

CATALOG

2025-2026



HUTCHINSON
COMMUNITY COLLEGE

Record Retention Policy

Record Retention Policy

Purpose

The purpose of this policy is to establish consistent and compliant practices for the retention, maintenance, and disposal of records created or received by Hutchinson Community College (HutchCC) in the course of official operations. This policy ensures records are retained for appropriate periods based on administrative, legal, fiscal, historical, and regulatory requirements.

Scope

This policy applies to all employees, departments, and offices of HutchCC. It covers records in all formats, including paper, electronic, audio, video, and digital files, but is limited to those documents that meet the definition of a record under this policy.

Definition of a Record

A record is any documented information, regardless of format, created, received, or maintained by College employees or departments in the course of official College business, and which has administrative, fiscal, legal, historical, or research value. This includes but is not limited to:

- Student records
- Financial Aid records
- Financial and audit records
- Personnel files
- Governance documents
- Academic records
- Contracts and agreements
- Communications related to official College activities

Documents not meeting this definition (e.g., drafts, convenience copies, personal notes) are considered non-records and are not governed by this policy.

Guiding Principles

The retention and disposal of College records shall be governed by:

1. **The Record Maintenance Guidelines** – This document provides detailed retention schedules for specific types of records and must be followed for all records it covers.
2. **External Legal and Regulatory Requirements** – The College complies with applicable federal and state laws and accrediting bodies.
3. **Departmental Policies** – For records not specifically addressed in the Record Maintenance Guidelines, departments are responsible for applying appropriate retention practices in line with their operational needs and applicable external stakeholder requirements.

Responsibilities

- **Employees and Departments** are responsible for identifying, maintaining, and appropriately disposing of records in accordance with this policy and the Record Maintenance Guidelines.
- **The Institutional Effectiveness Committee** shall oversee implementation, provide guidance, and update the Record Maintenance Guidelines as needed.
- **The Board of Trustees** has authorized the President of the College as the official custodian of the College's records. The custodian's responsibilities may be delegated to other full-time employees. (Ref 1141)

Retention and Disposal

Records must be retained for the period specified in the Record Maintenance Guidelines or as required by law. Once the

retention period has expired and the record is no longer needed, it must be securely disposed of, ensuring protection of sensitive or confidential information.

Policy Review and Updates

This policy shall be reviewed periodically and revised as necessary to remain compliant with evolving legal, regulatory, and operational requirements.

President's Welcome



Welcome to Hutchinson Community College, an institution with a reputation for excellence spanning over 95 years. Evolving from a traditional "junior college" to a full service community college, HutchCC serves nearly 5,000 credit students every semester with a like number of individuals involved in community service and non-credit activities.

We're glad you're here and hope you feel our Customer Service philosophy at work. You can expect all of our faculty and staff to bring their A game, be responsive, and help you feel at home. Our goal is your success!

Dr. Tricia Paramore
President, Hutchinson Community College

Board of Trustees Listing 2026

BOARD OF TRUSTEES

NAME	HOME	OFFICE	TERM EXPIRES
Terry Bisbee	107 Thunderbird Drive Hutchinson, KS 67502 620-259-6018 cell	Retired tlbisbee@cs.com	2027
Rod Calhoun	424 W 1st Ave. Hutchinson, KS 67501 620-665-8941 316-644-0445 cell	Retired Rcalhoun3@cox.net	2029
David Marshall Chair	8020 N. Plum St. Hutchinson, KS 67502 620-662-6277	Retired saltcityroadrunner@gmail.com	2027
Todd Miller	3219 Inverness Hutchinson, KS 67502 620-662-5556 620-899-0110 cell	Home Instead Senior Care 1515 N. Lorraine St., Ste. C Hutchinson, KS 67501 todd.miller@homeinstead.com	2029
Mo Penny	709 Dull Knife Hutchinson, KS 67502 620-694-0292	Retired mopenny42@gmail.com	2027
Bob Snyder	510 S. Walnut South Hutchinson, KS 67505 620-663-7512 620-694-0412	Retired duckman1@cox.net	2027
Jan Young Vice-Chair	611 E. 39th Hutchinson, KS 67502 620-921-5971	Retired youngj@usd308.com	2029

HutchCC Mission Statement

Expanding the tradition of excellence through learning and collaboration.

