The Career Center may be reached by phone at **(620) 792-9349** or by email at [careercenter@bartonccc.edu](mailto:careercenter@bartonccc.edu).

Student employees are paid once a month, as part of the hourly payroll, on the first Friday of every month. Prior to starting work, student employees must complete the required payroll forms, in their entirety, in the Office of Human Resources.

Prior to each payroll, students must turn in their completed time sheets to the Office of Human Resources for processing by the designated deadlines. On payday, paychecks will be distributed to student employees by the Business Office. The Business Office is located in the office complex of the Kirkman Visitor Center. The Business Office may be reached by telephone at **(620) 792-9316**.

For more information on pay periods, turn-in times, or pay dates, please refer to the Hourly Employees Pay Calendar. A copy of this calendar may be obtained from the student employee's supervisor, the Office of Human Resources, or the Business Office.

A student who owes money to the College will be required to apply at least 65% of their paycheck towards their student account. Questions regarding student accounts should be directed to the Business Office. The Business Office may be reached by telephone at **(620) 792-9316**.

## STUDENT SERVICES & ACTIVITIES

### The Office of Student Services

Barton Community College offers a wide variety of Student Services dedicated to assisting students in maximizing their educational opportunities by supplementing their instructional programming. Our services are designed to directly enhance student learning and support students' social and personal growth.

We are located in the north end of the Learning Resources Center or you may contact us at **(620) 792-9282**.

## Activities

The College activity program supplements the instructional program by providing experiences and events that stimulate personal growth, enjoyment, belonging and social development within a diverse group of students.

## The Office of Student Life

The Office of Student Life is committed to supporting all students at Barton Community College in an effort to create a sense of welcome, belonging and providing experiences that will add to enjoyment of life, stimulate personal growth, social development and diversity. As students get involved with student life on campus, they develop a connection between other students, staff, faculty and community. With their involvement students will connect with campus individuals that students may call “Safe Places” to voice their concerns and talk about experiences.

## Intercom

This is a monthly source of information about student activities and other need-to-know information. It is sent via email to the student’s College email address ([@bartoncougars.org](mailto:@bartoncougars.org)).

## Student Government Association

Student Government is the representative governing body of the student population. It is composed of elected officials and representatives of each club. The main purpose of Student Government is to provide a voice for the student population on campus and plan student activities.

The positions of Student Government are the president, vice president, secretary, treasurer, sophomore representative and freshman representative. These positions are elected by the student body and receive performance awards each semester.

The Student Government Office is located in the lower level of the Student Union. Please direct questions and suggestions to the Director of Student Life at [engled@bartonccc.edu](mailto:engled@bartonccc.edu) or (620) 792-9271. Office hours are posted on the door.

## Constitution of the Student Government of Barton Community College

Revised and Approved: May 2012

[https://www.dropbox.com/s/u14cc5fj11mpwtd/Student\\_Gov\\_Constitution.pdf](https://www.dropbox.com/s/u14cc5fj11mpwtd/Student_Gov_Constitution.pdf)

To obtain a hard copy of the Student Government Constitution, you may contact Diane Engle in U-126 or by phone at (620) 792-9271.

## Clubs and Organizations

The clubs and organizations provide the opportunity for students to become involved on campus, promote and work on different events with a club(s) that involves various cultures and to explore new communities.

Each club or organization has one to two faculty or staff sponsors who are directly responsible to and for their respective groups. The Director of Student Life oversees these activities and clubs.

## **Alpha Sigma Lambda, Kappa Beta Chi Chapter Non-Traditional National Honor Society**

Alpha Sigma Lambda (ASL) is the premier national honor society for non-traditional adult students. ASL recognizes the special achievements of adults who accomplish academic excellence while facing competing interest of home and work. Barton Community College has it's own chapter, Kappa Beta Chi, which serves both main campus and Fort Riley campus, Fort Leavenworth campus, and BARTonline students. To qualify for membership, the student must have completed 24 graded credits, including a minimum of 12 academic hours towards the general education concentration for an associate's degree. Those selected must have a minimum grade point average of 3.5 on a 4.0 scale, or its equivalent.

### **Sponsors:**

**Great Bend:** Deanna Heier, Technical Building, Room T-127, **(620) 786-1118**, [heierd@bartonccc.edu](mailto:heierd@bartonccc.edu)

**BARTonline-Fort Leavenworth-Fort Riley-Grandview Plaza:**

Janet Balk, **(785) 784-6606 Ext. 762**, [balkj@bartonccc.edu](mailto:balkj@bartonccc.edu)

## **Barton Collegiate Farm Bureau**

Barton Community College Collegiate Farm Bureau is a student organization with the goal of promoting agriculture through leadership and social activities. All Barton students are eligible for membership. Collegiate Farm Bureau is sponsored by the Barton Agriculture Business Management Department, the Barton County Farm Bureau, and Kansas Farm Bureau.

**Sponsor:** Vic Martin, T-Building, Room T-190, **(620) 792-9207**, [martinv@bartonccc.edu](mailto:martinv@bartonccc.edu)

## **Barton Cougars' Running Club**

Barton Running Club focuses on promoting a healthy lifestyle through community service involvement and participating in local and area races. Applicants must maintain a 3.0 grade point average for club membership. We are dedicated to promoting both healthy minds and healthy bodies.

### **Fort Leavenworth Campus:**

**Sponsor:** Crystal Buck, **(913) 704-9645**, [buckc@bartonccc.edu](mailto:buckc@bartonccc.edu)

**Co-Sponsor:** Leanne Miller, **(855) 509-3374, ext. 771**, [millerle@bartonccc.edu](mailto:millerle@bartonccc.edu)

## **Barton Multicultural Society**

Barton Community College Multicultural Society is a student organization that is open to all students interested in fostering multiculturalism throughout the college and college community through leadership and social activities.

**Sponsor:** Abby Howe, C-Building, Room C-106, **(620) 792-9300**, [howea@bartonccc.edu](mailto:howea@bartonccc.edu)

**Co-Sponsor:** Carol Murphy, C-Building, Room C-123, **(620) 786-9170**, [murphyc@bartonccc.edu](mailto:murphyc@bartonccc.edu)

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**KsQuit.org**

## **Barton Spark**

Barton Spark is a central gathering place for those who desire to learn, develop and share their entrepreneurial spirit and learn more about business. Open to all Barton students, Barton Spark is an incubator for creative thought, innovation and leadership. Entrepreneurship is more than just risk-taking business ownership, it is the ability to see a problem or unmet need and turn it into an opportunity to initiate or create change with value. Get involved with Barton Spark, learn what it takes to be resilient, fearless and decisive. **VISION to REALITY!**

**Sponsor:** Kathy Boeger, T-Building, Room T-103, (620) 792-9203,  
[boegerk@bartonccc.edu](mailto:boegerk@bartonccc.edu)

## **Barton Young Democrats**

The Barton Young Democrats is an affiliate of the Barton County Democrats, The Kansas Young Democrats, and the Young Democrats of America. The club is open to all Barton students. Its purpose is to foster democratic values, develop leadership skills, provide social opportunities for like-minded individuals, and encourage life-long civic participation.

**Sponsor:** Jaime Abel, C-Building, Room C-117, (620) 792-9269,  
[abelj@bartonccc.edu](mailto:abelj@bartonccc.edu)

## **Campus Christian Fellowship**

Campus Christian Fellowship is composed of Christian students or students interested in learning more about Christianity, who meet every week during the fall and spring semesters. Their large group meeting meets in the Housing Commons TV room every Thursday night at 7:30 pm and is open to all. The weekly large group meeting includes prayer, Bible study, and discussion. The group also participates in a fall retreat in September and a variety of other campus activities. Come and get involved!

**Sponsor:** Brian Howe, C-Building, Room C-116, (620) 792-9254,  
[howeb@bartonccc.edu](mailto:howeb@bartonccc.edu)

**Co-Sponsor:** Abby Howe, C-Building, Room C-106, (620) 792-9300,  
[howea@bartonccc.edu](mailto:howea@bartonccc.edu)

Official website of the student ministry: <http://www.facebook.com/groups/681963525254879>

## **Cheerleaders, Yell Leaders and Mascots**

This is a highly select group of students who perform at all basketball games, both at home and away, and assist with other athletic events. Cheerleaders and Yell Leaders are selected on the basis of athletic and gymnastic ability, leadership, personal appearance, personality and scholastics.

**Sponsor:** Amanda Schnoebelen, PE Building, Room P-116, (620) 786-1139,  
[schnoebelena@bartonccc.edu](mailto:schnoebelena@bartonccc.edu)

## Community Student Organization

Any Barton student is eligible for membership in the Community Service Organization along with our focus group of Workforce Training & Community Education majors. The organization's purposes include: to promote a wider acquaintance among its members, to maintain and increase their interest in community service, to develop leaders in the various Workforce Training & Community Education Majors, to aid in any campus activity relating to club work, to foster the best interest of Barton Community College and the interest of Community Student Organization members and encourage others to come to Barton Community College.

**Sponsor:** Kathy Boeger, T-Building, Room T-126, (620) 792-9203,  
[boegerk@bartonccc.edu](mailto:boegerk@bartonccc.edu)

## Computer Club

The club provides an opportunity to increase leadership abilities of the members, provide insight to the computer area of the real world and recognize the characteristics important for future employment. It also gives students the opportunity to meet others with the same career interest.

**Sponsor:** Cristi Gale, T-Building, Room T-79, (620) 786-1183, [galec@bartonccc.edu](mailto:galec@bartonccc.edu)

## Contagious

Live Like Jesus Today Ministries host a weekly ministry time on campus. The group is called "CONTAGIOUS" and we meet every Sunday evening at 6:30 p.m., in the Housing Commons TV room. The purpose of Contagious meetings is to minister to all college students. We want everyone to understand that they are special, loved and that life is bigger than self! God has a plan and a purpose for their lives! We want to help them understand this plan and purpose and start to live it out by serving and loving others. We minister through testimonies, Bible studies, movies, trips together, service projects and mission trip opportunities. Our goal is to help them understand God's love for them and to give them opportunities to become caring, loving and responsible young men and women. Thus, they will want to make a difference on campus, in their community, nation and world. Come join us, we are here because we care!

**Sponsors:** Bryant (Buzz) & Clifann Birney, (620) 397-3325 or (620) 564-2158,  
[livelikejesustoday@gmail.com](mailto:livelikejesustoday@gmail.com)

Official website this ministry: [www.livelikejesustoday.com](http://www.livelikejesustoday.com)

Sarah Bretches, C-Building, Room C-122, (620) 792-9218,  
[bretchess@bartonccc.edu](mailto:bretchess@bartonccc.edu)

## Dante Deo

Dante Deo - Latin for "By the Gift of God" is a new Catholic college ministry that focuses on spiritual development, serving others, and creating opportunities for fellowship among Barton students. Each week, the group hosts a guest speaker or participates in a social event, such as gathering for Half Price Apps, watching movies, participating in local service projects, or hanging out at a barbecue. Guest speakers converse with the group about relevant topics such as faith, relationships, service, using your talents, humility, and vocations. The purpose of Dante Deo is to increase opportunities for fellowship, growth, and strengthen students' interest in both Catholic and Christian beliefs, develop student leaders with high integrity, values and morals, and to increase students' volunteer activity in our local community. Students do not have to be Catholic to attend Dante Deo.

We meet in the Housing Commons TV room every Tuesday night at 8:00 p.m. For more information and to keep up-to-date with our group activities, please search our Facebook group "Dante Deo" and click "Join Group". All are welcome to join us on Tuesday evenings as we discuss topics that matter and make friends not just for college, but for life.

**Sponsor:** Jaclyn Brown, Director of Youth & Adult Ministry, Prince of Peace parish in Great Bend. **(620) 792-1396, [youth@gbpeace.kscoxmail.com](mailto:youth@gbpeace.kscoxmail.com)**

**Co-Sponsor:** Adaline Chansler, Kirkman Building P-122A, **(620) 792-9268, [chanslera@bartonccc.edu](mailto:chanslera@bartonccc.edu)**

## Gay Straight Alliance Club (GSA)

The Gay Straight Alliance Club is open to all Barton Community College students. The purpose is to provide education to the campus and the greater surrounding community about Lesbian/Gay/Bisexual/Transgender issues, to provide support to LGBT students in a safe environment, and to plan social events for LGBT and straight allies.

**Sponsor:** Jaime Abel, Classroom Building, C-117, **(620) 792-9269, [abelj@bartonccc.edu](mailto:abelj@bartonccc.edu)**

## Hispanic American Leadership Organization (HALO)

The Hispanic American Leadership Organization (HALO) is open to all Barton students. HALO promotes the Hispanic culture on campus and in the community. Provides an inviting environment to develop leadership skills, social skills, community service, and fostering of academic and career achievement.

**Sponsor:** Baudilio Hernandez, Learning Resources Center, L-110, **(620) 786-1174, [hernandezb@bartonccc.edu](mailto:hernandezb@bartonccc.edu)**

## Lambda Alpha Epsilon

The Sigma Phi Omega Chapter was established at Barton Community College in 1969 for students and practitioners. SPO provides fellowship among students studying criminal justice through a variety of social and professional events. Students may also receive training in crime scene investigation, firearms, and a variety of other criminal justice related functions to compete against other college chapters both in-state and regionally.

**Sponsor:** Melissa Stevens, T-Bldg., Room T-133, **(620) 792-9299, [stevensm@bartonccc.edu](mailto:stevensm@bartonccc.edu)**

## **Latter-day Saint Student Association (LDSSA)**

Students who are members of the Church of Jesus Christ of Latter-day Saints and others interested in learning more about the gospel of Jesus Christ meet weekly to discuss doctrines and study scriptures that build faith in Christ and strengthen moral values. Club meetings are open to all and the curious are encouraged to attend. The club meets Wednesdays at 7:00 pm in Room U-124 (lower level of the student union).

**Sponsor:** Peter Solie, Student Union, U-124, (620) 792-9239, [soliep@bartonccc.edu](mailto:soliep@bartonccc.edu)

## **National Association for Music Education (NAfME)**

NAfME Collegiate is the collegiate organization under the parent group MENC (Music Educators National Conference). Membership is open to any student actively participating in the music department as a music major and/or a member of the performing groups within the music department. The purpose of NAfME Collegiate membership is to afford students an opportunity for professional orientation and development while still in school, and to enable students to gain an understanding of:

- The basic truths and principles that underlie the role of music in human life.
- The philosophy and function of the music education profession.
- The professional interests of members involved in the local, state, division, and national levels.
- The music industry's role in support of music education.
- The knowledge and practices of the professional music educator as facilitated through chapter activity.

**Sponsor:** Steve Lueth, F-Building, Room F-8, (620) 792-9296, [lueths@bartonccc.edu](mailto:lueths@bartonccc.edu)

## **Nursing Club**

The Nursing Club, an affiliate of Kansas Association of Nursing Students (KANS) and the National Student Nursing Association (NSNA) was established as a means of promoting interest in the nursing field. Goals of the Barton Nursing Club include: developing qualities and skills that will enhance member leadership abilities and to provide opportunity to demonstrate leadership and compassion through service to others in the Barton Community College service area.

**Co-Sponsor:** Jill Lawson, MSN, APRN-FNP, T-Building, Room T-90, (620) 792-9357, [lawsonj@bartonccc.edu](mailto:lawsonj@bartonccc.edu)

**Co-Sponsor:** Karla Johnston, BSN, RN, T-Building, Room T-100, (620) 792-9351, [johnstonk@bartonccc.edu](mailto:johnstonk@bartonccc.edu)

## Phi Theta Kappa

Phi Theta Kappa is the largest honor society in American higher education with more than 2 million members and 1,200 chapters located in all 50 of the United States and eight international countries. To be considered for membership in Phi Theta Kappa, one must have previously attended Barton Community College for one semester and be currently enrolled in 12 or more hours at the College. The applicant must have a minimum grade point average of 3.5 and be nominated by Barton County Campus faculty to earn membership. At BARTonline, Fort Riley, Fort Leavenworth, and Grandview Plaza, students must get an instructor to serve as a reference. The purpose of Phi Theta Kappa is to recognize and encourage scholarship among students. It also provides opportunities for the development of leadership, service, the intellectual exchange of roles, and continued academic excellence.

### Barton County Campus:

**Sponsor:** Stephannie Goerl, C-Building, Room C-119, (620) 792-9261,  
[goerls@bartonccc.edu](mailto:goerls@bartonccc.edu)

**Co-Sponsor:** Kathy Boeger, T-Building, Room T-126, (620) 792-9203,  
[boegerk@bartonccc.edu](mailto:boegerk@bartonccc.edu)

### BARTonline, Fort Riley, Grandview Plaza:

**Sponsor:** Janet Balk, (785) 784-6606, Ext. 762, [balkj@bartonccc.edu](mailto:balkj@bartonccc.edu)

### Fort Leavenworth:

**Sponsors:** Lee Miller, (855) 239-0821, Ext. 771, [millerle@bartonccc.edu](mailto:millerle@bartonccc.edu)  
Janet Balk, (785) 784-6606, Ext. 762, [balkj@bartonccc.edu](mailto:balkj@bartonccc.edu)  
Stephanie Bishop, (855) 509-3374, [bishops@bartonccc.edu](mailto:bishops@bartonccc.edu)

## St. Justa Pottery Guild

The St. Justa Pottery Guild exists to serve students who are interested specifically in pottery and in general ceramics. Members promote the use of ceramics in context of everyday life. Opportunities to foster leadership and social skills will be presented to the members. Members support each other through the exchange of ideas related to creating and marketing works of art.

**Sponsor:** Bill Forst, Fine Arts Building, Room F-137, (620) 792-9387,  
[forstb@bartonccc.edu](mailto:forstb@bartonccc.edu)

## Student Ambassadors

The Student Ambassadors serve as representatives of the College by conducting campus tours and participating in recruitment activities. Ambassadors are selected from both the freshman and sophomore classes through an application and interview process.

**Sponsor:** Tana Cooper, Kirkman Building, P-107A, (620) 792-9241,  
[coopert@bartonccc.edu](mailto:coopert@bartonccc.edu)

## Student Government Association (SGA)

SGA is the representative governing body of the student population. The positions of Student Government are the president, vice president, secretary, sophomore representative and freshman representative. These positions are elected by the student body and receive performance awards each semester. The main purpose of the SGA is to provide a voice for the student population on campus and to plan student activities. The SGA Office is located in the lower level of the Student Union. Please direct questions and suggestions to the club sponsor.

**Sponsor:** Diane Engle, Student Union, Room U-126, (620) 792-9271,  
[engled@bartonccc.edu](mailto:engled@bartonccc.edu)

## Academic Activities

**Barton Theatre** is open to all students and community members with a desire to participate in acting, directing, playwriting, musical theatre, and technical theatre. This group consists of actors, state managers, directors, technicians, makeup artists, costumers, properties designers, set designers, lighting designers, graphic artists, and dramaturges. Barton Theatre produces a minimum of four productions per academic year; dramas, comedies, musicals, student productions and showcases. Auditions are necessary and scholarships are available.