HutchCC Vision Statement

Hutchinson Community College will be the premier, two-year educational institution in Kansas, delivering accessible opportunities for learning, growth and improved quality of life.

HutchCC Values

- **Teaching and Learning** – HutchCC empowers students and other stakeholders to develop abilities, talents, and skills while assessing outcomes, celebrating achievements, and encouraging lifelong learning.
- **Integrity** – HutchCC contributes to the public good by treating people and organizations with civility and respect, and by demonstrating responsible institutional citizenship through engagement with state and local policymakers.
- **Service and Collaboration** – HutchCC provides a dynamic environment of active internal and external partnerships embracing the potential for innovation.
- **Tradition and Responsiveness** – HutchCC respects tradition while examining future-focused trends to predict how conditions will change, and then innovates to meet the mission-driven needs of our students and stakeholders.
- **Leadership and Stewardship** – HutchCC fosters the development of and provides opportunities for leadership within the institution and community while undertaking responsible management of resources.

Catalog Disclaimer

This catalog is for informational purposes only and does not constitute a contract. Every reasonable effort was made to ensure that all information contained herein is accurate. Hutchinson Community College reserves the right, at any time, to change graduation requirements, costs, curricula and content, without notice. The college further reserves the right to add or delete course offerings and other information without notice. Information about changes is available from college counselors and advisors or on the college website.

History of the College

Hutchinson Community College, a fully accredited, public comprehensive college, offers five degrees in Associate of Arts, Associate of Science, Associate of General Studies, Associate of Fine Arts, and Associate of Applied Science. HutchCC has an open admissions policy and is governed locally by an elected Board of Trustees.

In spring 1928, Hutchinson voters approved the establishment of a two-year co-educational college called the Hutchinson Junior College. The College held its first classes that fall. Enrollment was 187 students – 177 freshmen, 10 sophomores. Classes were held on the second and third floors of a newly constructed addition to Hutchinson High School at Seventh and Walnut. In February 1938, the Board of Education acquired land on Plum Street and built Lockman Hall.

On July 1, 1965, the College name was changed to Hutchinson Community Junior College and governance was transferred to an elected Board of Trustees. The name was changed again in 1980 to Hutchinson Community College. On July 1, 1993, HutchCC merged with the local vocational school and was renamed Hutchinson Community College and Area Vocational School. The “and Area Vocational School” was removed from the name in 2012.

Additions to HutchCC include an athletic field, stadium, tennis courts, maintenance and warehouse buildings, a student union with two additions, two residence halls, a library, science building, fine arts building, and an athletic complex. The John F. Kennedy Library was completed in 1966 and the Kopke Science Hall was completed in fall 1967. Elland and Kent Halls, residence halls for men and women, were also opened in 1967.

In April 1970, the College acquired 425 acres of land and buildings from the Hutchinson Air National Guard. They are used primarily for agricultural, commercial driver's license, and public health and safety courses. This location is called South Campus.

A wing was added to Lockman Hall in 1975. The College acquired Davis Hall (Ninth and Walnut) from Hutchinson Hospital Corporation in 1980. It is used for allied health curricula, Radio Kansas (HutchCC's public radio station) and The Volunteer Center.

Stringer Fine Arts Center was opened January 1989. A major addition to the Parker Student Union was completed in 1996. In 1999 the College built Shears Technology Center to house vocational programs and technical labs. On April 27, 2003, after major renovation, the library was renamed the Rimmer Learning Resource Center, after John Rimmer, chairman of HUBCO and major contributor to the College.

In fall 2006, a renovated Gowans Stadium reopened for use. The stadium hosts a variety of high school, college, regional and national events. In 2008, the Reno County Industrial Center was renovated and expanded. The new facility was reopened in fall and as the Ade-Wifco RCIC to recognize the contributions of Fred Ade and the Wifco Corporation.

The science hall was revamped into a modern scientific facility and was renamed the Richard E. Smith Science Center to recognize the major contributions of local entrepreneur and alumnus Richard Smith in 2010.

In September 2013 the College dedicated the Bob and Lou Peel Allied Health Center at Ninth and Main to house five Allied Health programs — Physical Therapy Assistant, Respiratory Therapy, Health Information Management and Surgical Technology.

On April 26, 2015, the new Fire Science Training Center was dedicated. This project was completed in conjunction with the City of Hutchinson Fire Department.

Thanks to the support of the City of Hutchinson and the voters of Hutchinson, the Hutchinson Sports Arena underwent a \$29 million renovation project that was completed in the spring of 2017. The project included the addition of three new practice gyms, a new weight training and sports medicine facility and renovated locker rooms and offices for the athletic department.

The Jack Mull family Football Complex, renovated in the spring of 2015, houses the coaches' offices, meeting space, locker rooms, and the Bob and Lou Peel Weight Training Center. An additional renovation in 2020 updated the locker room and coaches' offices.

Later in 2020 the College began an expansion and remodeling of the cafeteria in the Parker Student Union.

In 2024 the second floor of the Peel Center was renovated to allow for expansion of the nursing program. Also that year the center of main campus received a beautification with the addition of pickleball courts, an outdoor stage and green space named Central Park.

Also, in 2024 an addition was added to the Cosmetology facility to allow for HutchCC to offer the first public barbering school in the state with classes beginning in the spring semester of 2025.

The College has multiple off-campus locations: McPherson, Newton, Fire Science, Allied Health (Davis Hall and Peel Center) and Cosmetology/Barbering. The Newton location is housed in the Axtell Educational Center at 203 East Broadway Street in Newton, Kansas and opened in 2008. The McPherson location, at 2208 Plaza East Place in McPherson, Kansas, opened in 2010. HutchCC Cosmetology, located at 200 E. 3rd Avenue in Hutchinson, Kansas, opened in 2016. South Campus.

Notice of Nondiscrimination

In accordance with Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, Executive Order 11246, Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act, the Vietnam Veterans Readjustment Assistance Act of 1974, the Jobs for Veterans Act of 2002, the Kansas Acts Against Discrimination and all other applicable civil rights and nondiscrimination statutes, the Board of Trustees prohibits discrimination on the basis of race, color, religion, sex, national origin, age, ancestry, disability, and veterans status.

The College nondiscrimination policy encompasses employment practices, conditions of employment, personnel actions and all educational programs and activities of the College and its affiliated organizations and it is the policy of the Board of Trustees to make policy decisions and to take action to prevent discrimination in all aspects of the College's operations. Reports of discrimination shall be evaluated promptly and acted upon in the manner deemed necessary by the President and appropriate administrative personnel and in accordance with the College's grievance procedures applicable to College employees and students

The Board of Trustees shall promote equal opportunity for all qualified individuals to be considered for employment, benefits and conditions of employment, educational programs and activities, regardless of race, religion, color, sex, disability, national origin, ancestry, age or veteran status, sexual orientation, marital status, parental status, gender identity, or gender expression.

1. The Board of Trustees will work closely with the Hutchinson Human Relations Commission and other agencies in implementing the Board's nondiscrimination policies and programs.

Accreditation

Hutchinson Community College is accredited by the Higher Learning Commission (hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education.