**Sponsor:** Dr. Richard Abel, Director of Theatre, (620) 792-9333, [abelr@bartonccc.edu](mailto:abelr@bartonccc.edu)

**Concert Choir** is open to all Barton students without audition. The choir performs all styles of music from classical to Broadway and presents two concerts each semester. The course fulfills one of the required General Education Activities Course requirements and is a repeatable course. The choir rehearses three times a week, and receives one or two credits. Music scholarships are available. Please see the director for scholarship information.

**Instructor:** Sara Oberle, Fine Arts Building, Room F-2, (620) 792-9395, [oberles@bartonccc.edu](mailto:oberles@bartonccc.edu)

**Concert Band** is open to all Barton students. The band performs music from all styles and time periods with emphasis on the standard band repertoire. The group performs in concerts in the fall semester. The band meets once a week for one or two academic credits. Instrumental performance awards are available by audition.

**Instructor:** Steve Lueth, F-Building, Room F-8, (620) 792-9396, [lueths@bartonccc.edu](mailto:lueths@bartonccc.edu)

**Da Capo** is a small men's vocal ensemble. The group is highly visible and will perform for many community events as well as College programs. This group meets three times a week for one credit. Auditions are necessary and scholarships are available.

**Instructor:** Sara Oberle, Fine Arts Building, Room F-2, (620) 792-9395, [oberles@bartonccc.edu](mailto:oberles@bartonccc.edu)

**Dolce** is a small women's vocal ensemble. This group is highly visible and will perform for many community events as well as College programs. This group meets three times a week for one credit. Auditions are necessary and scholarships are available.

**Instructor:** Sara Oberle, Fine Arts Building, Room F-2, (620) 792-9395, [oberles@bartonccc.edu](mailto:oberles@bartonccc.edu)

**The Hilltop Singers** is a selected group of 20 singers with instrumental backup of piano, trap set, and bass guitar. As a show choir they are a highly visible group in this area of the state and perform for many types of functions. An audition is necessary for membership in the show choir. Music scholarships are available by audition in the spring for the next academic year.

**Instructor:** Sara Oberle, Fine Arts Building, Room F-2, (620) 792-9395, [oberles@bartonccc.edu](mailto:oberles@bartonccc.edu)

**Jazz Band** is open to all students. Music is chosen from all jazz forms including swing, funk, rock, and Latin. Rehearsals are held twice weekly for one or two academic credits. Performance awards are available by audition.

**Sponsor:** Steve Lueth, F-Building, Room F-8, (620) 792-9396, [lueths@bartonccc.edu](mailto:lueths@bartonccc.edu)

**Orchestra** is a College-Community organization composed of musicians interested in performing in an orchestra. Membership is by audition or special permission only. The orchestra meets on a schedule in conjunction with spring semester musicals and presents concert performances.

**Sponsor:** Steve Lueth, F-Building, Room F-8, (620) 792-9396, [lueths@bartonccc.edu](mailto:lueths@bartonccc.edu)

**Pep Band** performs at home basketball games and other special events as requested by the instructor. This group is committed to promoting spirit and excitement for Barton. Enrollment in Pep Band is necessary for membership. Pep Band members receive a performance award.

**Sponsor:** Steve Lueth, F-Building, Room F-8, (620) 792-9396, [lueths@bartonccc.edu](mailto:lueths@bartonccc.edu)

## **Intramurals**

### **Mission Statement**

Recreational sports and activities are a desirable part of a student's program of education. Through participation it is hoped that the individual will develop an appreciation of the worthy use of leisure time and a wholesome attitude toward physical activity for recreational purposes in life. The goal of Intramurals is to provide an opportunity to all interested individuals to participate in some activities of their own choosing, insofar as facilities and equipment permit. Intramural activities are organized on a team and individual basis, thereby enabling all to participate.

### **Eligibility**

All students enrolled at Barton Community College and all faculty and staff members are eligible to participate in any intramural activity except as follows:

**A student who has received a collegiate varsity award in a sport or has participated in a varsity sport during the current school year cannot participate in that sport or any similar sport.**

The team roster with ALL team members must be filed in the Intramural Office before the team's first contest.

### **Entries**

In sports where entries are necessary, there shall be a definite time for closing the entry and no individual or organization shall be permitted to enter after that date. Intramural contestants and managers will find important material in the Kirkman Student Activity Center.

### **Academic Advising**

<http://bartonccc.edu/academicadvising>

### **Academic Syllabus**

<http://docs.bartonccc.edu/stuservices/academic-advising/advising-syllabus.pdf>

### **DegreeWorks FAQ's**

DegreeWorks is a web-based degree audit program and academic advising tool designed to assist you and advisors in reviewing your degree progress. DegreeWorks is located in the MyBarton Portal. DegreeWorks compares student academic history with the degree requirements outlined in the College catalog.

## Does DegreeWorks replace the need to work with an academic advisor?

No, DegreeWorks is not a replacement for academic advising. It is a tool to assist both you and your advisor to make sure you stay on track to your degree or certificate. However, information pertinent to your individual situation can best be addressed through regular contact with your academic advisor.

## Who can use DegreeWorks?

Students who have designated a degree or certificate program at Barton can use DegreeWorks, as well as staff and faculty advisors and Registrar's Office staff.

## Who can see my DegreeWorks audit?

Students can access their DegreeWorks audit through the MyBarton portal. Staff advisors, faculty advisors, and selected staff in the Registrar's Office will also have access to student audits.

## Can I register for classes in DegreeWorks?

No, students are only able to register for classes in person through an advisor, through your MyBarton portal, or for 100% online courses, at BARTonline.org.

Additional DegreeWorks questions and answers may be found at:

<http://bartonccc.edu/academicadvising/degreeworksfaq>

## Testing

### Academic Assessment, Placement and Retesting Policy

<http://docs.bartonccc.edu/procedures/2500-academicassessment.pdf>

### Placement Testing

Students entering college for the first time without SAT, ACT, Accuplacer or ASSET scores must take an assessment test. Students must have test scores on file if they are pursuing a certificate or associate's degree or are enrolling in a general education class requiring specific test scores. Test scores will be used to place students in the appropriate English, reading or math course. Individuals requiring testing accommodations due to disability should contact: [disabilityservices@bartonccc.edu](mailto:disabilityservices@bartonccc.edu) or (620) 786-1102.

Students taking these tests should understand the high-stakes nature of these tests in determining their placement in college classes. These tests measure academic capability and should not be confused with tests measuring intelligence or ability. Testing provides both the student and the advisor an effective tool to best position the student for academic success. Through enrollment in proper courses, students are more likely to meet their academic goals.

### Instructor Assigned Testing

Student Services may conduct other assessments or testing as required by individual instructors or departments.

**ACT:** An entry-level test required by many colleges. Administered at Barton's Great Bend campus in October, December, April, with fees paid directly to ACT. Students may register by going to [www.actstudent.org](http://www.actstudent.org).

**SAT:** An entry-level test required by many colleges. Students may register at [www.collegeboard.org](http://www.collegeboard.org).

## **The following nationally normed instruments can be administered:**

**Testing for non-Barton students is available for a fee of \$25 per test/per sitting**

**ACCUPLACER:** Great Bend Campus students only. A computerized untimed placement test used to determine the level of math, English, and reading in which a student would be most successful.

**CLEP & DANTES:** An instrument provided by Education Testing Service which allows you to receive credit for informal learning by “testing out” of entry-level classes. Primarily designed for the adult student; fees paid directly to CollegeBoard/CLEP. Barton charges a \$25 administration fee. Military personnel wishing to take a CLEP test may qualify for DANTES funds.

## **Tests Administered Through Other Testing Agencies**

**ASE** – Automotive Service Excellence Exam

**TEAS** – Nursing Entrance Exam. Available to non-Barton students with testing fee and permission from Nursing Department.

## **Career Center**

**[www.careercenter.bartonccc.edu/careercenter](http://www.careercenter.bartonccc.edu/careercenter)**

## **Career Exploration**

Barton’s Career Counselor is available to assist you with choosing a career that fits your personality and interests. Assessments of abilities, values and interests are available to assist in choosing a major. Further career exploration resources are available through the Career Center such as books, videos, job shadowing, and assistance with online resources.

## **Internships/Job Shadow**

An internship in your chosen career area can be arranged through the Career Center. Internships are work experiences that enhance learning and help you to verify career choice or encourage you to explore further options. Internships are often unpaid work and may or may not be for college credit.

## **Job Search Assistance and Part Time Employment**

Resources and personal assistance are available to help you to write a resume and cover letter, complete job applications, develop your interview skills, and complete a thorough job search. Mock interviews for you to practice your interviewing skills and on-campus interviews with prospective employers are coordinated through the Career Center.

## **Disability Services**

Services are available to students (on-campus or online) with physical or learning disabilities in order to promote equal educational opportunities. Accommodations are modifications or adjustments that allow students with disabilities an equal opportunity to participate in and benefit from educational programs. Reasonable accommodations are provided on an individualized, as-needed basis. At the college level, students with disabilities must self-declare and provide recent and professional documentation regarding the disability, which should include how the disability affects the student’s academic performance, as well as suggested accommodations. The student must take the first step of self-advocacy by making sure they contact a disability advocate at **(620) 786-1102**, preferably prior to the start of classes, to allow adequate time for accommodations to be set in place.

Students may contact [disabilityservices@bartonccc.edu](mailto:disabilityservices@bartonccc.edu) or

- Great Bend Campus students can come to the north end of the Learning Resources Center, or call the Barton disability number, **(620) 786-1102**.
- Fort Riley Campus students can contact the Student Services Office in Building 211, Room 211, or call **(785) 784-6606**, or call the Barton disability number **(620) 786-1102**.
- BARTonline students can call **1-855-509-3367** or call the Barton disability number **(620) 786-1102**.

## Guide to Disability Services

For more information see the U.S. Department of Education Office for Civil Rights publication **“Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities”**.

## Child Development Center

**Barton’s Child Development Center is a comprehensive day care program.**

Students, faculty, and staff with children between the ages of 2 weeks and 12 years have access to the Child Development Center located at the Barton County campus on a space-available basis. The Center is open from 7 a.m. to 6 p.m. whenever College offices are open. The Center remains open for child care services on Fridays in summer when the Barton campus offices observe a summer schedule. The Child Development Center is located adjacent to Cottonwood Hall (the 3-story Phase IV Housing Complex - **see map on page 79**). The Center is licensed by the State of Kansas to provide care for up to 60 children during each academic semester. The Director of the Child Development Center can be reached at **(620) 786-1131** or **(620) 792-9360** to provide information about Center enrollment.

Barton’s Child Development Center comprehensive day care program. The program is based on these concepts and philosophies:

- Children learn the skills necessary for success in school and life at an early age.
- Each child learns at his/her own rate.
- Success in learning will develop the child’s self-image.
- Growth is a sequential and orderly process.
- Children pass through stages of development, which occur in a predictable sequence in the physical, affective and cognitive growth domains.

Our responsibility is to assist the child in growing to their fullest potential by recognizing each stage of development and then preparing the curriculum to achieve the goal.

## College Health Services

Barton Community College employs a registered nurse full-time from August through May.

### Clinic hours are:

- Monday, Wednesday, and Thursday from 8:00 a.m. to 4:00 p.m.
- Tuesday from 8:00 a.m. to 5:30 p.m.
- Friday from 8:00 a.m. to 1:00 p.m.

After-hour emergency contacts can be made by calling cell phone **(620) 786-0392**.

**Please note: All expenses incurred through medical, dental and eye referrals are the responsibility of the student, parent or guardian.**

The mission of the College Health Program is to help maintain a state of optimum health, both physical and emotional, among the students, faculty and staff.

## Services available:

- First aid and emergency care.
- Routine health checks.
- Assistance with medical, dental and eye referrals
- Immunization information and assistance with updates
- Prescription injections can be given with approval of prescribing physician and college nurse. Medication must be provided by the student.
- Assistance with family planning, STD and HIV counseling
- Medical information source

## Medical Insurance

The College does not have a plan or endorse any particular plan. Information on medical insurance policies provided through private agencies is available at the Student Health Office.

## Counseling

Professional counseling is available to help students with personal issues or academic concerns that would ultimately affect the achievement of their academic goals. Counseling is also available to assist students in exploring choices, recognizing consequences, and assuming personal responsibility. Referral services are available for career counseling on campus, as well as for community resources. For counseling services, call **(620) 792-9295**.

Go to our Barton Counseling website: <http://counseling.bartonccc.edu> for many web links for mental health and addiction information and screening services, as well as many self-help websites for test anxiety, study skills, stress and anxiety issues, adjustment to roommates and college life, and relationships.

**FAMILY CRISIS CENTER**  
**(sexual or domestic violence)**  
**(620) 792-1885**

**NATIONAL SUICIDE**  
**PREVENTION HOTLINE**  
**1-800-273-TALK (8255)**

## Resident Hall Requirements

Barton Community College provides campus based student housing that will accommodate a total of 342 students. ADA compliant rooms available.

Barton requires all full-time Freshman students (those enrolled in 12 or more semester hours with a total of less than 24 successfully passed college credits) to live in college residence halls. A student is exempt from this requirement if he or she meets at least ONE of the following criteria:

- is married
- is 21 years of age or older
- has a child or children who reside with him or her
- is a resident of Barton County or a border county and is residing with parents, legal guardian, or immediate family member of legal age.

Student housing contracts remain in effect for the entire academic year. Contracts are processed on a first come, first served basis. **Students may choose to opt out of the contract for the spring semester, provided they meet at least one of the criteria listed above. If a student decides to opt out, written notification must be provided to the Student Housing Office by the last day of fall final exams.**

## Costs

### Fall 2017 - Spring 2018 Housing Rates (4% discount for single pay)

Living Center Costs and Payment Plan includes room and board (cost subject to change without notice). Costs below based on 19-Meal Plan and Double Occupancy

Payment Plan	
<b>Twin Suite (Double occupancy)</b>	<b>\$2,854 per semester/\$5,707 per year</b>
<b>Single Suite (Double occupancy) Limited availability</b>	<b>\$3,332 per semester/\$6,663 per year</b>
<b>Single Occupancy Option Dependent on availability</b>	<b>Starts at \$4,395 per semester/\$8,790 per year</b>

## 19 Meal Plan Information

Meals can be used at any serving time, during any one week Sunday through Saturday. Three meals served five days a week and four meals on the weekends are available for you to choose from.

## Deposit Information

A non-refundable application fee of \$120 is required to initiate a housing contract. Housing is reserved on a first come, first serve basis.

## Overnight Visitation:

- Overnight visitation is defined as visitation any time between the hours of midnight and 6:00 a.m.
- Overnight visitation is allowed Friday and Saturday nights only.
- No overnight visitation is allowed Sunday - Thursday nights. No exceptions. A \$100 fine per occurrence will apply to both the host and the visitor. If a visitor appears to have taken up residence, an additional fine will apply.
- No overnight visitation is allowed during finals weeks.
- Residents hosting a non-resident overnight visitor must notify the Coordinator of Student Housing by email 48 hours in advance ([dietzj@bartonccc.edu](mailto:dietzj@bartonccc.edu)). If a non-student visitor is found in violation, they may be banned from housing and the hosting resident will be fined.
- Overnight visitors must be 18 years of age.

All visitors should be escorted at all times. All visitors should be able to produce identification at all times. It is each resident's responsibility to inform their visitor of college and residence hall policies and procedures. Residents are responsible for the conduct of their visitor and are held accountable through the Student Code of Conduct and housing rules and procedures. Misconduct for rule violations will be resolved through the disciplinary procedure. Further, residents are responsible for all activities that occur in their room.

When the activities of a resident and/or visitor cause an undue disturbance to the roommate(s) or to the residence hall community, other residents' rights to privacy, to sleep, and to study in the room will take precedence.

## Campus Safety Department

At Barton Community College the safety and well-being of our students, faculty, staff and visitors are of utmost importance. With the support of other departments, we have many people involved in keeping this campus safe and secure; however, a truly safe campus can only be achieved with the cooperation of all students, faculty, staff and visitors.

Any student, College employee, or visitor who witnesses a crime or accident should contact the Barton Community College Safety Office. The Campus Safety Office is located in the Technical Building, Room 154, or they can be reached by calling **(620) 792-9217**.

## Campus Safety Personnel

Campus Safety Officers patrol the campus 24 hours a day and make periodic building checks as well as patrolling the housing facility area. Campus Safety Officers work closely with Facility Management and the Coordinator of Student Housing to try to maintain a tight key control.

The Facility Management Department maintains the College buildings and grounds with concern for safety and security. Facility Management employees inspect campus facilities regularly, promptly make repairs affecting safety and security, and respond to reports of potential safety and security hazards such as broken windows, locks, and repairs or replaces malfunctioning lights.

The Campus Safety Department assists the Facility Management Department by reporting potential safety and security hazards. Students, faculty and staff also may call the Campus Safety or Facility Management Departments to report safety and security hazards.

## Public Service

Campus Safety Officers are often called to assist students and faculty in other ways. Some of the extra duties they perform, time permitting, include jump-starting automobiles whose battery has run down. If you have a special request, contact the Campus Safety Department at **Ext. 217**.

## Rave Guardian App

The Rave Guardian App helps keep you safe on campus by giving you direct connections to campus safety, family, friends and others you trust, you can feel safe anytime knowing your Guardians are watching out for you. **See page 84.**

## Prevention of Crimes

Barton Community College is a community of students, faculty and staff. Like all small communities, there will be incidents of property loss and other daily problems where people reside and work in close proximity to one another. Our job is to lessen the occurrences of such incidents.

The Campus Safety Department is responsible for the safety and security of the College campus. This task cannot be accomplished alone. Crime prevention and security awareness are self-serving qualities. We need the assistance and cooperation of each student, faculty and staff member. Some ways you can assist us in this endeavor are as follows:

1. Report all suspicious persons as soon as possible.
2. Report any crime as soon as possible.
3. Be watchful when walking alone on campus after dark.
  - If going out at night, ask a friend to go with you.
  - Stay in lighted areas and report any lights that are not functioning properly or areas that are dimly lit.

4. Keep money and valuables in a safe place.
  - Don't flash a large amount of money if you have it on you.
5. Be sure that your room is locked when you leave it unattended.
6. Do not lend or give the key to your room to anyone.
7. Be especially watchful at night in the parking lot if you are alone.
  - If your car is unlocked, always look in the back seat and floor board before entering.
  - As soon as you get into your car, lock the doors before starting.
  - Do not pick up hitchhikers on or off campus.
8. Always be aware of your surroundings and keep in mind an escape route.



***"We don't want your name,  
just your information."***

**620-792-1300 or 1-888-305-1300**

## **POLICIES & PROCEDURES**

### **Crime Detection and Prevention Policies & Procedures**

Barton Community College has several policies relating to crime detection and prevention. They are included in various publications available for your use and review. College Policies regarding crime detection and prevention include the following:

#### **Emergency Operations Plan**

<http://docs.bartonccc.edu/about/campussafety/eopplan.pdf>

Barton Community College is committed to the safety of its students, employees, and community-at-large. The Emergency Response Team is charged with planning, implementing, and communicating actions to be taken by employees and students in response to and number of possible emergencies.

#### **Student Right-to-Know and Campus Security Act**

<http://docs.bartonccc.edu/about/campussafety/2016-barton-asr.pdf>

In compliance with the Student Right-to-Know/Campus Security Act and the Jeanne Clery Disclosure of Campus Security Policy/Campus Crime Statistics Act, it is the policy of Barton Community College to make readily available to all prospective/current students and College staff the following information on an annual basis concerning:

The completion or graduation rate of all full-time, first-time certificate or degree-seeking undergraduate students, as well as the average completion or graduation rate of students who have received athletically-related student aid, and

The disclosure of crime statistics within specific classifications and arrests indicating reported incidents as required by law.

Barton Community College adheres to the Campus Security Act (public Law 101-542). Current statistics are posted in each building and available upon request from the Campus Safety Office.

## Campus Safety I.D. Policy

Faculty, staff, and students of Barton Community College may be required to show their College I.D. to Campus Safety personnel on an as needed basis. We are implementing this policy for the safety and well-being of the entire college community. **Please remember to have your College I.D. handy at all times.**

## Personal Appearance

The College recognizes that a wide variety of personal styles, concerning appearance and clothing, are generally accepted in the local community. You should be guided in your personal appearance by your plans for part-time jobs while at the College or for full-time employment upon leaving the College. Shirts and shoes must be worn in all buildings.

## Access to Campus Facilities

The Barton Community College Campus Safety Department controls access to College facilities. After-hours access to academic buildings is allowed only to personnel who have a legal and legitimate reason to be in the buildings after hours. Students who need to stay late inside one of the buildings must have permission from a College official to remain inside the building. Anyone found inside a building at closing time without permission will have to leave upon request of the Campus Safety Officer.

Anyone needing to remain inside the building after hours should:

- Have the College official who has granted permission contact the Campus Safety Office and advise the Campus Safety Officer that the person will be staying late.

## Children in the Classroom

It is the position of the College to provide an atmosphere in the classroom that is conducive to the learning of all students, as such the college does not allow students, who are responsible for the care of children, to bring those children to class unless they can provide continuous and direct supervision of those children, outside of the classroom, while class is in session. <http://docs.bartonccc.edu/procedures/2535-childreninclassroom.pdf>

## Drug and Alcohol Abuse Education Programs

Consistent with its educational mission, the College also assists its members in finding alternatives to alcoholic beverage and drug abuse and provides services and resources for College members who experience alcohol or drug related difficulties. For more information contact the Dean of Student Services at **Ext. 226** or in **L-137**.

## Possession, Use, and Sale of Alcoholic Beverages

Barton Community College seeks to encourage an academic environment that maintains and promotes the health, safety and welfare of all members of this campus. In keeping with those objectives, the College has established policies and guidelines governing the possession, sale and consumption of alcoholic beverages on the campus: Drug-Free Schools and Communities Act Policy.

Possession or consumption of alcoholic beverages is not permitted on property owned or controlled by Barton Community College. Also, intentionally or knowingly selling, or intentionally or knowingly furnishing alcoholic beverages to persons under the age of 21 years, is a violation of College rules and laws of the State of Kansas under K.S.A. 41-727 and K.S.A. 21-3610.

Likewise, the consumption and/or possession of all alcohol is prohibited at all times on campus, and off campus for activities and experiences when said activities and experiences are sponsored by and/or under the auspices of Barton Community College.

## **Animals in College Facilities and in College Vehicles**

In an effort to provide a safe and healthy environment for employees, students and visitors, this procedure establishes requirements for accessibility, behavior and treatment of animals in college facilities and in college vehicles. Access may be denied for certain areas in college facilities.

<http://docs.bartonccc.edu/procedures/2220-animalsinfacilities.pdf>

## **Gambling**

Gambling is not permitted on campus or at any College-sponsored activity off campus.

## **Illegal Drugs**

Barton Community College does not condone the possession, sale, distribution or use of illegal drugs or other hallucinogens on the campus. Anyone known to be possessing, using, selling or distributing such drugs is subject to disciplinary action as well as arrest and fine or imprisonment according to State Statute K.S.A. 65-4127.

Likewise, the consumption and/or possession of all illicit drugs are prohibited at all times on campus, and off campus for activities and experiences when said activities and experiences are sponsored by and/or under the auspices of Barton Community College.

## **Social Media**

The College recognizes the growth and use of social media platforms in our culture. This procedure is designed to meet the needs of instructors and staff to promote responsible engagement in education, innovation and dialogue in their courses, programs, activities and recruitment using social media platforms.

<http://docs.bartonccc.edu/procedures/2108-socialmedia.pdf>

## **Smoking**

In accordance with K.S.A. Bill No. 21-4010, smoking is prohibited in all College buildings. A Barton policy passed effective Spring 1994 states that no tobacco products (including smokeless tobacco), are allowed in any College building. **The Tobacco Free Campus Policy.**

The Tobacco Free Campus Policy can be viewed at: <http://internal.bartonccc.edu/humres/facilities%2c-equipment%2c-and-other-resources---1200.html>

## **Weapons**

In order to promote a safe and secure campus and learning environment, Barton Community College prohibits the possession or use of weapons on campus and at off-campus activities, other than as set forth in this policy:

<http://docs.bartonccc.edu/policies/1160-weapons.pdf>

## **College Closing Procedure**

### **2100 - College Closing - Inclement Weather**

The Vice President of Instruction and Student Services or his/her designee upon consulting with the Dean of Administration is responsible for the decision to close the College at all locations for inclement weather. College employees and students are expected to be at their assigned workplace or classroom, unless the College is closed or their classes/activities cancelled.

Employees and students who face hazardous conditions and/or unusual circumstance as a result of inclement weather are expected to contact the appropriate supervisor or faculty member to make arrangements to be absent or arrive late.

In addition, the College President or designee has the authority to temporarily cease the operation of the College, or any campus and/or instructional location for any reason he/she deems prudent.

## **Barton Campus**

The College will inform the following media of college/class cancellations:

- KSNW-TV (channel 3)
- KAKE-TV (channel 10)
- KWCH-TV (channel 12)
- Eagle Radio - KVGB 1590 AM / KHOK 100.7 FM / KBGL 106.9 FM / B 104.3 FM (GB)
- Rocking M - KZRS / Star 107.9 FM (GB)
- KRSL 990 AM / 95.9 FM (Russell)
- Eagle Radio - KAYS 1400 AM / 103.3 FM (Hays)
- KHCT 90.9 FM - Radio Kansas (Hutchinson)
- KHUT Country 102.9 FM / KHYM 93.1 FM (Hutchinson)

In addition, the College will post a message on its telephone system which can be accessed at **(620) 792-2701**. Messages will also be posted to the College's website. Text message alerts will be sent to those subscribed to this service.

## **Workforce Training & Community Education**

(WTCE) events may be cancelled by the Executive Director, Director or Coordinator responsible for specific programs in consultation with the instructor if conditions at the site warrant. The Workforce Training & Community Education team and instructor will contact affected students. Notification of such cancellations will be forwarded to the Dean of Workforce Training & Community Education who in turn will notify the Director of Public Relations (or designee) so that cancellations may be made in conjunction with other college closing announcements, as applicable. If the Director of Public Relations (or designee) is unavailable, the Dean will contact the media directly with the cancellation information.

## **College Advantage**

College Advantage classes will be cancelled if their sponsoring high school is closed. Students in this program are to notify their college instructor concerning missed coursework.

WTCE events offered in conjunction with other higher education learning institutions, clinical sites or business & industry will utilize closing procedures specific to the off-campus program site.

## **Fine/Performing Arts Events**

Any such event under the supervision of the Dean of Academics that occurs on a week day (Monday-Friday) should come under the same consideration for any such closing of school/classes.

Recommendation of closing such events occurring on weekend dates shall be the responsibility of the Dean of Academics. The Dean will be responsible for contacting the Vice President of Instruction and Student Services and the Office of Public Relations.

Any such event held in the Fine Arts Building and/or auditorium from an outside, non-Barton organization (weekday and weekend), decision to close should be the responsibility of the Dean of Administration.

## **Learning Resources Center**

The Director of Learning Resources may close the LRC in the event of inclement weather on the weekend or in the evenings when the College is not otherwise open for classes. The Director will be responsible for contacting the Vice President of Instruction and Student Services and the Office of Public Relations.

## **Athletic Department**

Athletic Department events may be cancelled by the Director of Athletics in consultation with visiting colleges. Notification of such cancellations will be forwarded to the Coordinator of Sports Information and Event Operations who in turn will notify the media and post the cancellation on the Barton Athletics web page.

## **Shafer Art Gallery**

The Gallery will follow the College's closing policy during regular business hours. For special events or public openings held after regular college hours then the closing procedure will follow these guidelines.

The Director of the Shafer Gallery and the Executive Director of Institutional Advancement will consider the scope of the event, the guests attending, and the severity of the weather at the time of the event. Notification of any cancellations will then be as follows:

Director of the Shafer Gallery will notify:

1. Vice President of Instruction and Student Services and/or the Coordinator of Facility Management;
2. Director of Public Relations (or designee) so that the cancellation may be made in conjunction with other College closing announcements, as applicable; and
3. If the Director of Public Relations (or designee) is unavailable, the Director of the Shafer Gallery or the Executive Director of Institutional Advancement (or both simultaneously) will contact the media directly with the cancellation information.

## **Silver Cougar Club Events**

The Coordinator of Fund Raising and Special Events and the Executive Director of Institutional Advancement will consider the scope of the event, the guests attending, and the severity of the weather at the time of the event. Notification of any cancellations will then be as follows:

Coordinator of Fund Raising and Special Events shall notify:

1. Director of Public Relations (or designee) so that the cancellation may be made public through all communication media; and
2. If the Director of Public Relations (or designee) is unavailable, the Coordinator of Fund Raising and Special Events or the Executive Director of Institutional Advancement (or both simultaneously) will contact the media directly.

Due to the nature of Silver Cougar Club Events (the Foundation has a list of specific attendees), the Coordinator of Fund Raising and Special Events, along with the Foundation staff will personally contact each attendee to notify them of the cancellation and rescheduling of the event when appropriate. In those cases where an event cannot be rescheduled and members have been charged an event fee – those funds will be refunded or credited to the next event, depending on the wishes of each individual attendee.

## **Fort Riley & Fort Leavenworth Campuses**

Classes will only be cancelled if the Command at Fort Riley or Fort Leavenworth declares the Fort(s) to be closed and non-essential personnel are excused from reporting for duty. Upon notification, the Dean of Fort Riley Learning Services and Military Operations, and the Dean of Technical Education will take the following action:

### **College Programs, LSEC and BSEP** (Dean of Learning Services and Military Operations)

1. Initiate the Barton-Fort Riley/Fort Leavenworth Inclement Weather “Calling Tree”;
2. Inform the College President and/or Vice President that classes are cancelled;
3. Coordinate the cancellation of evening cases with the Director, Army Education Center;
4. Disseminate information regarding the cancellation of classes via appropriate media; and
5. Text message alerts will be sent to those subscribed to this service.

The Administrative Assistant, Barton-Fort Riley, will develop and maintain an accurate “calling tree” and ensure that all personnel know how to use it. Fort Riley/Fort Leavenworth personnel will execute their portion of the “calling tree” and will ensure that their personnel information is accurate.

### **Military Programs and Grandview Plaza** (Dean of Technical Education)

1. Verify with G-3 that the military classes will be cancelled;
2. Initiate the Military Programs/Grandview Plaza “Calling Tree”; and
3. Coordinate with Fort Riley Dean of Learning Services and Military Operations regarding the cancellation of classes via appropriate media.

The Director of Military Programs, Barton-Fort Riley, and the Administrative Assistant Grandview Plaza will develop and maintain an accurate “calling tree” and ensure that all personnel know how to use it. Military personnel will execute their portion of the “calling tree” and will ensure that their personnel information is accurate.

Date: 10/26/01 Revision(s): 10/9/06; 1/29/07; 9/14/07; 12/4/08; 3/9/10; 10/3/13; 5/25/17 (minor revision)

## **Traffic Enforcement Policy**

The Board of Trustees of Barton Community College has given the Director of Campus Safety the authority and responsibility to control and regulate traffic on property owned or controlled by the College. Rules must be established and followed so as to control traffic and parking while on College property. The following is a general outline of the traffic and parking policy of Barton Community College.

### **Traffic Control**

Traffic control signs are placed throughout the College campus. These signs all conform to Kansas Statutes in K.S.A. Chapter 8, which is the chapter that deals with traffic signing and traffic control. All signs are approved by the State Highway Traffic Code as authorized signs and are all recognized traffic control signs.

Signs are placed so as to control traffic in the safest possible manner without being a burden upon any person wanting to drive upon the campus. Violations of traffic control signs (speeding, no parking, fire zones, handicap parking, etc.) may either be handled by a citation issued and taken care of internally through the College or may be subject to a Traffic Infraction as set forth in Kansas Statute K.S.A. Chapter 8 and a citation issued to Barton County District Court.

Further, legally recognized traffic control, such as curbs painted yellow, parking stalls painted blue with a wheel chair symbol, yellow painted areas adjacent to fire plugs etc. will all be enforced and persons parking in these areas will be subject to a citation being issued as described in the previous paragraph.

No motor vehicle, including but not limited to, motorcycles, mopeds, motor scooters, or motorized bicycles will be allowed to operate on sidewalks, pedestrian walks, lawns or grassy areas on campus except for authorized motor vehicles operated by College officials while engaged in business for the College, or utility vehicles operated at the direction of a College official.

## **Parking Lots**

Unlike most other colleges and universities there are no parking stickers required except for housing students. There is no reserved parking for faculty, staff or student personnel with the exception of the lot on the east side of the Technical Building which is restricted to vehicles owned and operated by Barton Community College and the lots located between and east of the student housing area. Housing students are expected to park in the parking lots provided for them and for which they are issued a parking permit. Other students, faculty and staff are not permitted to park in the student housing parking lots with the exception of the Coordinator of Student Housing and the Assistant Coordinator of Student Housing.

In the few lots where parking is restricted, each area is clearly marked with signs designating the parking restrictions and will be enforced.

## **Handicapped Parking**

Students, faculty and staff with permanent or temporary health disabilities that impair their mobility may receive special parking privileges. Those persons who have a physical handicap may park in an authorized handicap zone while displaying either an official rear-view mirror hanging permit or disabled license tag issued by the State of Kansas. Campus Safety will issue a temporary permit. The permit may be picked up at the Campus Safety Office located in the Technical Building, Room 154.

Any person caught using an official handicap permit or tag who is not impaired or anyone using a forged handicap permit will be issued a Notice to Appear in Barton County District Court.

## **Payment of Fines**

Fines, having been previously set, are noted on the citation issued by a Campus Safety Officer. Fines are due and payable within fourteen (14) days of the date of the citation. Fines may be paid any weekday during normal working hours at the Business Office, located in the Kirkman Activity Center. Fines may also be paid by mail with a personal check or money order made payable to Barton Community College, and addressed to Business Office, Barton Community College, 245 NE 30 RD, Great Bend, KS 67530.

Fines not paid within fourteen (14) days of the citation being issued will have an additional \$5.00 fine added to the original fine unless an appeal is requested. (see section under APPEALS)

If a person requests an appeal hearing within the 14 day limit after the issuance of the citation and posts the \$5.00 appeal hearing fee the additional \$5.00 fine will be suspended.

Students who do not pay fines within 30 days of the citation may not be allowed to add, drop or change classes until such time as the fine is paid in full. Also, students may be denied enrollment for another semester as long as the fine is unpaid.

Any student who leaves this College without paying an outstanding fine will be unable to have his or her transcript transferred to any other school so long as the fine is unpaid.

## Student Housing Parking

Residential parking is confined to the following areas:

- a. East of Sunflower Halls
- b. North Meadowlark Halls
- c. South of Bison Halls
- d. Between Cottonwood Hall & Bluestem Hall

Parking in these housing parking lots at any time is restricted to vehicles that have residential parking stickers or temporary visitors parking permit. Vehicles parked in these lots without the proper stickers or permits are subject to tickets and fines.

No overnight parking:

- a. Seminar Parking lot north of Sunflower Halls
- b. Fine Arts Building parking lot
- c. Student Union/Classroom Building parking lot

No overnight parking is from midnight till 6:00 a.m. The same time as labeled for overnight visitation.

**Parking stickers are required and may be obtained at no charge from Campus Safety.**

Visitors will also need a parking pass before taking a space in one of the housing parking areas.

Parking stickers are to be placed on the bottom corner of the driver's side of the rear window. Visitor's parking pass must be placed on the front dash. Permits must be displayed at all times when parked in the student housing parking areas. Vehicles that display parking permits which are not in the designated location will be considered invalid and a citation may be issued. No vehicles are allowed to park or drive on the sidewalks or grass. There's camera coverage in the large parking lot between the Cottonwood & Bluestem Halls.

**Handicapped Parking:** Those persons with a state-issued disabled parking license or placard may park in an authorized disabled parking zone while displaying either the official rearview mirror hanging placard or license tag issued by the State of Kansas. Campus Safety will issue a temporary permit. The permit may be picked up at the Campus Safety Office located in the Technical Building, Room 154. Unmarked vehicles will be fined.

## Citation Appeals

Anyone wishing to appeal his or her citation at Barton Community College may do so by appearing before an appeals board consisting of student, faculty and staff personnel. The appeals hearing will be held periodically at a time and place to be announced to any person wishing to appeal his or her citation.

Anyone wishing to appeal his or her citation must notify the Business Office orally or in writing within fourteen (14) days of the issuance of the citation.

Those wishing to appeal will be required to post a \$5.00 appeal hearing fee at the time the appeal is requested. A date and time for the appeal will be set and the person will be notified as to the date and time of the appeal. At the time of the appeal hearing, the \$5.00 fee will be returned to the person asking for the hearing. If the person requesting the appeal hearing does not appear for the hearing, the \$5.00 fee will be forfeited to the College and any and all fines will become payable immediately.

## Student Code of Conduct

Barton County Community College will establish and maintain a fair and equitable procedure for addressing student disciplinary matters ensuring that the rights of the students, the College community, and the community-at-large are protected.

### Purpose:

The objectives of the disciplinary process at Barton County Community College are:

1. To protect members of the campus community from harm due to the indiscretions of the few members of the community who are unable, or unwilling, to respect the rights of others;
2. To help ensure order in the College community;
3. To create an environment that enhances the opportunity for learning;
4. To protect the rights of members of the College community and the community-at-large; and
5. To assure students due process when they have been charged with violating College rules and regulations.

### Definitions:

The following terms used in this Code are defined:

1. **“College”** means Barton County Community College.
2. **“Faculty member”** means any person employed by the College to conduct classroom, lab, interim experiences, or clinical activities. As necessary, faculty may tutor students.
3. **“College official”** includes any person employed by the College, performing assigned administrative or professional responsibilities.
4. **“Student”** includes all persons taking courses at the College, both full- and part-time, as well as those participating in all outreach programs, off-campus programs, and such other activities as may be sponsored by the College.
5. **“College premises”** includes all land, buildings, facilities, and other property in the possession of or owned, used, rented or controlled by the College.
6. **“College campuses”** includes the land and buildings on which Barton Community College’s traditional Barton campus exists, the Golden Belt One Stop Facility, as well as the Grandview Plaza, Fort Riley and Fort Leavenworth campuses.
7. **“College-sponsored activity”** means any activity on or off campus that is initiated, aided, authorized, or supervised by the College.
8. **“Policy”** is defined as the written regulations of the College as found in, but not limited to, the Student Code of Conduct, Student Handbook, College Catalog, Policy and Procedural Manual, and Course Schedules.
9. **“Student Advocate”** is an individual whose role is to support, advise, and champion the student’s rights.
10. **“Bystander engagement”** is the purposeful intervention of someone who is present during and witness to an incident.
11. **“Preponderance of evidence”** is the standard of proof established for conduct investigations. The preponderance of evidence (i.e. just enough evidence to make it more likely than not) standard differs from the standard used in criminal investigations which is “beyond a reasonable doubt.”