For More Visit: [The Higher Learning Commission](http://www.hlcommission.org)

Program Accreditation

Allied Health Department

Health Information Management (AAS)

[Commission on the Accreditation for Health Informatics and Information Management Education](#)

200 E. Randolph Street, Suite 5100

Chicago, IL 60601

[Action Letter](#)

Next Review: Reviewed Annually

Health Information Management - Emphasis in Cancer Registry Management - AAS and Certificate

[National Cancer Registrars Association](#)

1330 Braddock Place, Suite 520

Alexandria, VA 22314

703-299-6640

[Action Letter](#)

Next Review: 2028

Nursing - Associate Degree (ADN)

The Associate Degree nursing program at Hutchinson Community College, located in Hutchinson, KS is accredited by the: Accreditation Commission for Education in Nursing (ACEN).

3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree nursing program is Continuing Accreditation.

View the public information disclosed by the ACEN regarding this program on the ACEN website.

Website: <http://www.acenursing.org/>

Initial Accreditation:	May 1985
Date of most recent Commission Action:	August 2025
Date of Last Visit:	February 4-6, 2025
Action Letter	
Next Site Visit:	Spring 2033

Kansas State Board of Nursing
900 SW Jackson St., Room 1051
Topeka, KS 66612
785-296-4929

Nursing - Practical Nursing (LPN)

The practical nursing program at Hutchinson Community College at the McPherson, KS campus is approved by:

Kansas State Board of Nursing
900 SW Jackson St., Room 1051
Topeka, KS 66612
785-296-4929

The most recent approval decision made by the KSBN for the practical nursing program is continuing approval.

Initial Accreditation: May 1996
Date of most recent Board Action: March 2025
Date of Last Visit: February 4-6, 2025
Next Site Visit: Spring 2030

Physical Therapist Assistant

[Commission on Accreditation in Physical Therapy Education](#)

3030 Potomac Ave., Suite 100

Alexandria, VA 22305-3085

703-706-3245

[Action Letter](#)

Next Review: Spring 2026

Radiologic Technology

The radiography program is accredited by the
Joint Review Committee on Education in Radiologic Technology

20 North Wacker Drive, Suite 2850

Chicago, IL 60606-3182

312-704-5300

Email: mail@jrcert.org

The program's current accreditation award is 8 years. General program accreditation information and the current accreditation award letter can be found here: <https://www.jrcert.org/programs/hutchinson-community-college/>

Hutchinson Community College is accredited by the Higher Learning Commission (hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education.

Respiratory Care

[Commission on Accreditation for Respiratory Care](#)

264 Precision Blvd

Telford, TN 37690

817-283-2835

The Commission of Accreditation for Respiratory Care (CoARC) accredits respiratory care education programs in the United States. To achieve this end, it utilizes an 'outcomes based' process. Programmatic outcomes are performance indicators that reflect the extent to which the educational goals of the program are achieved and by which program effectiveness is documented. For more information on accreditation requirements click <https://coarc.com>. To obtain the outcomes for the respiratory therapy program at Hutchinson Community College click on the Outcomes link below and locate Hutchinson Community College. Our program number is 200598.

[Action Letter](#)

Next Review: 2033

Surgical Technologist

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

[Commission on the Accreditation of Allied Health Education Programs](#)

9355 - 113th St. N, #7709

Seminole, FL 33775

727-210-2350

[Action Letter](#)

Next Review: 2035

[Accreditation Review Council on Education for Surgical Technology and Surgical Assisting](#)

19751 East Mainstreet, Suite #339

Parker, CO 80138

303-694-9262

Public Safety Department

Emergency Medical Services - Paramedic

[Commission on the Accreditation of Allied Health Education Programs](#)

25400 US Highway 19 N., Suite 158
Clearwater, FL 33763
727-210-2350

[Action Letter](#)

Next Review: 2029

Kansas Board of Emergency Medical Services
Landon State Office Building
900 SW Jackson Street, Suite 1031
Topeka, Kansas 66612-1228

Admissions Introduction

Hutchinson Community College is excited that you have decided to continue your education with us. Before moving to the next step make sure that you have applied to HutchCC at www.hutchcc.edu/apply.