This policy applies to behaviors that take place on the campus, at College-sponsored events and may also apply off-campus and to actions online when Barton personnel determine that the off-campus conduct affects a substantial College interest. A substantial College interest is defined to include:

- Any action that constitutes criminal offense as defined by federal or Kansas state law. These offenses include, but are not limited to, single or repeat violations of any local, state or federal law committed in the municipality where the College is located;
- Any situation where it appears that the accused individual may present a danger or threat to the health or safety of self or others;
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational interests of the College.

Any online postings or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc. occurring completely outside of the College's control (e.g. not on Barton Community College networks, websites or between college email accounts) will only be subject to this policy when those online behaviors can be shown to cause a substantial on-campus disruption. Otherwise, such communications are considered speech protected by the 1st Amendment.

**Bystander Engagement:** The welfare of members of our community is of paramount importance. At times, students on and off campus may need assistance. The College encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others, for fear that they may get themselves in trouble. (For example, a student who has been drinking might hesitate to help take a sexual misconduct victim to the Campus Safety Office.) The College applies a policy of limited immunity for students who offer help to others in need. While policy violations cannot be overlooked, the College will provide educational options, rather than punishment to those who offer their assistance to others in need.

## Unacceptable Behavior

The following constitute some of the conduct violations that may result in disciplinary action being taken against the student. The list is not intended to be all inclusive but is intended to be used as a guide.

The student is advised that specific career technical programs, as well as Barton athletic programs, communication and performing arts programs, and other student organizations publish student handbooks and program guidelines with policies and procedures associated with their respective programs. Students are advised that in addition to the guidelines and expectations outlined herein, they are expected to comply with the policies and procedures applicable to the programs with which they are affiliated. Students in these programs are entitled to the same due process as all other students.

Students attending Barton as part of an MOU with the Department of Defense to provide educational opportunities on a military installation are governed by any code of conduct or behavioral expectations dictated by the military. Any conduct violations, investigations, and/or action taken will be the purview of the appropriate military authority designated to handle such matters.

1. Violation of federal, state and local laws that affect the student's suitability as a member of the college community.
2. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person, whether perceived or real.
3. Attempted or actual theft of and/or damage to property of the College, or property of a member of the College community, or other personal or public property, including knowingly receiving or possessing stolen property.
4. Manufacture, possession, control, sale, transmission of or use of any controlled substance, alcohol, or other illicit drugs on the College's campuses.
5. Possession of a weapon, firearm, explosive and/or facsimile weapons on the College's campuses, including any weapon designed to fire any projectile (i.e. paintball guns, bb guns, air rifles, air pistols, pellet guns, etc.) as well as the associated paraphernalia. The only exceptions will be for military personnel who must carry a firearm as part of their commission, or for in-class use by instructors teaching or students enrolled in courses utilizing firearms.
6. Obstructing or restraining the lawful movement of another and thereby causing personal or campus disorder.
7. Obstructing or disrupting a police response or the response of College Safety Personnel
8. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency on College premises or at College-sponsored activities.
9. Fraudulent use or forgery of any College seal or document, including the Student ID card.
10. Fraudulent or unauthorized use of College facilities or College resources, including computing resources.
11. Unauthorized possession, duplication, or use of keys to any College premises, or unauthorized entry to or use of College premises.
12. Intentionally impeding normal pedestrian or vehicular traffic on campus.
13. Violation of any other federal, state or local law on College premises or at College-sponsored activities.
14. Disrupting, impeding or interfering with the operation of the College.
15. Disruption of the learning environment or any behavior that detracts from the goals of or diminishes the dignity, respect, or worth of other students on campus. This includes: overt disrespect for the ideas and opinions of others; disruptive talk during class; and bringing activated electronic devices to classes or computer labs without prior approval.
16. Verbal or written communication that has the intent or effect of subjecting any individual or group to hatred, contempt, ridicule, racist slurs, or intimidation and thereby injures the person, property, or reputation of another.
17. Discrimination, harassment or retaliation including harassment based on race, color, religion, sex, sexual orientation, national origin, age, disability, or status in any group protected by state or local laws and including all forms of sexual harassment. (See Policy 1130, Procedure 2122 - Anti-harassment.
18. General misconduct.
19. Littering and posting of notices in non-designated spaces or without approval from the appropriate College personnel and unauthorized distribution or sale of goods on campus.

20. Violation of College traffic and parking regulations.
21. Smoking in areas designated non-smoking.
22. Possession or use of alcohol by any person on the College's campuses except as allowed for special events (See Policy 1220, Procedure 2215 Service of Alcoholic Beverages for Special Events.)
23. Leaving children or animals unattended on campus.
24. Use of bicycles, skateboards, roller blades, and any other non-motorized vehicle or equipment (except wheelchairs) outside designated areas.
25. Failure to comply with a directive of College officials or Campus Safety officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
26. Tampering with the election of any College-recognized student organization.
27. Intentionally or maliciously furnishing false information to the College.
28. Unauthorized actions taken in the name of the College.
29. The possession of any flammable or explosive materials such as paint, gasoline, fireworks, ammunition, etc., except for use by an employee or in a program approved by the College.
30. Gambling on campus or at any College sponsored activity except in the case of approved student activities sponsored by the Student Life Office.
31. All forms of academic dishonesty. (See Policy 1501, Procedure 2502, Academic Integrity.)
32. Violation of any other published College policies, rules or regulations.

## **Student Rights for Due Process**

To protect students from capricious disciplinary action, all proceedings which may lead to suspension or expulsion and/or dismissal from a college program must be conducted in a manner which insures the charged student due process. The basis of due process is the method by which substantive rules are effectuated in a society. The key is how rules are implemented so that fair play and justice are generally recognized as being present. The following elements must be included to guarantee due process:

1. Jurisdiction: The parties must be amenable to the power wielded by the disciplinary body.
2. Notice: A concise, specific statement, in writing, of the charges (the specific facts and acts). A time and place for the hearing must be specified.
3. Testimony: The right personally to give testimony and to have others give testimony.
4. Impartiality: An impartial body to determine the facts and whether they (the facts) fit the rule. "Impartial" does not necessarily mean that they have no knowledge of the facts – it is not necessary in an administrative hearing.
5. Student Advocate: The student is allowed to bring an advocate to all hearing procedures or have one appointed for him/her if so requested.
6. Documentation: The proceedings shall be recorded.

## **Disciplinary Procedure**

Whenever a complaint is made against any student for misconduct, the Dean of Student Services or such other person as may be designated by the President shall conduct an investigation of the allegations as soon as possible (generally, for Offenses Against the Academic Community the President will designate the Vice President of Instruction & Student Services). The Dean of Student Services or such other person as designated by the President is authorized to take any interim action necessary to maintain campus safety, integrity of the process, and/or protection of student rights and institutional rights during the formal investigation and determination process.

The student shall be given written notice of the complaint and charges against him/her within five (5) College business days of receipt of the complaint. If a student is under the age of eighteen (18) years, a copy of the notice shall be sent to the parents or guardian of the student. The student shall have five (5) College business days after receipt of the notice to respond in writing to the charges. If it is necessary to mail notice to the student, he/she shall have seven (7) College business days after the date of mailing to respond in writing to the charges.

The Dean of Student Services or such other designee of the President shall, as soon as possible after the investigation, render a decision that may include dismissal of the complaint or imposition of any discipline set forth herein. Notice of the decision shall be served upon the student in person, by certified mail, or by regular mail. If a student is under the age of eighteen (18) years, a copy of the decision may be sent to the parents or guardian of the student.

## **Disciplinary Action**

If the Dean of Student Services or other designee of the President finds that the student has violated College policy, rules, or regulations, disciplinary action shall be taken. The Dean of Student Services or other designee shall impose such discipline as he/she determines is warranted taking into consideration the seriousness of the offense. For more complicated incidents, the Dean of Student Services or other designee may seek the input of a Review Board before determining discipline. The Review Board, if utilized, shall be chosen from members of the College Student Life staff. Individuals who serve on a Review Board would not later be eligible to serve on an Appeals Committee, should an appeal follow imposition of disciplinary sanctions. Permissible actions include but are not limited to: written reprimand, community service, fines, probation, full or partial suspension from classes, expulsion from housing, and/or expulsion from school.

Disciplinary action may also include a bar against readmission to the College.

## **Appeals**

### **Right of Appeal**

Any decision of the Dean of Student Services or such other person as designated by the President may be appealed by the accused or the complainant within five (5) College business days of the receipt of the decision. Such appeals shall be in writing and shall be delivered to the President of the College.

A student who fails to file a written notice of appeal in the President's Office, within the times specified waives the right to appeal.

### **Status Pending Appeal**

Any disciplinary action imposed shall remain in effect during the appeals procedure, unless otherwise directed by the President of the College.

An appeal shall be conducted for one or more of the following purposes:

- To determine whether the original process was conducted fairly a) in light of the charges and evidence presented, and b) in conformity with prescribed procedures. This gives the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and gives the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
- To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.

- To determine whether the sanction imposed was appropriate given the violation of the Student Code occurred.
- To consider new evidence sufficient to alter a decision or other relevant facts not brought out in the original process, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

If the President or designee determines, in his or her sole discretion that the written appeal fails to meet the Standard for Appeal (noted above), he or she will inform the student in writing. If the written appeal submission fails to meet the Standard for Appeal, the matter is concluded and no further action will be taken.

## Composition of Appeals Committee

The President of the College shall name an Appeals Committee Facilitator to conduct a formal Appeals Hearing in order to review the charges and imposed sanctions. The Appeals Committee shall consist of six (6) members, selected by the Facilitator and approved by the President, two of which shall be from the faculty, two staff, and two representatives from the student body. At any hearing before the committee, at least four (4) members shall be present to constitute a quorum in order to transact the business of the committee. Any member of such committee directly involved in the outcome of a hearing, or who believes they have a conflict of interest rendering them to be perceived as being incapable of providing an impartial decision, shall disqualify him/herself from the hearing and the Appeals Committee Facilitator shall appoint a person to take his/her place.

## Hearing

The Appeals Committee shall set a hearing as soon as possible after the hearing has been approved. Notice of the time, date, and place of the hearing shall be given to all parties in writing no less than three (3) College business days prior to the hearing.

It is the hope of the College that disciplinary matters will be handled by members of the College community, and legal counsel will not ordinarily be present to represent the College. However, if the student is to have a professional legal advisor present (which will be at the student's expense) at any hearing, the student must notify the President's Office not later than forty-eight (48) hours before the scheduled time of the hearing, in which event, the College may, in its discretion, be represented by counsel.

A student failing to appear before the Appeals Committee at the designated time, shall forfeit any right to appeal or seek further relief of the decision.

Proceedings before the Appeals Committee shall be recorded electronically or via written minutes. Recordings and communications related to the disciplinary procedure and resulting actions shall not be considered a public record as that term is defined by the Kansas Open Records Act.

## Decision

Upon the conclusion of the hearings, the Appeals Committee, by majority vote, shall decide whether the student has violated the Student Code of Conduct and whether the sanction imposed fits the nature of the violation. The Appeals Committee may uphold, modify, or completely reverse the original decision as appropriate.

A written summary of the findings must be provided and should the decision be modified it should be in accordance with one or more of the conditions delineated in this code. In all appeals any modification of the original sanctions may not result in more severe discipline for the accused student.

The Appeals Committee shall render its decision in writing within three (3) College business days of the conclusion of the hearing. The findings of the Appeals Committee shall be forwarded to the President.

## **Notification of Decision**

The President's Office shall inform the student in writing of the Appeals Committee's decision within three (3) College business days of the receipt of the Appeals Committee's decision. The findings of the Appeals Committee shall be final.

Revision(s): 9/2/02; 11/16/07; 1/23/12, 7/28/14; 5/25/17 (minor revision)

## **Problem Resolution Policy & Procedure**

Barton is committed to providing the best possible learning environment for its students.

Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from Barton faculty, staff, and/or administration. This policy does not apply to student discipline or grade appeals. For disciplinary issues, please refer to the Barton Community College Student Code of Conduct policy located in this Student Handbook.

### **Problem Resolution (Students)**

The College encourages an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the appropriate College staff. If a student disagrees with established rules of conduct, policies, practices, or if they feel their rights have been infringed on, they can express their concern through the problem resolution procedure. Limitations and acknowledgements include:

- No student will be penalized for using the problem resolution procedure, or for voicing a complaint in a timely and business-like manner.
- A student may discontinue this procedure at any step.
- Strict adherence to the noted time lines will be enforced.
- Students seeking resolution of concerns resulting from academic program dismissal may start with the second section of this procedure, "Appeals of Academic Dismissal".
- This procedure does not apply to a student who wishes to appeal sanctions imposed by student services or academic affairs personnel; the information regarding student right to appeal is available in procedure #2611 Student Code of Conduct.

If a student believes a conflict they are experiencing needs to be resolved, or feels a decision affecting them is unjust or inequitable, they are to resolve the problem by following the steps outlined below.

1. Within seven (7) calendar days of the action resulting in a problem/concern:
  - a. The student is to seek problem resolution informally, at the lowest level possible. For example, if the concern lies with an instructor the student will discuss the concern with the instructor.
  - b. If after the discussion, the student remains dissatisfied, he/she may formalize their complaint by proceeding to step 2.

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**KsQuit.org**

2. Within seven (7) calendar days of the above meeting:
  - a. The dissatisfied student may advance their concern to the appropriate College Dean or his/her designee. Students may contact the Administrative Assistant to the Vice President of Instruction for assistance in identifying the appropriate Vice President, Dean or his/her designee, if they are unsure who to contact.
  - b. The Vice President, Dean or his/her designee will discuss the student's concerns and attempt to assist him/her in formalizing the concern via the Problem Statement form (hard-copy or electronic) and explaining its completion.
  - c. Once the completed Problem Statement is received by the Vice President, Dean or his/her designee, he/she will investigate the situation and provide written resolution to the student within seven (7) calendar days.
  - d. If following the Vice President's, Dean's or his/her designee's written decision, the student remains dissatisfied, he/she may proceed to Step 3.
3. Within seven (7) calendar days of receiving the Vice President's, Dean's or his/her designee's written decision:
  - a. The dissatisfied student may appeal the Vice President's, Dean's or his/her designee's decision if at least one of the following statements is true:
    - i. New evidence exists which was not presented to the Vice President, Dean or his/her designee in Step 2.
    - ii. Evidence exists of process failure (i.e. the student was treated unfairly by the Vice President, Dean or his/her designee, etc.).
  - b. The student meeting at least one of the above parameters submits the following to the Vice President of Instruction for consideration:
    - i. The original Problem Statement as submitted to the Vice President, Dean or his/her designee.
    - ii. The written decision received from the Vice President, Dean or his/her designee.
    - iii. The required additional evidence noted in 3a. above.
  - c. The Vice President of Instruction will provide his/her written decision to the student within seven (7) calendar days.
4. Within seven (7) calendar days of receiving the Vice President of Instruction's written decision:
  - a. The dissatisfied student may pursue review by the President if at least one of the following statements is true:
    - i. There is new evidence which was not presented to the Vice President of Instruction in Step 3.
    - ii. Evidence exists of process failure (i.e. the student was treated unfairly by the Vice President of Instruction, etc.).
  - b. The student provides all pertinent written documentation to the Administrative Assistant to the President and schedules a meeting with the President (note that meeting may occur in person, via electronic means, or via phone).
  - c. The President will review the student's appeal, review available documentation, and present the student with a written determination within seven (7) calendar days. The President's decision is final.
5. If resolution is not reached, the student may address his/her concerns with the Kansas Attorney General's Office of Consumer Protection:
 

Consumer Protection Hotline: **1-800-432-2310** or **(785) 296-3751**  
 Fax: **(785) 291-3699**  
<http://ag.ks.gov/about-the-office/contact-us/file-a-complaint>

## Appeal of Academic Dismissal

1. Within seven (7) days of academic program dismissal, the student is to submit written documentation to the Vice President of Instruction's Office explaining their situation (documentation may be hard-copy or electronic). This written documentation is to include:
  - a. Student's name and Barton ID number.
  - b. Name of the academic program and date of dismissal.
  - c. Name of the Instructor/Coordinator/etc. who conveyed program dismissal information.
  - d. Any documentation provided to the student at the time of dismissal.
  - e. Student explanation of why re-instatement in the academic program is warranted and any supporting documents.
2. The Vice President of Instruction will convene a three member Appeals Committee which will include the Vice President of Student Services, the EEOC Liaison, and the Vice President of Instruction (a substitution will occur in instances where availability unduly delays assembling committee) to review and discuss the dismissal.
  - a. The academic program representative will be contacted to also provide documentation relevant to the dismissal.
  - b. Within seven (7) calendar days of this meeting, the student will be notified of the Appeal Committee's determination.
3. Within seven (7) calendar days of receiving the Appeal Committee's decision:
  - a. The dissatisfied student may pursue review by the President if at least one of the following statements is true:
    - i. There is new evidence which was not presented to the Appeal Committee.
    - ii. Evidence exists of process failure (i.e. the student was treated unfairly by the Appeals Committee, etc.).
  - b. The student provides all pertinent written documentation to the Administrative Assistant to the President and schedules a meeting with the President (note that meeting may occur in person, via electronic means, or via phone).
  - c. The President will review the student's appeal, review available documentation, and present the student with a written determination within seven (7) calendar days. The President's decision is final.

Approved by: President Date: 11/16/07 Revision(s): 2/23/15; 6/1/15; 5/25/17 (minor revision)

### **Civil Rights Equity Resolution for all Students, Employees, Guests, and Visitors (Title IX & other anti-discrimination information)**

Barton Community College (College, Barton) affirms its commitment to promoting the goals of fairness and equity in all aspects of the educational enterprise. All policies below are subject to resolution using the College's Equity Grievance Process, as detailed below. The Equity Grievance Process is applicable regardless of the status of the parties involved, who may be members or non-members of the campus community, students, student organizations, faculty, administrators and/or staff. The College reserves the right to act on incidents occurring on-campus or off-campus when the off-campus conduct could have an on-campus impact or impact on the educational mission of the College. The College will distribute/post this policy annually to campus, prospective students, their parents, and prospective employees.

Cheryl Brown serves as the Title IX Coordinator and oversees implementation of the College's policy on equal opportunity, harassment, and nondiscrimination. Reports of discrimination, harassment and/or retaliation should be made to the Title IX Coordinator or deputy/deputies, promptly. However, there is no time limitation for the filing of complaints, as long as the accused individual remains subject to the College's jurisdiction. The College acts promptly on all reports, and every effort is made to preserve the privacy of reports. Anonymous reports may also be filed online, using the reporting form posted at <http://bartonccc.edu/campusafety/file-a-report>. Reporting is addressed more specifically on p. 14, Section 8, Confidentiality and Reporting of Offenses under this Policy. Reports of discrimination by the Title IX Coordinator should be reported to the College President, **(620) 792-9301**.