Whether you're a first-time student at Hutchinson Community College or you've taken classes with us before, preparing for college can be challenging, even confusing at times. We're here to help guide you through the process of applying online, tracking your progress as you go, and making sure you don't miss anything.

Hutchinson Community College maintains institutional memberships with the Kansas Association of Collegiate Registrars and Admissions Officers (KACRAO) and the American Association of Collegiate Registrars and Admissions Officers (AACRAO). Admissions personnel and recruiters abide by KACRAO's [Statement of Good Practices for Secondary Student Recruitment](#) and AACRAO's [Ethics and Practices](#)

Admissions Policy

Hutchinson Community College (HutchCC) is an open Admissions Institution. Students are admitted in one of the categories listed below. Students who have not submitted all required documentation are admitted on a provisional basis. Provisionally admitted students may enroll and attend classes pending receipt of transcripts and other required documents, but cannot be certified for participation in activities, or receive financial aid. Students remain on provisional status until all required documents are certified by the Director of Admissions.

Once admitted, students retain their admission status in the category in which they were originally admitted unless the student seeks to change his or her status. If a student seeks to change his or her admission's status, he/she should contact the HutchCC admissions office in order to be re-admitted. The college seeks to regularly update student information found on the admissions application.

Admissions Categories

Regular Student

To be admitted as a regular student the applicant must:

- Have completed an application for admission.
- Be a high school graduate from an accredited high school or a holder of a GED Diploma. Students must provide an official transcript with a graduation date posted.
- Be a high school graduate from a Home school. Schools must be recognized by the state in which it is located. Students must provide an official transcript with the graduation date posted and documentation demonstrating that the home school is registered with the State Department of Education (or state government equivalent) in which the school is located.
- Be a high school graduate of a non-accredited private secondary school. Schools must be recognized by the state in which it is located. Students must provide an official transcript with the graduation date posted and documentation demonstrating that the home school is registered with the State Department of Education (or state government equivalent) in which the school is located.
- High School transcripts will be evaluated in the following ways: HutchCC will use weighted GPA for scholarship purposes only, unweighted GPA on a 4.0 scale will be used for data collection and reporting.
- For out-of-country High School Graduates' transcripts to be evaluated, they must be submitted through a member of the [National Association of Credential Evaluation Services](#). Students can also contact the Director of Admissions about other possible evaluations.
- Be seeking a degree or certificate (semester length or longer program) from HutchCC.
- Not currently considered a degree-seeking or certificate-seeking student (semester length or longer program) at another institution.
- Be a United States citizen or legal resident of the U.S.

Ability to Benefit Student

To be admitted as an ability to benefit student the applicant must:

- Have completed an application for admission.
- Be eighteen years of age or older.
- Not qualify as a high school graduate from an accredited high school or a holder of a GED Diploma.
- Be seeking a degree or certificate from HutchCC, or taking courses for transfer to another accredited institution to complete a degree.
- Not currently be considered a degree-seeking or certificate-seeking student (semester-length or longer program), at another institution.
- Submit documentation to the Director of Admissions of satisfactory completion of six credit hours that are applicable toward a degree or certificate offered by the institution.
- Be a United States citizen or legal resident of the U.S.

International Students

To be admitted as an international student, the applicant must:

- Submit proof of support for an academic year in U.S. dollars for the estimated cost of tuition, fees, books, misc. expenses and room and board. Contact the International Advisor for the current estimated cost. Proof of support must be documented using the HutchCC Financial Resources Verification Form. The student and sponsor must complete the HutchCC Financial Resources Verification Form and submit a letter issued by the sponsor's bank stating the sponsor has an account in excess of the required funds.
 - Alternate documentation may be approved by a Designated School Official on a case-by-case basis.
- Complete and sign the International Student Application.
- Submit a deposit of \$1500 with the International Application. The deposit will be applied against the first semester enrollment if the applicant is accepted as a student at HutchCC. Should the applicant not be accepted, the deposit

will be refunded in full.

- Submit copies of non-United States secondary and post-secondary academic transcripts. Transcripts must include an English translation. International students wishing to transfer coursework from colleges or universities outside of the continental U.S. must first have the transcript evaluated by an official evaluation service. There is a fee for this service.
- Request official copies of United States secondary and post-secondary transcripts be sent directly to HutchCC.
- Document proficiency in English. For all international student applicants whose primary language is not English, the results of one of the following tests must be less than two years old at the expected date of enrollment at HutchCC:
 - A Duolingo English Test score of 85+. The Duolingo English Test can be taken at <https://englishtest.duolingo.com/>.
 - A minimum score of 500 on the TOEFL paper-based test, 173 on the computer-based test, or 61 on the internet-based test. TOEFL scores must be submitted directly to HutchCC from ETS. If you have taken the test, you can request that your scores be sent to HutchCC by writing or calling EDUCATIONAL TESTING SERVICES, Princeton, New Jersey 08540, USA. HutchCC's TOEFL codes are: 6281 Department Code: 00.
 - An international applicant who does not meet English proficiency requirements may be considered by the International Admissions Committee for review. The applicant may be admitted by the committee without a qualifying English proficiency score based on certain criteria:
 - Successfully complete an interview in English with the committee.
 - Agreement from HutchCC faculty or staff member to serve as a mentor for the student during their time at HutchCC.
 - In conjunction with the mentor, develop an action plan outlining steps the student and the mentor will take to ensure the student will be academically successful while at HutchCC. The plan must be approved by the committee prior to acceptance for admission.
 - Academic progress will be evaluated at the end of every semester. Adjustments to the action plan will be made as necessary.
- An applicant may have the English proficiency requirement waived if they meet any of the following criteria:
 - Studied at a U.S. high school for at least one year.
 - Completed at least 12 credits at a U.S. college or university with a minimum cumulative GPA of 2.0.
 - Earned a minimum 2.0 GPA (on a 4.0 scale) from a post-secondary institution outside the U.S., where all instruction was conducted in English.
 - Are from a country where English is the official or primary language, as listed on the CIA Factbook website.
 - Additionally, international students enrolled in an Intensive English Program must provide a certificate of completion to be considered for transfer to HutchCC.

Online, Non-US Citizen, Non-US Resident Student

To be admitted as an Online, Non-US Citizen, Non-US Resident Student the applicant must:

- Not be a United States Citizen or legal resident of the U.S.
- Have a legal address outside of the United States.
- Have completed an application for admission.
- Be eighteen years of age or older.
- Certify that the applicant does not intend to enter the United States for study.

Special Student

To be admitted as a Special Student the applicant must:

- Have completed an application for admission.

- Not be a United States Citizen or legal resident of the U.S.
- Be residing in the United States.
- Be over eighteen years of age.
- Have submitted official High School/ GED transcripts.
- High School transcripts will be evaluated in the following ways: HutchCC will use weighted GPA for scholarship purposes only; unweighted GPA on a 4.0 scale will be used for data collection and reporting.
- Home schools must be registered with the State of Kansas in order to be recognized.

Guest Student

To be admitted as a Guest Student, the applicant must:

- Have completed an application for admission.
- Be eighteen years of age or older.
- Not be seeking a degree or certificate (semester length or longer) from HutchCC.

Or

- Be a student who is considered a degree-seeking student at another parent institution.

High School Student

To be admitted as a high school student, the applicant must:

- Have completed an application for admission.
- Be enrolled in high school in grades 10, 11 or 12, or be a gifted student in grade 9 with an IEP recommending college experience.
- Have placement tests taken with proper scores on file at HutchCC.
- Have submitted a permission form signed by the high school principal for each semester of enrollment.