This policy applies to behaviors that take place on the campus, at College-sponsored events and may also apply off-campus and to actions online when the Title IX Coordinator determines that the off-campus conduct affects a substantial College interest. A substantial College interest is defined to include:

- Any action that constitutes criminal offense as defined by federal or Kansas state law. These offenses include, but are not limited to, single or repeat violations of any local, state or federal law committed in the municipality where the College is located;
- Any situation where it appears that the accused individual may present a danger or threat to the health or safety of self or others;
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational interests of the College.

Any online postings or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc. occurring completely outside of the College's control (e.g. not on Barton Community College networks, websites or between college email accounts) will only be subject to this policy when those online behaviors can be shown to cause a substantial on-campus disruption. Otherwise, such communications are considered speech protected by the 1st Amendment.

Off-campus discriminatory or harassing speech by employees may be regulated by the College when such speech impacts an employee's official or work-related capacity outside of work.

**[http://docs.bartonccc.edu/policies/1132-Civil\\_Rights\\_Equity\\_Resolution.pdf](http://docs.bartonccc.edu/policies/1132-Civil_Rights_Equity_Resolution.pdf)**

Barton Community College adheres to all federal and state civil rights laws banning discrimination in public institutions of higher education. The College will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of any protected status.

Barton Community College has established a detailed policy and procedure associated with all forms of discrimination including sex discrimination (which includes sexual harassment, sexual misconduct, and sexual assault/violence). That policy and procedure can be found online at **[http://docs.bartonccc.edu/policies/1132-Civil\\_Rights\\_Equity\\_Resolution.pdf](http://docs.bartonccc.edu/policies/1132-Civil_Rights_Equity_Resolution.pdf)**.

## **To report an incidence of sexual harassment, sexual misconduct, or sexual assault/violence:**

### **Anonymous or third party reporting**

Safe and anonymous reports, which do not trigger investigations, can be made by victims and/or third parties using the online reporting form posted at <http://bartonccc.edu/campusafety/file-a-report>. An anonymous form will be kept on file by the Title IX Coordinator and recorded with Campus Safety for the purposes of the Jeanne Clery reporting requirements. Anonymous Reports allow the College to track reported incidents. Submitting a form does not constitute an incident report or a student conduct report and the College will not initiate investigatory proceedings, If identifying information for the victim is provided, a confidential advocate will make contact.

### **Confidential Reporting**

A reporting party who would like the details of an incident to be kept confidential may speak with the College counselor, nurse, or Family Crisis Center advocates. Alternatively, the reporting party may choose to seek off-campus resources including the Family Crisis Center, domestic violence resources, local or state assistance agencies, or off-campus members of the clergy/chaplains. The identified College employees and off-campus resources will maintain confidentiality except in extreme cases of the immediacy of threat or danger or abuse of a minor. College employees will submit anonymous statistical information for Clery Act purposes unless they believe that it will be hurtful to the reporting party.

### **Private Reporting**

Those seeking to report misconduct may seek advice from certain resources that are not required to share private, personally identifiable information initially. An exception will be made in the rare event that the incident reveals a need to protect the reporting party and/or other members of the community. These resources include employees without supervisory responsibility or authority to address discrimination, harassment, retaliation, and/or sexual misconduct. Examples of employees in this category are non-supervisory faculty members, advisors, student services personnel, coaches, and support staff. They will be able to direct the reporter to the necessary services and resources. If a reporting party is unsure of a resource's ability to maintain confidentiality, the reporting party is advised to ask before speaking to them. These employees are required to share incident reports with the Title IX Coordinator. They do not share any personally identifiable information about the report unless the reporting party gives permission, or the incident reveals a need to protect the reporting party and/or other members of the community. If the employee is required to share personally identifiable information, it will be shared with as few people as possible. All efforts will be made to protect privacy to the greatest possible extent.

### **Formal Reporting**

College employees have a duty to report, unless they fall under the Confidential Reporting section above. Parties making a report may want to consider carefully whether they share personally identifiable details with non-confidential employees, as those details must be shared by the employee with the Title IX Coordinator. Otherwise, employees must share all details for the reports they receive. If a reporting party does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the reporting party may make such a request to the Title IX

Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. Even Barton employees who cannot guarantee confidentiality will maintain privacy to the greatest extent possible. The information provided to a non-confidential resource will be relayed only as necessary for the Title IX Coordinator to investigate and/or seek a resolution.

Reporting parties are encouraged to speak to the Title IX Coordinator to make formal reports of incidents. Reporting parties have the right and can expect, to have grievances taken seriously by the College when formally reported, and to have those incidents investigated and properly resolved through these procedures.

Under federal law, campus officials (with the exception of those listed under Confidential Reporting, above) who receive a report of sexual misconduct, sexual assault, dating violence, domestic violence, and stalking, whether from the student involved or a third party, must share that information with the Title IX Coordinator for investigation and follow-up. This excludes information received through anonymous and third party reporting.

In cases indicating pattern, predation, threat and/or violence, the College will be unable to honor a request for confidentiality. In cases where the victim requests confidentiality and the circumstances allow the College to honor that request, the College will offer interim supports and remedies to the victim and the community, but will not otherwise pursue formal action. A reporting party has the right, and can expect, to have reports taken seriously by the College when formally reported, and to have those incidents investigated and properly resolved through these procedures. Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be informed. Information will be shared as necessary with investigators, witnesses, and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve a reporting party's rights and privacy.

Any disclosure made in the course of institutional research, classroom discussions or writing assignments or related events is not considered notice to the College unless the victim wishes a report to be made. Such information will be used to inform campus climate and educational efforts, generally.

**Retaliation** is defined as any adverse action taken against a person participating in a protected activity such as alleging harassment, supporting a party bringing a grievance or for assisting in providing information relevant to a claim of harassment. Retaliation is a serious violation of College policy and will be treated as another possible instance of harassment or discrimination. Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will result in a prompt investigation. Barton Community College is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

### **Interim Remedies**

If, in the judgement of the Title IX Coordinator/Deputy Coordinator(s), the safety or well-being of any member(s) of the campus community may be at risk by the on-campus presence of the accused individual or the on-going activity of a student organization whose behavior is in question, the Title IX Coordinator and Deputy Coordinator(s) may, in consultation with the President or his/her designee, provide interim remedies. These interim remedies are intended to address the short-term effects of harassment, discrimination, or retaliation, to redress harm to the alleged victim and the community and to prevent further violations. These remedies include:

- referral to counseling and health services
- education to the community
- altering the housing situation of an alleged victim or resident employee
- altering work arrangements for employees
- providing campus escorts
- implementing contact limitations between the parties
- offering adjustments to academic deadlines, course schedules, etc.

Barton Community College may temporarily suspend a student, employee, guest visitor, or organization pending the completion of the investigation and related procedures. In all cases in which an interim suspension is imposed, the individual or student organization will be given the opportunity to meet with the Title IX Coordinator to show cause why the suspension should not be implemented. The Title IX Coordinator, in consultation with the Deputy Coordinators, may implement or stay an interim suspension under the Policy on Equal Opportunity, Harassment, and Non-discrimination, and to determine its conditions and duration. Violation of an interim suspension under this policy will be grounds for expulsion, termination, or potential legal action.

During an interim suspension or administrative leave, a student, employee, guest, or visitor may be denied access to College housing and/or campus/facilities/events. This restriction includes classes and/or all other College activities or privileges for which the individual might otherwise be eligible. Further, alternative coursework options may be pursued to ensure as minimal an impact as possible on the accused student.

**Consent** is knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy. One's own intoxication/incapacity is not an excuse for failure to recognize the incapacity of the other. This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint and/or from the taking of incapacitating drugs.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. Silence or the absence of resistance alone is not consent. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.

## Sexual Assault Prevent And Response

[http://docs.bartonccc.edu/policies/1132-Civil\\_Rights\\_Equity\\_Resolution.pdf](http://docs.bartonccc.edu/policies/1132-Civil_Rights_Equity_Resolution.pdf).

Barton Community College affirms its commitment to promoting the goals of fairness and equity in all aspects of the educational enterprise. All policies below are subject to resolution using the College's Equity Grievance Process, as detailed below. The Equity Grievance Process is applicable regardless of the status of the parties involved, who may be members or nonmembers of the campus community, students, student organizations, faculty, administrators and/or staff. The College reserves the right to act on incidents occurring on-campus or off campus when the off-campus conduct could have an on-campus impact or impact on the educational mission of the College. The College will distribute/post this policy annually to campus, prospective students, their parents, and prospective employees.

Cheryl Brown serves as the Title IX Coordinator and oversees implementation of the College's policy on equal opportunity, harassment, and nondiscrimination. Reports of discrimination, harassment and/or retaliation should be made to the Title IX Coordinator or deputy/deputies, promptly at **(620) 786-7441**. However, there is no time limitation for the filing of complaints, as long as the accused individual remains subject to the College's jurisdiction. The College acts promptly on all reports, and every effort is made to preserve the privacy of reports.

Barton Community College is required to publish and distribute its policy regarding the College's sexual assault programs which are aimed at prevention of sexual offenses which outline the procedures employed once a sex offense has occurred.

In compliance with the Campus Sex Crimes Prevention Act, Barton Community College must ensure that information is readily accessible to the campus community registered sex offenders. This information can be retrieved at:

<http://www.accesskansas.org/kbi/ro.shtml>.

### What to do if you are sexually assaulted

Remember your goal is survival. Go with your instincts. Only you, after considering your options, can decide your course of action. Do not blame yourself following the attack for anything you did or did not do.

- **Seek help.**
- **You are the victim** and you are not responsible for what happened.
- **Try to remember** details of the assault.  
Write down anything that you can remember about the attacker.
- **Report what happened (see above)**
  - o Prompt reporting will assist in helping the police gather evidence and in catching your assailant.
  - o You have the right to decline formally reporting the assault to authorities, but continue to have access to other support and counseling services. (see above)
- **Seek medical assistance at a hospital emergency room**
  - o Do not shower or change your clothes until you have been examined by a medical professional. This prevents valuable evidence from being destroyed.
  - o Protect your health as there is always a threat of sexually transmitted disease, pregnancy or other physical injuries.

For more information, contact the Vice President of Student Services at **(620) 792.9226**.

## Sex Offender Registration

In accordance with the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act, the Adam Walsh Child Protection and Safety Act of 2006, and the Family Educational Rights and Privacy Act of 1974, institutions of higher education are required to issue a statement advising the campus community where information about registered sex offenders may be obtained. This act requires registered sex offenders to provide notice to each institution of higher education at which the person is employed, carries a vocation, or is a student.

Due to the Kansas Supreme Court’s decision in *State v. Myers*, 260 Kan. 669 (1996), the Kansas Offender Registration, enacted by K.S.A. 22-4901 et seq., contains information only on convicted offenders who committed their offenses after April 14, 1994. The information contained in the registration has been provided by the registrant. The Kansas Bureau of Investigation (KBI) and the sheriff’s office cannot guarantee the accuracy of this information. It is common for offenders to move and fail to notify the sheriff’s office in their county of residence of that change. This information is updated continuously; however, the KBI cannot guarantee the accuracy day to day. Further information on any registered offender in this file can be obtained from the sheriff’s office in the registrant’s county of residence or on the state website at: [www.accesskansas.org/kbi/ro.htm](http://www.accesskansas.org/kbi/ro.htm).

The State of Kansas maintains a system for making certain registry information on sex offenders is publicly available by means of the Internet. The website address for this information is: <http://www.kansas.gov/kbi/ro.shtml> 35.

Any offender who is required to register under this statute is similarly required to register with Barton Community College. A student or volunteer must register with Barton Community College’s Campus Safety Office prior to the first day of class attendance or prior to the first day of volunteering. An employee must register with Barton Community College Human Resources upon conviction. The college reserves the right to limit enrollment or other participation in activities or services of students who are registered offenders. Students or volunteers who fail to comply are subject to immediate cancellation of enrollment or cessation of volunteer status. Employees who fail to comply may be subject to dismissal.

## Missing Student Notification

If a member of the college community has reason to believe that a student who resides in on-campus student housing is missing, he or she should immediately notify the Barton Campus Safety at (620) 792-0217. Campus Safety will generate a missing person report, investigate, enter relevant student data into an appropriate database and involve other law enforcement agencies as necessary. A student shall be considered missing when he or she has not been seen in 24 hours and whose whereabouts are unknown.

Should Campus Safety confirm that the student is missing, the College will notify the student’s missing person emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under 18 years of age and is not an emancipated individual, Campus Safety is required to notify the student’s parent or legal guardian and any other designated contact person within 24 hours. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, the College will inform the appropriate law enforcement agency that the student is missing.

All on-campus housing residents have the opportunity to confidentially identify an individual to be contacted by the College in case a student is considered to be missing. A confidential contact person can be registered or updated at any time by submitting the contact's name and telephone number via email to [housing@bartonccc.edu](mailto:housing@bartonccc.edu).

A student's missing person contact will be registered confidentially and will be accessible only by authorized campus officials and law enforcement in the event of a missing person investigation.

Barton Campus Safety thoroughly investigates students reported as missing whether they reside on or off campus. Any person (student, staff or faculty) believed to be missing from the campus unexpectedly shall be immediately reported to Campus Safety.

## Notification Procedure

1. Anyone who suspects a student may be missing should notify Campus Safety, the Housing Coordinator or the office of Student Services immediately.
2. Any report of a missing student should be directed to Campus Safety.
3. When a student is reported missing Campus Safety will:
  - Begin an investigation to determine the validity of the missing person report.
  - Notify local law enforcement agencies within 24 hours after determining that the student is missing.
  - Notify the Vice President of Student Services and the President.
  - Notify the individual identified by the missing student as the emergency contact within 24 hours of making the determination that the student is missing.
  - If the missing student is under the age of 18, notify the student's custodial parent or guardian within 24 hours of the determination that the student is missing.

This procedure may be implemented in less than 24 hours if circumstances warrant a faster implementation.

## Kansas Bill of Rights for Victims of Crime

Pursuant to K.S.A. 74-7333, as amended, a crime victim has the following rights in Kansas:

1. Victims should be treated with courtesy, compassion and with respect for the dignity and privacy and should suffer the minimum of necessary inconvenience from their involvement with the criminal justice system.
2. Victims should receive, through formal and informal procedures, prompt and fair redress for the harm which they suffered.
3. Information regarding the availability of criminal restitution, recovery of damages in a civil cause of action, the crime victims' compensation fund and other remedies and the mechanisms to obtain such remedies should be made to victims.
4. Information should be made available to victims about their participation in criminal proceedings and the scheduling, progress and ultimate disposition of the proceedings.
5. The views and concerns of victims should be ascertained and the appropriate assistance provided throughout the criminal process.
6. When the personal interests of the victim are affected, the views or concerns of the victim should, when appropriate and consistent with criminal law and procedure, be brought to the attention of the court.
7. Measures may be taken, when necessary, to provide for the safety of victims and their families and to protect them from intimidation and retaliation.

8. Enhanced training should be made available to sensitize criminal justice personnel to the needs and concerns of victims and guidelines should be developed for this purpose.
9. Victims should be informed of the availability of health and social services and other relevant assistance that they might continue to receive the necessary medical, psychological, and social assistance through existing programs and services.
10. Victims should report the crime and cooperate with law enforcement authorities.

## **Drug-Free Schools and Communities Act**

Barton Community College supports and endorses the Federal Drug-Free Workplace Act of 1988 (Public Law 100-690, Sec. 5151 et. seq.) and the Drug-Free Schools and Communities Act amendments of 1989 (Public Law 101-226). Pursuant to these Acts, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol (as defined in these Acts) by a student on College property or as part of any College activity is prohibited.

Under Public Law 100-226, the College will distribute to all students, in the Student Handbook, a statement of compliance in accordance with the applicable provisions of the law. The College will conduct a biennial review of this procedure as required by the Drug-Free Schools and Communities Act of 1989.

Students receiving athletic scholarships or performance awards shall be subject to random drug testing in order to assure compliance with the Drug-Free Workplace Act of 1988 and the Federal Drug-Free Schools and Communities Act of 1989 as referenced in this policy.

A student who violates this policy shall be subject to appropriate disciplinary action including suspension, demotion, non-renewal and/or termination as provided in the Student Code of Conduct Policy.

## **Substance Abuse Policy and Drug-Testing Program**

<http://docs.bartonccc.edu/procedures/2612-substanceabuse.pdf>

# **ACADEMIC INFORMATION**

## **TRIO Programs**

<http://trio.bartonccc.edu>

## **Student Support Services**

Student Support Services is one of four TRIO programs at Barton Community College. TRIO programs are funded through United States Department of Education grants and provide free services for eligible students to assist them in meeting their educational goals. The Barton Student Support Services (SSS) program is designed to meet student needs in all academic, career, transitional, and life skills areas. Each member of the Student Support Services staff is committed to helping students successfully complete a two-year degree, and/or transfer to a four-year institution.

## **Services**

Services available to eligible students include: academic, career, vocational, transfer, and personal counseling, financial aid information and assistance, cultural enrichment activities, transfer visits, disability accommodations, college skills seminars and tutoring.

## Eligibility

Students may be eligible for the SSS program if they are first generation college students, meet limited income guidelines, or have a physical or learning disability. In addition, students must show a need for academic support services.

## Location

The Student Support Services program offices are located in the north end of the Learning Resources Center. Staff members may be reached by calling **(620) 792-9240** or **Ext. 240**.

## Upward Bound

The Upward Bound program concentrates on building success by improving academic skills and involving high schools students in activities that will expose them to the world around us, the workplace, careers, educational institutions, and the cultural aspects of our society. The cornerstone of Upward Bound is a supplemental instruction program that helps students by providing teaching and tutoring services before or after school or a combination of both. The supplemental instructional program is intended to enhance the instruction that students receive daily in their high school classes and emphasize the development of skills in the areas of mathematics, English, science and social studies.

**Barton County Upward Bound** serves the following high schools: Great Bend, Hoisington, and Ellinwood. Educational services are provided to participants at facilities in these communities.

**Central Kansas Upward Bound** serves the following high schools; Chase, Ellsworth, Lyons, Central Plains and Wilson. Educational services are provided to participants at facilities in these communities.

A five-week residential program is conducted on the Barton Community College campus during the summer.

## EOC

The Central Kansas Educational Opportunity Center TRIO program has been developed to respond to the increasing educational needs of adults. The program provides free services focusing on individual assistance in the areas of GED placement, training and education choices, financial aid and admission processes, and career planning.

CKEOC is located in the Kansas Works building at 1025 Main in Great Bend and the Junction City Workforce Center at 1012 A West Sixth in Junction City.

## Academic Information

While enrollment at Barton Community College is not compulsory, the philosophy of the institution protects the equality of opportunity of all persons qualified to attend. Further, the enrollment of a student at the College is a voluntary entrance into the academic community wherein the student assumes obligations of performance and behavior reasonably imposed by the institution relevant to its lawful missions, processes and functions.

Such obligations may be higher than those imposed on all citizens by the civil and criminal law. No student may, without liability to lawful discipline, intentionally act to impair or prevent the accomplishment of pursuits of the institution. The College, on the other hand, pledges to uphold fundamental concepts of integrity and justice.