Visiting Student

Visiting student status is granted at the discretion of the Director of Admissions to students who cannot qualify for admission in another admission's category. Students admitted as visiting students may take coursework but do not receive college credit or a transcript for classes completed. Visiting students may not petition to receive credit at a later date for courses completed while in visiting student status.

To be granted admission as a visiting student, the applicant must:

- Have completed an application for admission.
- Complete a waiver form from the Admissions office prior to enrollment in classes.

Non-Credit Student

To be admitted as a Non-Credit Student the applicant must:

- Have completed a Non-Credit student application.
- Be taking only non-credit classes with Hutchinson Community College. (Students in other HutchCC admission statuses may take non-credit classes.)

Student Definition

Student Definition

Definition of a Student:

A student is defined as a person who is currently enrolled or registered at HutchCC.

Policy Implications:

A person defined as a student under this policy is subject to:

- All student conduct policies and disciplinary procedures.
- Inclusion in institutional data reports and compliance requirements (e.g., FERPA, Title IX).

Admissions Procedures - Health Care Training

Admission to Hutchinson Community College

- Apply for admission to [Hutchinson Community College](https://www.hutchcc.edu) as a guest student.
- If the course has a prerequisite for placement scores, please visit the HutchCC website for information on qualifying scores and email proof of scores to gueststudent@hutchcc.edu (or fax to 620-728-8199).

Specific requirements are listed below. The State of Kansas regulates certification and/or employment of individuals with a criminal background. All requirements/supporting documentation are required before the 1st day of class.

Certified Nurse Aide – AL131

- **Health & Safety Required for Clinical Sites:**
 - Tuberculosis Screening
 - Mantoux tuberculin skin test two-step (2 tests done 1-3 weeks apart) TB test, unless evidence of yearly testing, or
 - Blood test: TB Gold test or T-Spot test.
 - Covid-19
 - Documentation of vaccination(s) must include the vaccine manufacturer, lot number, date and healthcare professional or clinical site given. Students may request exemption based on religious belief or medical need. Request does not guarantee approval by clinical facility.
- Copy of Social Security card and State or Government issued photo ID.
- CPR.

Certified Medication Aide – AL132

- Achieve at least the minimum score on reading test (if no score is on file).
- **Health & Safety Required for Clinical Sites:**
 - Tuberculosis Screening
 - Mantoux tuberculin skin test two-step (2 tests done 1-3 weeks apart) TB test, unless evidence of yearly testing, or
 - Blood test: TB Gold test or T-Spot test.
 - Covid-19
 - Documentation of vaccination(s) must include the vaccine manufacturer, lot number, date and healthcare professional or clinical site given. Students may request exemption based on religious belief or medical need. Request does not guarantee approval by clinical facility.
- Copy of Social Security card and State or Government issued photo ID.
- Copy of CNA.
- Must be 18 by the last day of the CMA course.

Certified Medication Update (Med Update) – AL134

- Copy of CMA.

Phlebotomy – AL170

- No requirements to take this course.

This guide is for informational purposes only and does not constitute a contract. Hutchinson Community College reserves the right, at any time, to change graduation requirements, costs, curricula and content, without notice.

For further information, please contact the Health Care Training office at: 620-665-4947 or 620-665-4948 or HCT@hutchcc.edu.

Admissions Procedures - EMS - Paramedics

Admission procedure:

1. Submission of application to HutchCC and required transcripts from high schools and other colleges previously attended.
2. Submission of application to the EMS paramedic program. The application and the directions for the application is available by contacting the EMS Department at 620-728-4407 or EMS@hutchcc.edu. It is the responsibility of the applicant to ensure that the documentation is complete.
3. Personal interview and testing will then be set up with the program coordinator and faculty of the college. It is the responsibility of the applicant to ensure that all documentation is complete before the interview and testing.