A student does not surrender rights as a citizen upon enrollment in this College; rights and freedoms, however, like those of any citizen, are not unlimited and expectations for student behavior (both in and out of the classroom) are explained in more detail below. The College has an obligation not to submit to intimidation, violence or disruptive behavior. The academic policies that follow are for your information. We hope you find them helpful. For information or clarification, please contact the Office of Learning and Instruction.

## Academic Clemency

Barton Community College seeks to provide a supportive and challenging environment in which students can improve their basic intellectual skill and equip themselves for a fulfilling life and responsible citizenship in a world characterized by change. We acknowledge that there are circumstances that necessitate an academic “fresh start” and offer academic clemency as a means to make academic rehabilitation possible.

### The following criteria is effective as of the Fall of 2002:

- Applicants for academic clemency are eligible to apply for clemency after a two-year waiting period from the date of their respective academic “crisis.”
- Applicants for academic clemency must demonstrate improved academic performance in the semester(s) subsequent to their academic crisis (i.e., at least 12 credit hours and a 2.5 grade point average) to be eligible for clemency.
- No more than 1-2 consecutive semesters of clemency may be considered.

### The following limitations apply:

- Applicants receiving academic clemency are not eligible for graduation with honors at Barton Community College.
- Applicants may only receive academic clemency only once.
- Only course credit earned at Barton Community College is eligible for academic clemency.

### The process for applying for academic clemency:

- Applicants must obtain and complete application for clemency (and submit all supporting documentation) to the College Registrar. Such action shall take place within 30 working days of the receipt of the request.
- Applicants for academic clemency are asked to identify a limited number of courses within the stated period (1 – 2 consecutive semesters), and include this information with documentation regarding their clemency appeal.
- Applicants should acknowledge the circumstances surrounding their academic crisis, and explain what they have done to effect recovery.
- Although the final decision remains with the Vice President of Instruction, the decision-making process shall be informed by the recommendation(s) of the respective associate dean(s), and/or the respective faculty.
- If, in the decision-making process, there is not clear consensus, an ad hoc committee shall meet and make a recommendation to the Vice President of Instruction. The membership of the committee shall include the respective faculty member(s) and appropriate associate dean(s).
- The decision of the Vice President of Instruction is final.

## Academic Integrity

Barton Community College is an academic community with integrity. Therefore, the College is committed to upholding the following values: **honesty, trust, fairness, respect, and responsibility.**

As an academic community of integrity Barton's faculty and staff:

- advance the quest for truth and knowledge by requiring intellectual and personal **honesty** in learning, teaching, research, and service.
- foster a climate of mutual **trust**, encourage the free exchange of ideas, and enable all to reach their highest potential.
- establish clear standards, practices, and procedures and expect **fairness** in the interaction of students, faculty, and administrators.
- recognize the participatory nature of the learning process and honors and **respect** a wide range of opinions and ideas.
- uphold personal **responsibility** and depend upon action in the face of wrongdoing.

## Honor Code

On all course work, assignments, or examinations undertaken by students at Barton, the following pledge is implied by virtue of enrollment:

*On my honor as a student, I have neither given nor received unauthorized aid on this assignment.*

## “Basic” Violations of Academic Integrity

Basic violations of academic integrity shall include, but are not limited to, the following activities:

- Consultation of textbooks, library materials, or notes in examination where such materials are not to be used during the test;
- Use of “crib sheets” or other hidden notes in such an examination;
- Looking at another student’s test paper to copy strategies or answers or allowing another to do so;
- Possessing a confederate supply of questions or answers for any assignment or examination;
- Deliberate falsification of any graded activity;
- Collaboration with others except where such collaboration is permitted or encouraged;
- Submission of previously-graded work for a new assignment (without instructor’s consent);
- Use (either in part or whole) of documents obtained from internet sources designed to encourage dishonesty and which are not the immediate result of the student’s own academic effort;
- Continuing work on an examination or assignment after the allocated time has elapsed; and/or
- Plagiarism (in any form) defined as taking of another person’s intellectual work and using it as one’s own.

## Related Academic Sanctions

As the primary arbiters of academic integrity, individual faculty members may elect to address episodes of academic misconduct on a “case by case” basis. Specific sanctions include, but are not limited to, the following:

- Verbal Warning/No grade-related action;
- O/F on the assignment/quiz/examination (with the possibility of makeup);
- O/F on the assignment/quiz/examination (with no possibility of makeup);
- O/F in the course with or without prohibition of future enrollment in classes taught by that instructor;

- Designation of “XF” grade with or without prohibition of future enrollment in classes taught by that instructor; and/or
- Recommendation for administrative academic sanction(s).

## Remediation of XF grade

An instructor who administers an XF grade may recommend to the Vice President of Instruction that a student, who has received an XF grade, take PHIL 1612 Academic Integrity Seminar for 2 credit hours. A student who is allowed to enroll in PHIL 1612 Academic Integrity Seminar may have the X of the XF grade removed from their transcript by taking and passing this course. The F will remain on the student’s transcript and cannot be removed using the 2503 Academic Clemency procedure. Remediation only applies to students who have violated the policy at the Basic Violation level.

## Faculty Rights and Responsibilities

As an academic matter, faculty retains all rights of grade assignment and related academic sanctions. Course grades assigned may not be altered without the consent of the appropriate faculty member. Also, basic violations of academic integrity do not require the application of due process rights as guaranteed by the 14th Amendment of the Constitution. At a minimum, faculty must inform the respective student(s) of the violation and related sanction. Faculty are encouraged to discuss any sanctions with their supervisor. If the faculty chooses to impose any sanctions on the student, the faculty member must report this action using the form (Academic Violation Reporting Form). This form is confidential and the information gathered will only be shared with other faculty if a student is a repeat offender. If the faculty chooses to impose an XF, a form must be completed and the appropriate signatures gathered. The form is then sent to the College Registrar. The XF form can be obtained from the Office of Instruction.

## “Capital” Violations of Academic Integrity

Violations of academic integrity are considered “capital” offenses, if they constitute documented repeat violations of the academic integrity policy, or if they are committed in conjunction with other violations of the student code of conduct. As such, these cases shall be considered on the totality of the evidence, and primarily as academic offenses. Examples of such violations include, but are not limited to, the following:

- Repeated acts of basic violations of academic integrity;
- Having a person other than the one duly registered and taking the course stand in at an examination or any other graded activity;
- Attempting to gain unfair academic advantage for oneself or another by bribery or by any act of offering, giving, receiving, or soliciting anything of value to another for such purpose;
- Changing or altering grades or other official educational records;
- Obtaining or providing to another an unadministered test or answers to an unadministered test; and/or
- Gaining unauthorized access into a building or office for the purpose of obtaining any course related information or examination.

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KsQuit.org

## Related Academic Sanctions

With the consensus of the Vice President of Instruction, sanctions shall include **not less than** the original academic sanction (as may have been rendered by the instructor) and may include, but are not limited to, the following at the discretion of academic administration:

- Course Specific Enrollment Prohibition;
- Formal Reprimand;
- Probationary Status;
- Suspension (of one semester or more);
- Reduction of college-awarded scholarship;
- Retraction of college-awarded scholarship;
- Suspension from participation in activities which represent the College;
- Requirement of community service hours;
- Denial of graduation application;
- Expulsion; and/or
- Any other reasonable actions as deemed appropriate by academic administration.

## Remediation of XF grade

Students cannot remediate capital offenses.

## Student Rights

For “basic” violations of academic integrity where the Grade Appeal procedure is not applicable, students are entitled to request a review of the faculty member’s action by the Vice President of Instruction. The results of this review will be final. For “capital” violations of academic integrity (as defined above), students are entitled to: (1) written notice of the charges which may result in academic sanctions and (2) an opportunity to respond to said charges. The student may appeal using the Grade Appeal Procedure.

**1”Academic Integrity is a commitment, even in the face of adversity, to fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.” As stated in The Center for Academic Integrity handbook, “The Fundamental Values of Academic Integrity,” p. 4, Des Plaines, Illinois.**

Revision(s): 1/14/08; 2/23/09; 5/25/17 (minor revision)

## Academic Progress

To meet the required academic and progress performance standards of Barton Community College, a student should consider the following:

## Academic Standing

If your scholastic performance appears to offer little prospect of academic success, you may be dismissed with or without privilege of reinstatement. You may not petition for reinstatement until one semester has expired after academic dismissal from the College.

## Procedures Governing Academic Warning and Dismissal

If you have not accumulated a 1.5 GPA when 24 credit hours have been attempted you will be placed on a one-semester warning. This academic warning is designed to alert you that you may encounter difficulty in meeting graduation requirements and steps should be taken immediately to improve your academic status. You must have a 2.0 GPA when you have attempted 48 hours. If the cumulative GPA is below this minimum, you will be placed on academic warning after one semester. (Note: All computations are based on A, B, C, D, or F grades).

## **Dismissal**

If you have been placed on academic warning for one semester and do not raise your GPA to the minimum requirements as outlined, you will be dismissed for one semester. However, you will not be dismissed at the close of a semester or summer term during which you achieved a “C” (2.0) average or better.

## **Reinstatement**

If you have been dismissed from the College for poor academic progress, you will be provided a period of at least one semester during which you may reconsider and re-evaluate your academic goals. At the end of the dismissal period, you may apply for admission to the College by filling out a regular application for admission form. You will not be allowed to enroll in more than 12 credit hours for the first semester of attendance after a period of dismissal.

## **Appeals**

Any person limited by these regulations who has marked improvement or who believes he/she has been affected unfairly may appeal to the Enrollment Services Office.

## **Adding/Dropping Classes**

### **Adding Classes**

Day and evening classes may be added through the first week of a semester only. After the official closing dates for adding classes, you must first receive permission from the instructor and sign a learning contract. You may enroll with a signed learning contract for one additional week after the 1st week of class. This procedure does not include “mini-classes” or classes taught for more or less weeks than the regular full semester. Change-of-Schedule forms may be picked up from the Admissions Office, Enrollment Services Office, Advisement Center, or from advisors. You must pay for added classes at the time of the add.

### **Dropping Classes**

Courses dropped through the first two weeks of classes in both the fall and spring semesters and through the 10th day of classes in the summer session will not be recorded on a transcript. After the 20th day of classes in the fall and spring semesters and the 10th day of classes in the summer session, a “W” will be recorded for courses dropped officially. Final drop dates are published in bulletins, Student Handbooks and the Enrollment Services Office. Change-of-Schedule forms may be picked up from the Admissions Office, Enrollment Services Office, Advisement Center, or from advisors. Students are responsible for dropping classes and are required to visit with instructors or an advisor before dropping classes.

### **Course (Drop Date)**

The last day to drop a course with a “W” grade shall be five (5) weeks before the end of the semester (Fall and Spring Semesters only.)

## ***Things to Consider Before Dropping a Class***

- If you receive **FINANCIAL AID**, will dropping the class affect your financial status?
- If you need 12 hours or more for **INSURANCE**, will dropping the class affect your eligibility?
- If you are an **ATHLETE**, will dropping the class affect your eligibility?
- Have you talked to your **INSTRUCTOR** about dropping the class? Perhaps things aren't as bad as they seem. Have a talk with your instructor.
- Is the course you want to drop going to be **OFFERED AGAIN** when you need it? Some classes are only offered one semester a year. It may be a year before you can re-enroll.
- Are you **WORKING** too many hours? It is likely that by just cutting down your work hours, you will be able to do better in the class.
- Have you tried the **TUTORING** services in the Learning Resource Center? Student Services provides free tutoring.

## **Grading System**

<b>Grade</b>		<b>Grade Points Per Credit Hour</b>
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average, passing	1
F	Failing	0
XF	Violation of Academic Integrity <b>and</b> Failing	0
P	Pass-Credit only	not computed in cumulative grade point average*
I	Incomplete	no credit**
W	Withdrawn	no grade computed, no credit***
AU	Audit	no grade computed, no credit****
CL	Academic Clemency	no grade computed, no credit*****

\* Certain courses may be offered in which you are graded only as having passed or failed. The courses are added to your credit hour total but are not included in the grade point average.

\*\* An incomplete "I" is given only when a course is incomplete because of illness or other conditions usually beyond your control. An incomplete "I" must be removed by contract in a manner prescribed by the instructor no later than December 31 for an "I" given in a spring or summer semester; and May 31 for an "I" given in a fall semester. If the incomplete "I" is not removed within the prescribed period of time, it will be changed to an "F."

\*\*\* Your withdrawal from courses through the 20th day of classes in both the fall and spring semester and through the 10th day of classes in the summer session will not be recorded on a transcript. After the 20th day of classes in the fall and spring semesters and after the 10th day of classes in the summer session, a “W” will be recorded for courses withdrawn from officially. After the final drop date published each semester, official class withdrawals will not be processed.

\*\*\*\* You may audit a class by enrolling in the class and paying the current audit fee per credit hour. You must declare that you are auditing the class and file with the Office of Enrollment Services at the College an “Audit Declaration Form” prior to the beginning of the semester.

\*\*\*\*\* If you have gone through the academic clemency appeal process and have been awarded clemency for certain courses, your initial grade will be changed to a “CL.” The “CL” grade will not average into your GPA.

**Special Note:** A student may retake a course to improve the grade only if the course is not designated as repeatable in the master course list. The repeat grade will be used to determine the student’s grade point average regardless of whether it is higher or lower than the original grade. The original grade and credit are not counted, although they remain on the transcript. Before retaking a course, students should check with their advisor to determine whether the course can be repeated for the purpose of improving the grade.

## Graduation

### Catalog Requirements

Students who remain continuously enrolled from time of entry to application for graduation will be held to the catalog requirements in effect when they declare their program of study, unless a later catalog is adopted. “Continuous enrollment” refers to annual Fall and Spring semester enrollment (or equivalent) in a minimum of at least one credit bearing course per semester. Should a student’s enrollment be interrupted, they will be held to the guidelines and requirements of the catalog of record at the time of program re-entry. This guideline does not apply to students with documented leave of absence justification or members of the military involved in deployment operations. Changes to prerequisites and/or curriculum which occur for purposes beyond graduation – e.g. regulatory and legislative updates, third party accreditation or other certification bodies requirements, increased skill demand from industry, employment or transfer requirement changes, or recommended and/or mandated changes from the Kansas Board of Regents or other such entities are not subject to these catalog requirements.

### Dual Degree(s)

A student may apply and pay the graduation fee for the receipt of more than one degree from the College, provided they have met the following requirements for the additional degree:

- A minimum of 15 Barton hours of credit completed in addition to meeting the requirements of the first degree.
- Dual degrees can be sought and awarded within the same semester.
- At least 15 hours must have been taken at the College.

### Grades

Students must achieve an overall 2.0 grade point average to be eligible for graduation.

## Intent to Graduate

Applying for graduation is not an automatic process; you must file a notice of intent to graduate and pay applicable fees if you wish to receive an Associate's degree from the College. This notice of intent must be filed with the Enrollment Services Office by filling out the College's Application for Graduation.

### Priority Graduation Application Deadlines:

February 1st ..... Spring Graduation

June 1st ..... Summer Graduation

September 1st .... Fall Graduation

## Transfer and Articulation Agreement

If you complete an Associate in Arts or Associate in Science degree based on a baccalaureate-oriented sequence at a state and regionally accredited Kansas public community college and your program of study has met the requirements of the Kansas Public Community College - Kansas Regents Transfer Agreement and Articulation Guide, you will be accepted with junior standing and will have satisfied the general education requirements of all Regents universities. Your advisor will have information on the agreement to help you plan your course schedule.

## Honors

### Highest Honors

If you complete all requirements for an associate's degree with a GPA of 3.7 or above, you will graduate with highest honors.

### Honors

If you complete all requirements with a GPA of 3.5 to 3.69, you will graduate with honors.

### Eligibility

To be eligible for Honors or Highest Honors, you must complete 15 credit hours at Barton.

### President's List

The President's List is published at the end of every semester. To be eligible, you must successfully complete at least 12 semester hours of college-level course work with a GPA of 4.0.

### Dean's List

The Dean's List is published at the end of every semester. To be eligible, you must successfully complete at least 12 semester hours of college-level course work with a GPA of 3.5 to 3.99.

Grades for course work completed outside the traditional semester schedule(s) shall not be included in these GPA calculations.

## How to Figure Your GPA

To calculate a grade-point average, add the points earned and divide that total by the number of GPA hours attempted. For example:

Total is 16 GPA hours attempted and 30 points earned; 30 points divided by 16 hours=1.88 grade-point average.

Course	GPA Hours	Grade	Points
BSTC 1001	1 hour x	A(4)	= 4 points
PSYC 1002	1 hour x	A(4)	= 4 points
ENGL 1204	3 hours x	D(1)	= 3 points
MATH 1826	5 hours x	C(2)	= 10 points
SOCI 1100	3 hours x	B(3)	= 9 points
COMM 1200	3 hours x	F(0)	= 0 points
<b>Total = 16 GPA Hours</b>			<b>Total = 30 points</b>
<b>30/16 = 1.875, or 1.88</b>			

## Military Service School Credit

Barton Community College will allow college credit to veterans and military personnel enrolled at Barton Community College who have successfully completed specialized training in a military service school. The evaluation for the number of credit hours to be awarded will be based on the recommendations as set forth in "A Guide to the Evaluation Experiences in the Armed Services," published by the American Council on Education. Veterans must provide documentation that shows the correct identification of the training program by title, length, location, and course number to the Enrollment Services Office.

## Non-Repeatable Courses

### Credit

Although there may be circumstances which merit the repetition of a non-repeatable course for credit (i.e., improvement of GPA or satisfaction of course pre-requisite), the results of the repeated course shall apply only once toward graduation requirements.

### Grades

When a non-repeatable course is repeated for credit, the most recent grade earned shall be used to calculate the student's grade point average.

## Policy For Transfer Students

All hours accepted by the College (excluding developmental hours) will be incorporated into your Barton Community College total hours for grade point purposes to determine whether you graduate with honors or highest honors. To be eligible for honors or highest honors, you must complete 15 credit hours at Barton Community College.

## Repeatable Courses

A repeatable course can be repeated an additional three times in order to satisfy credit requirements for graduation.

## Transcript Request Procedure

Transcripts can be ordered via the Web 24/7 through the National Student Clearinghouse. You can place as many orders as you like in one session using any major credit card. Your card will only be charged after your order has been completed. Order updates are available via mobile text message and will also be emailed to you. You can also track your order online using your email address and order number.

Your signed consent may be required to fulfill your transcript order. For your convenience, a consent form will be generated for your order that you can approve instantly online or return via fax, mail, or as a scanned email attachment.

## Unofficial Transcripts

Unofficial transcripts are available online through MyBarton Portal for those students that have no outstanding financial obligations on their accounts. Enrollment Services may provide an unofficial transcript to students that are currently enrolled in Barton classes. If a student is no longer enrolled in Barton classes, and a financial obligation exists, unofficial transcripts will not be provided to the student. Advisors and coaches may access unofficial transcripts for purposes of advising, but will not provide the unofficial transcripts to students or third parties outside the institution.

## Withdrawal From College

If you wish to withdraw from all classes at the College for the remainder of a semester, you must secure a withdrawal form through the Enrollment Services Office or your advisor. If you are receiving federal financial aid, you should meet with your Financial Aid Officer. After you have returned all College books and other equipment, paid all fines and fees, turned in your student ID or Activity Cards, and are cleared in every respect with the College, you will be cleared for withdrawal. If you fail to comply with the above procedure, you will not be recommended to any other college or university; you will not be eligible to receive refunds of such fees or deposits. Outstanding debts may be subject to legal action.

**Policies and procedures are subject to constant review and change.**

**Please consult our website at [bartonccc.edu](http://bartonccc.edu).**

## College Policies & Procedures

The President, or in his absence, the administrator in charge, shall be notified immediately of any campus disorder taking place. No other action shall be taken on behalf of the College until such notification has been made. The administration shall not accede to any demands by the parties involved in such activities so long as any violence is taking place on the campus, or while any building or portion thereof is being occupied by such parties, or while such parties bar other students from such building or portion thereof thereby preventing the orderly conduct of College activities

**Barton Buildings Are Tobacco Free**

**KsQuit.org**

## ADDITIONAL INFORMATION

### Where to go when you need to:

Find a **PART TIME JOB...**

Career Center - North end of the Learning Resources Center

**CHANGE ROOM IN HOUSING...**

Coordinator of Student Housing - Student Union

**CHANGE ADVISOR...**

Advisement Center - North end of the Learning Resources Center

Take Special **INTEREST and APTITUDE TEST...**

Assessment Center - North end of the Learning Resources Center

**ADD or DROP** a course...

Your Advisor or the Enrollment Services Office - Kirkman

Get a **REFUND** on a fee...

Business Office - Kirkman

See about **GRADES...**

Barton Student Web

See about student **LOANS, SCHOLARSHIPS, GRANTS...**

Financial Aid Office - Kirkman

**VETERANS' COUNSELING** services...

Veterans' Affairs Advisor - L-134 - Learning Resources Center

See about **COSTS** and **FEE** payments...

Business Office - Kirkman

See about **HOUSING** payments...

Business Office - Kirkman

See about **ENROLLMENT, SCHEDULING, GRADE REPORTS or TRANSCRIPTS...**

Barton Student Web or Enrollment Services Office - Kirkman

See about academic **PROBATION or SUSPENSION...**

Enrollment Services Office - Kirkman

Contact someone in an **EMERGENCY...**

Campus Safety - T-Bldg., Phone: **(620) 792-9217**

Pay or appeal a **TRAFFIC VIOLATION...**

Business Office - Kirkman

Access the Barton Community College **HOME PAGE**

[www.bartonccc.edu](http://www.bartonccc.edu)

See about **CARPOOLING...**

Student Activities - Union

## Barton Terminology

**ADD** - Process of adding a class to your schedule. This requires consulting with your advisor and the use of a drop/add form.

**ADVISOR** - A faculty or staff member who provides information and makes recommendations on courses, requirements, prerequisites, and programs of study. Your advisor's signature is required on your graduation application.

**ALCOHOL/DRUGS** - Not Allowed!

**BOTTOMS** - A wildlife refuge located on Highway 156 between Great Bend and Hoisington, Kansas. A rest area for birds on their flight south.

**CAMP ALDRICH** - A conference center located between Claflin, Kansas and Cheyenne Bottoms on Highway 156. This nature area is used for seminars and classes and is composed of a dining hall, five lodges, a pool and a bathhouse. For more information contact the Director of Facilities Management.

**CHIMES** - No excuse for not being on time.

**DROP** - Process of dropping or withdrawing from a class. It is a student's responsibility to drop the class if desired.

**FOUNDATION** - Related to and allied with the College, the Foundation is a non-profit corporation that coordinates academic scholarships, program development, facilities and equipment, library resources, and the Shafer Art Gallery.

**FRESHMAN** - Students are classified as freshman until they complete less than 32 semester hours.

**GPA (GRADE POINT AVERAGE)** - The average of grades earned in a semester.

**HILLTOP SINGERS** - They sing, they dance, and they're choreographed. Contact Sara Oberle.

**INTERCOM** - Similar to your speakerphone, but this Intercom is online. This publication is put out by the Student Life Office. Contact Diane Engle in the Student Union for more information.

**KIRKMAN CENTER** - Addition on the north end of the PE-Bldg. which houses courts, wellness area, and offices of Human Resources, Business, Admission, Activities and Records, Financial Aid and Housing.

**MURPHY'S LANDING** - Barton's reference and circulation desk in the library.

**SMOKING/CHEWING TOBACCO** - Not Allowed in any College building!

**SOPHOMORE** - A student with 32 or more semester hours is classified as a sophomore.

**SPRING BREAK** - A one-week break during the spring semester when students study skiing, relaxing, and just plain goofing off.

**STUDENT AMBASSADOR** - A representative of a collegiate institution chosen by rigorous examination based upon personal and academic qualities who performs painstaking objectives at the will of higher authorities. In other words, they recruit, market and enhance the College.

**STUDENT SERVICES** - Questions about anything? Call **(620) 792-9282**.

**SWAMP** - Self-explanatory with a south wind.

**TELEVISION INFORMATION CHANNEL (TIC)** - Not comparable to MTV, but loaded with lots of information. If you would like anything added to the TIC, please contact Diane Engle in the Student Union., **(620) 792-9271**.

**THE CIRCLE** - 3.5 times around the inner circle equals one mile. One time around the outer circle equals one mile.

**THE HILL** - Where the wind reaches 90 mph on a calm day. You will always have bad hair days on "The Hill".

**STUDENT SUPPORT SERVICES** - A program funded by the U.S. Department of Education grant which provides academic, personal, and vocational support to students who qualify. If you are overwhelmed by college life and need assistance, contact this office at **(620) 792-9240**.

**VET (VETERAN'S AFFAIRS)** - Not something you drive or where you take your animal, but if you are a Veteran, contact Nicole Berger in the Learning Resources Center, L-134, for tuition assistance.

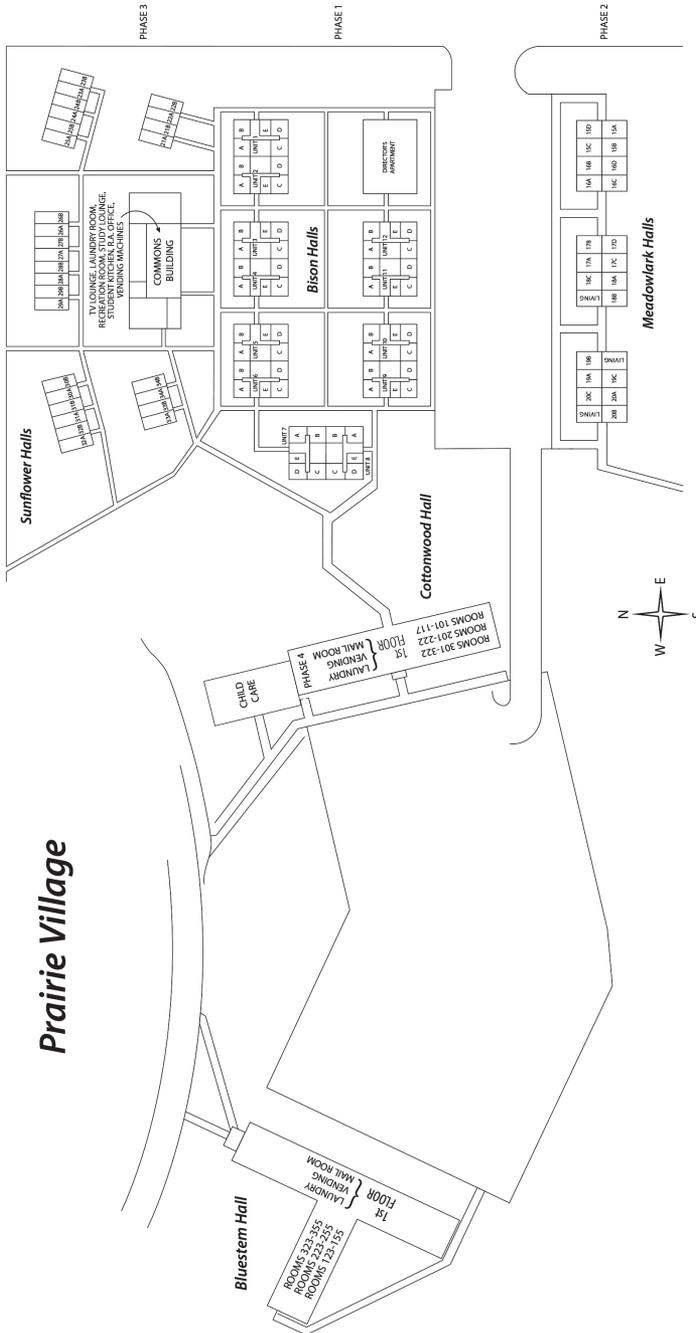
**WAITLIST** - Similar to waiting for a table at a restaurant. Take a number and we will call you when a seat in the class you want is vacant.

**WINDY HILL DISC GOLF COURSE** - Barton's 9 hole Disc Golf Course located on campus. The 1st Tee is located south of the Classroom Building. The course is open to the public, 24-7-365.

**please visit:**

**Great Bend Community Profile at [www.greatbend.org](http://www.greatbend.org)**

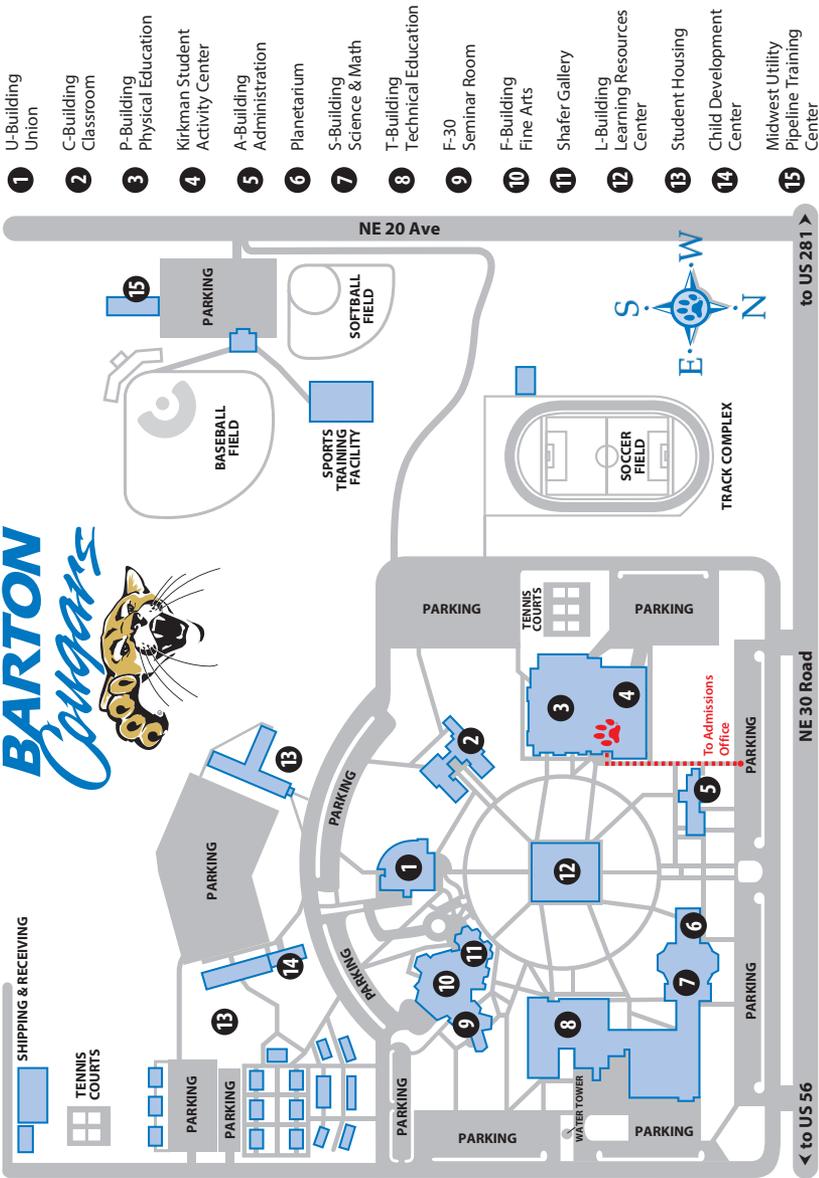
# BARTON COMMUNITY COLLEGE STUDENT HOUSING COMPLEX



Student Housing Complex  
**BARTON**  
COMMUNITY COLLEGE

245 NE 30 RD - Great Bend, KS 67530-9251

# BARTON COMMUNITY COLLEGE CAMPUS MAP

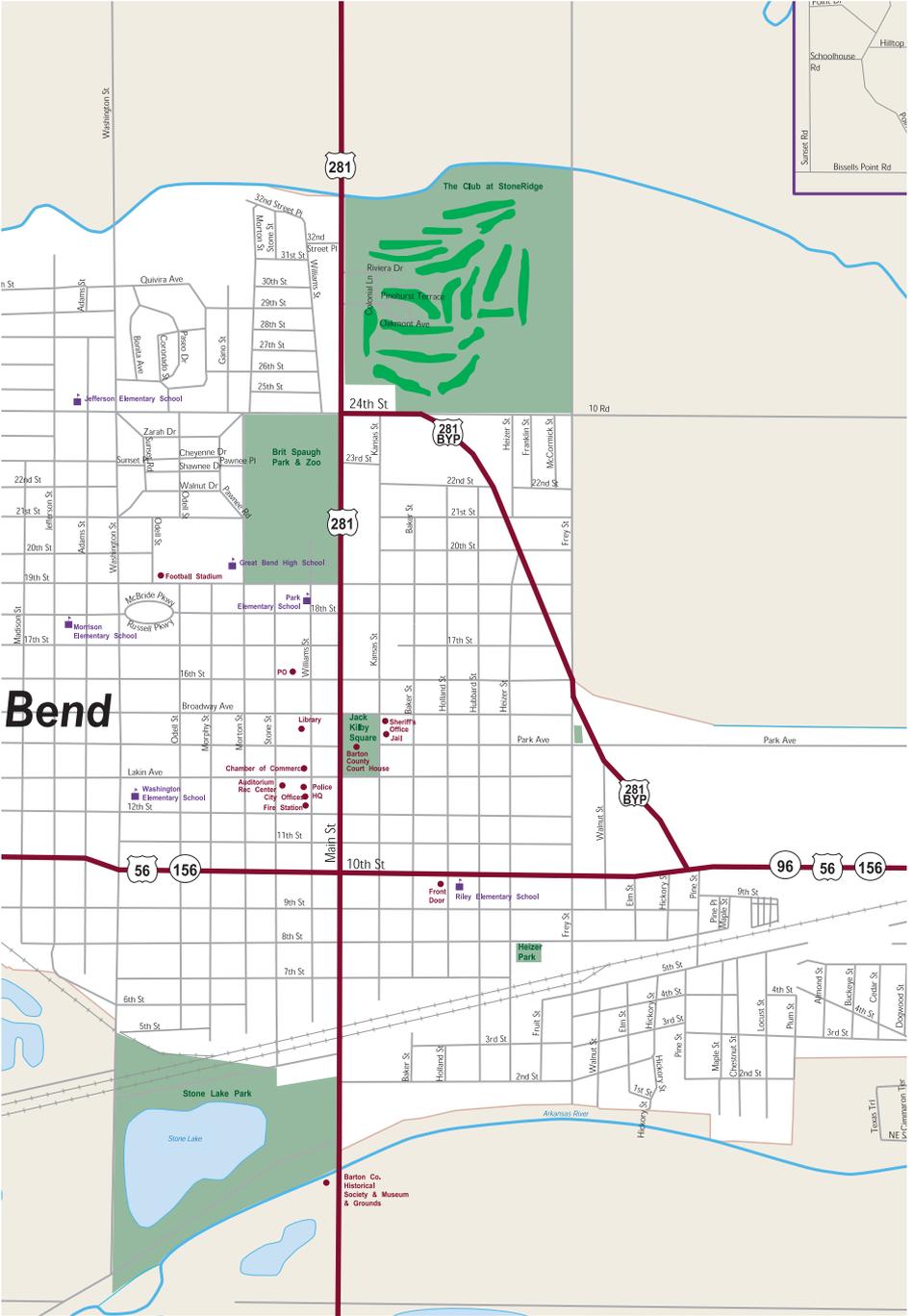


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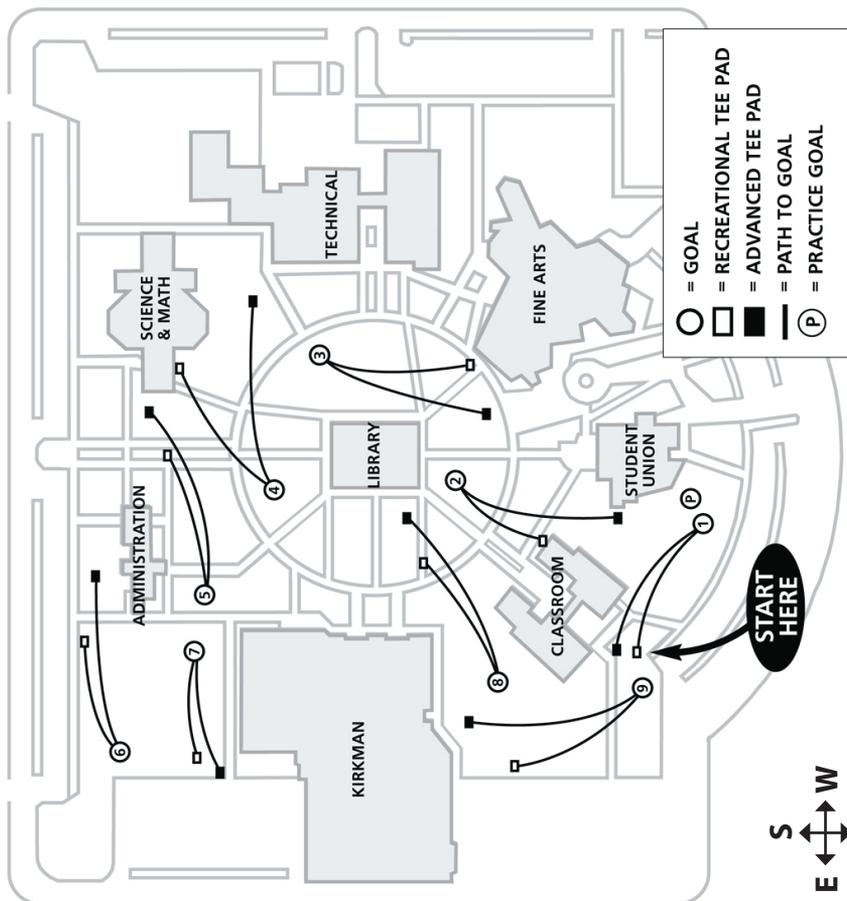
# CITY OF GREAT BEND, KANSAS



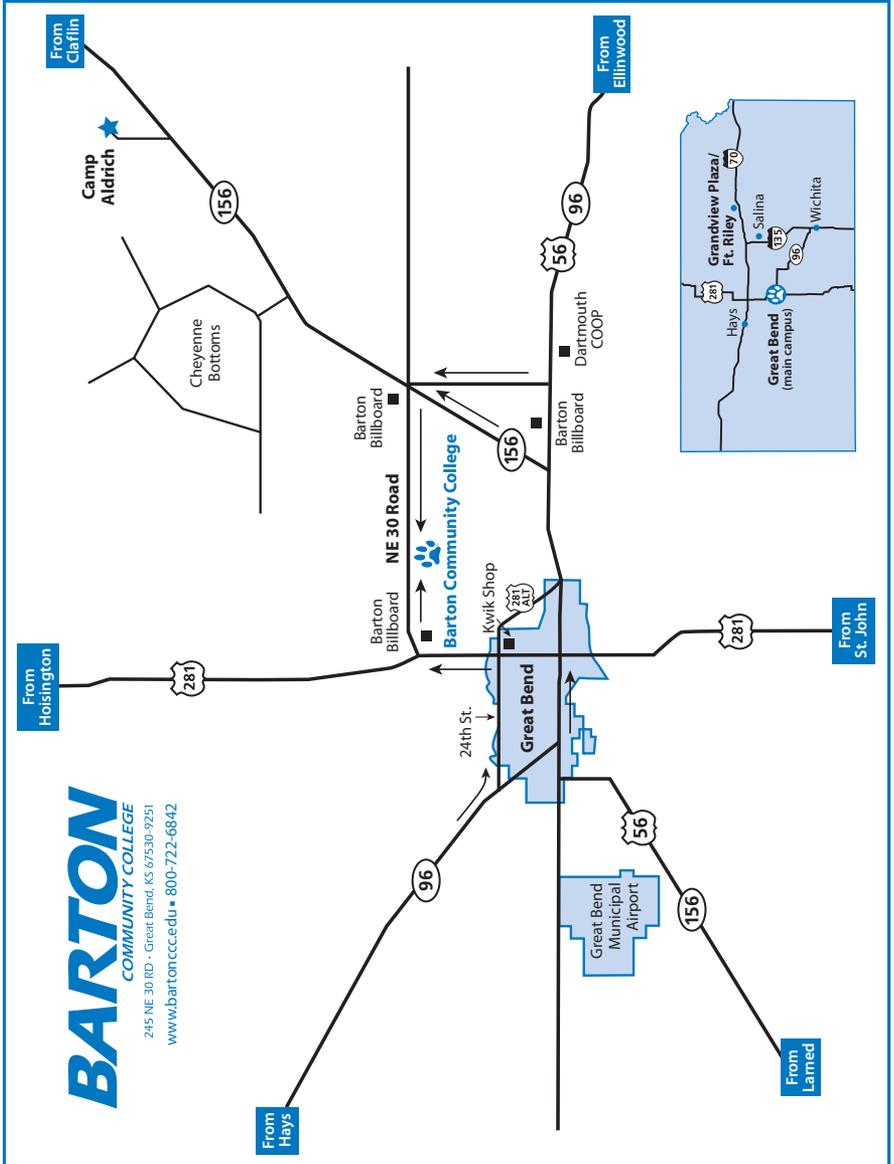
# CITY OF GREAT BEND, KANSAS



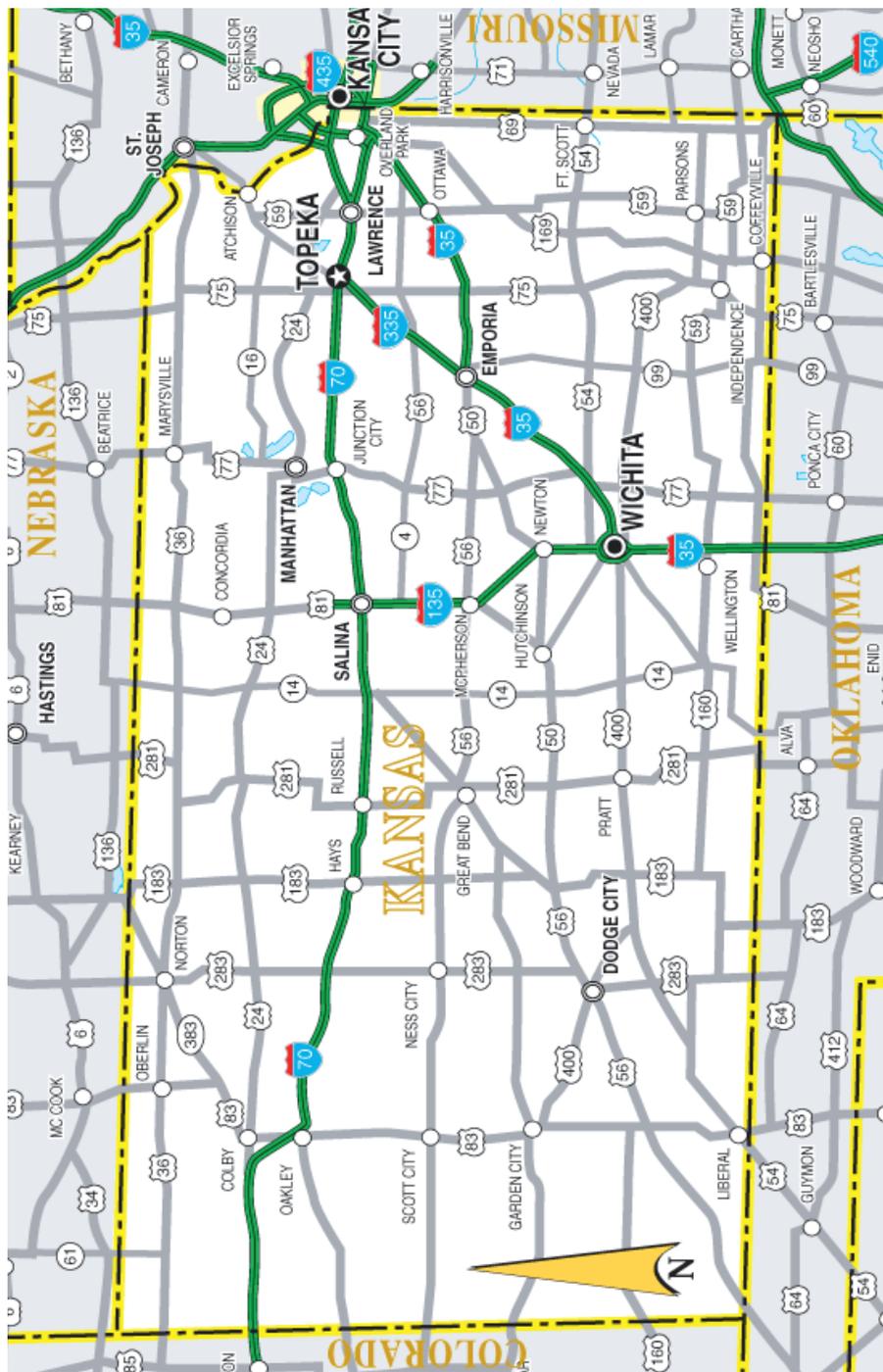
# BARTON COMMUNITY COLLEGE WINDY HILL DISC GOLF COURSE MAP



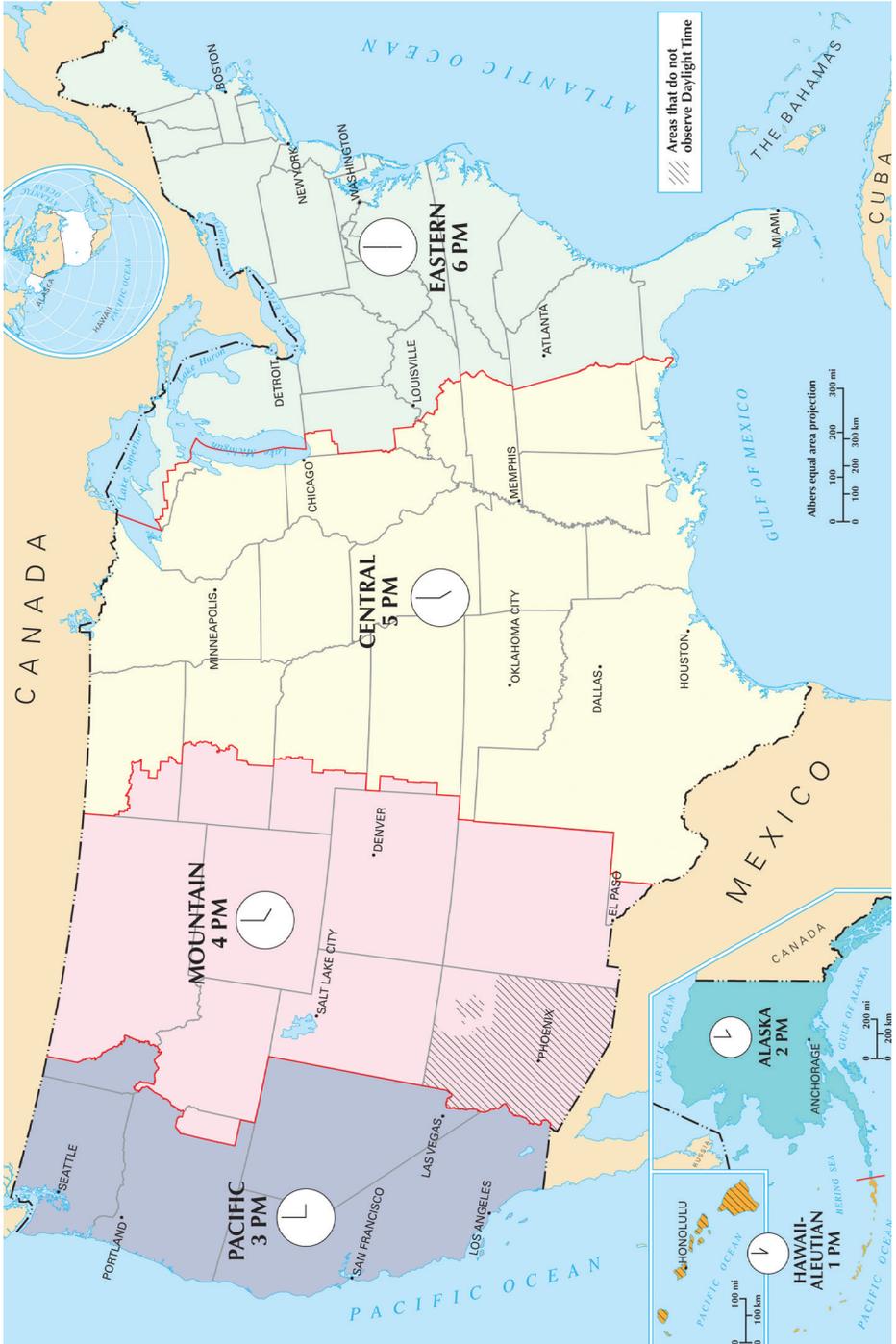
# BARTON COMMUNITY COLLEGE HIGHWAY MAP to the College



## STATE OF KANSAS



# UNITED STATES TIME ZONES



# Now Your Phone Can Keep You Safe and Help Protect Your Friends

The Rave Guardian App helps keep you safe on campus by giving you direct connections to campus safety, family, friends, and others you trust, you can feel safe anytime, knowing your Guardians are watching out for you.



## Set a Safety Timer

Set a Safety Timer whenever you are alone or in an unfamiliar place.



## Connect with Guardians

You can invite family, friends, and others you trust to be part of your safety network.



## Easier Emergency Communications

Call Safety officials for help and send text tips if you see something suspicious.



To download, search “**Rave Guardian**” in the App Store or Google Play Store.



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# SAFETY & EMERGENCY PROCEDURES

## In an emergency:

### **MEDICAL EMERGENCY - Call 911 and Campus Safety - IF:**

- A. Life Threatening
  - 1. Patient is not breathing
  - 2. Patient is unconscious
  - 3. Patient is hemorrhaging
- B. Possible Spinal Injury
  - 1. Patient has fallen from ladder/building
  - 2. Hit by car
  - 3. Do NOT move patient
- C. Person has fallen
  - 1. Cannot get up
  - 2. In extreme pain

### **Call the Nurse:**

- A. After calling 911 for Life Threatening Situations
- B. Before calling ambulance for other situations,  
(If nurse is not on campus)
- C. 911 may be called at discretion of nurse/person in charge

### **EMOTIONAL CRISIS - Call 911 and Campus Safety - IF:**

- A. Life Threatening
  - 1. Patient has overdosed
  - 2. Patient is unconscious
  - 3. Patient is in a state of hysteria,  
(and nurse is unavailable)
- B. At the discretion of the nurse or person in charge

**When dialing from off campus, dial 911.  
When dialing from a campus phone, dial 9-911.**



## Fall 2017

**August 4** - Summer Hours End  
**August 4** - Fall 2017 Registration Ends  
**August 7-23** - Fall 2017 Late Registration  
**August 16** - Fall 2017 Classes Begin (Full Term and 1st 8-Week Sessions)  
**August 25** - Last Day for Refund (Full Term and 1st 8-Week Sessions)  
**September 4** - Labor Day (Campus Closed)  
**September 13** - Last Day to Drop Courses Recorded as "W" on Transcript (1st 8-Week Session)  
**October 6** - Last Day of Classes (1st 8-Week Session)  
**October 9** - First Day of Classes (2nd 8-Week Session)  
**October 13** - Last Day for Refund (2nd 8-Week Session)  
**October 31** - Spring 2018 Registration Begins (Current Students)  
**November 1** - Spring 2018 Registration Begins (New/Incoming Students)  
**November 1** - Last Day to Drop Courses Recorded as "W" on Transcript (Full Term Session)  
**November 15** - Last Day to Drop Courses Recorded as "W" on Transcript (2nd 8-Week Session)  
**November 20** - Thanksgiving Break (No Classes/Campus Open/Faculty Work Day)  
**November 21** - Thanksgiving Break (No Classes/Campus Open)  
**November 22-24** - Thanksgiving Break (Campus Closed W, R, F)  
**December 4** - Summer 2018 Registration Begins  
**December 6** - First Day of Finals  
**December 11** - Last Day of Finals  
**December 11** - Last Day of Classes (Full Term and 2nd 8-Week Sessions)  
**December 11** - Close of Fall 2017 Semester  
**December 12-15** - No Classes/Campus Open  
**December 18, 2017 thru January 1, 2018** - Christmas/New Year Break (Campus Closed)

## Spring 2018

**January 2** - No Classes/ Campus Open  
**January 5** - Spring 2018 Registration Ends  
**January 8** - Spring 2018 Classes Begin (Full Term and 1st 8-Week Sessions)  
**January 8-12** - Spring 2018 Late Registration  
**January 15** - Martin Luther King Jr. Day (Campus Closed)  
**January 19** - Last Day for Refund (Full Term and 1st 8-Week Sessions)  
**February 14** - Last Day to Drop Courses Recorded as "W" on Transcript (1st 8-Week Session)  
**March 2** - Last Day of Classes (1st 8-Week Session)  
**March 5** - First Day of Classes (2nd 8-Week Session)  
**March 9** - Last Day for Refund (2nd 8-Week Session)  
**March 19-21** - Spring Break (No Classes/Campus Open M, T, W)  
**March 22-23** - Spring Break (Campus Closed R & F)  
**March 30** - Good Friday (Campus Closed)  
**April 2** - Easter Monday (Campus Closed)  
**April 4** - Last Day to Drop Courses Recorded as "W" on Transcript (Full Term Session)  
**April 10** - Fall 2018 Registration Begins (Current Students)  
**April 11** - Fall 2018 Registration Begins (New/Incoming Students)  
**April 18** - Last Day to Drop Courses Recorded as "W" on Transcript (2nd 8-Week Session)  
**May 7** - First Day of Finals  
**May 10** - Last Day of Finals  
**May 10** - Last Day of Classes (Full Term and 2nd 8-Week Sessions)  
**May 10** - Close of Spring 2018 Semester  
**May 11** - Commencement  
**May 14** - Summer Hours Begin (thru Aug. 3, 2018)  
**May 24** - Summer 2018 Registration Ends  
**May 28** - Memorial Day (Campus Closed)

## Summer 2018

**May 14-August 3** - Summer Hours  
**June 4** - Summer 2018 Classes Begin (Full Term and 1st 4-Week Sessions)  
**June 6** - Last Day for Late Registration (Full Term and 1st 4-Week Sessions)  
**June 7** - Last Day for Refund (Full Term and 1st 4-Week Sessions)  
**June 21** - Last Day to Drop Courses Recorded as "W" on Transcript (1st 4-Week Session)  
**June 21** - No Drops/ Withdrawals (1st 4-Week Session)  
**June 28** - Last Day of Classes (1st 4-Week Session)  
**July 2** - First Day of Classes (2nd 4-Week Session)  
**July 4** - Independence Day (Campus Closed)  
**July 5** - Last Day for Late Registration (2nd 4-Week Session)  
**July 9** - Last Day for Refund (2nd 4-Week Session)  
**July 12** - Last Day to Drop Courses Recorded as "W" on Transcript (Full Term Session)  
**July 23** - Last Day to Drop Courses Recorded as "W" on Transcript (2nd 4-Week Session)  
**July 30** - Last Day of Classes (Full Term and 2nd 4-Week Sessions)

**Non-discrimination Notice:**  
**Barton Community College is an equal opportunity provider and employer. Visit [equal.bartonccc.edu](http://equal.bartonccc.edu) for more information.**



## Fall 2018

**August 3** - Summer Hours End  
**August 3** - Fall 2018 Registration Ends  
**August 6-10** - Fall 2018 Late Registration  
**August 15** - Fall 2018 Classes Begin (Full Term and 1st 8-Week Sessions)  
**August 24** - Last Day for Refund (Full Term and 1st 8-Week Sessions)  
**September 3** - Labor Day (Campus Closed)  
**September 19** - Last Day to Drop Courses Recorded as "W" on Transcript (1st 8-Week Session)  
**October 5** - Last Day of Classes (1st 8-Week Session)  
**October 8** - First Day of Classes (2nd 8-Week Session)  
**October 12** - Last Day for Refund (2nd 8-Week Session)  
**October 30** - Spring 2019 Registration Begins (Current Students)  
**October 31** - Spring 2019 Registration Begins (New/Incoming Students)  
**November 5** - Last Day to Drop Courses Recorded as "W" on Transcript (Full Term Session)  
**November 14** - Last Day to Drop Courses Recorded as "W" on Transcript (2nd 8-Week Session)  
**November 19** - Thanksgiving Break (No Classes/Campus Open/Faculty Work Day)  
**November 20** - Thanksgiving Break (No Classes/Campus Open)  
**November 21-23** - Thanksgiving Break (Campus Closed W, R, F)  
**December 5** - First Day of Finals  
**December 10** - Last Day of Finals  
**December 10** - Last Day of Classes (Full Term and 2nd 8-Week Sessions)  
**December 10** - Close of Fall 2018 Semester  
**December 11-14** - No Classes/Campus Open  
**December 17 & 18** - No Classes/Campus Open  
**December 19, 2018 thru January 1, 2019** - Christmas/New Year Break (Campus Closed)

**BARTON**  
COMMUNITY COLLEGE

**GoBarton | (800) 748-7594**  
245 NE 30 RD 🐾 Great Bend, KS 67530