Admissions Procedures - Health Information Management

Admission to Hutchinson Community College

- Apply for admission to [Hutchinson Community College](#) as a degree seeking student.
- Send all official transcripts to [Hutchinson Community College](#).

Admission Criteria by Program Option

Submit a Health Information program application (applications accepted year-round). The completion of the application is the student's responsibility. To meet this responsibility, the student must have:

Health Information Management (AAS) & Healthcare Coding (Certificate)

- High school graduation with a minimum cumulative grade point average of 2.0 on a 4.0 scale for the last two years of high school, or
- Minimum cumulative grade point average of 2.0 on a 4.0 scale for a minimum of 12 semester hours of college, or
- Satisfactory performance on the GED.

**Provisional admission will be granted to a student who does not meet the GPA requirement. Progression in the program will be allowed if the student earns a GPA of at least a 2.0 on a 4.0 scale during the first 12 credit hours.*

Health Information Management Emphasis in Cancer Registry Management (AAS)

- High school graduation with a minimum cumulative grade point average of 2.5 on a 4.0 scale for the last two years of high school, or
- Minimum cumulative grade point average of 2.5 on a 4.0 scale for a minimum of 12 semester hours of college, or
- Satisfactory performance on the GED.

Health Information Management Emphasis in Cancer Registry Management (Certificate)

- Successful completion of a minimum of any Associate's Degree in any field or the equivalent (60 college-level credits)
- Minimum cumulative grade point average of 2.5 on a 4.0 scale for a minimum of 12 semester hours of college

**Provisional admission will be granted to a student who does not meet the GPA requirement. Progression in the program will be allowed if the student earns a GPA of at least a 2.5 on a 4.0 scale during the first 12 credit hours.*

For further information, please contact the Health Information Management office at: 620-694-2456 or HIM@hutchcc.edu.

Admissions Procedures - Nursing - ADN Online Bridge (EMT-P)

Admission to Hutchinson Community College

- Apply for admission to [Hutchinson Community College](#) as a degree seeking student.
- Send all official transcripts to [Hutchinson Community College](#).

Admission to ADN

Application to the Associate Degree Nursing program is May 15th – August 1st for the class starting the following January. The completion of the application is the student's responsibility. To meet this responsibility, the student must:

- Successfully complete the ATI TEAS Exam (for details please see the Information Packet and ATI TEAS information).
 - Applications will not be accepted if the ATI TEAS exam has not been successfully completed.
 - The cost for proctoring the exam is required.
- Complete program prerequisites with a 2.75 GPA or higher
 - Human Anatomy & Physiology*
 - General Microbiology*
 - English Comp I
 - General Psychology
 - Human Growth & Development
 - Sociology or Nutrition
 - Pathophysiology
 - Public Speaking or Interpersonal Communication

** Must be within 7 years of application deadline.*

- Prior learning credit (such as AP test scores) with a grade of "P" can meet the requirement but would not count in GPA. If a class is taken as pass/fail it would count as meeting the requirement and would not count in GPA.
- Paramedics must possess current Kansas Certification or National Registration when application is submitted.
 - If graduation was more than 3 years ago, individuals must have 1000 hours documented Paramedic work experience within those 3 previous years.
- Applicants are ranked by the points earned on the prerequisite courses and ATI TEAS score (for details please see the Information Packet).
- Following program acceptance, students will be required to complete a comprehensive physical, drug screen, background check, and submit current vaccinations and CPR at the Healthcare Provider Level. The cost for these items will be borne by the student.

For further information, please contact the ADN office at: 620-665-4930 or ADN@hutchcc.edu.

Admissions Procedures - Nursing - ADN Online Bridge (LPN)

Admission to Hutchinson Community College

- Apply for admission to [Hutchinson Community College](#) as a degree seeking student.
- Send all official transcripts to [Hutchinson Community College](#).

Admission to ADN

Application to the Associate Degree Nursing program is May 15th – August 1st for the class starting the following January. The completion of the application is the student's responsibility. To meet this responsibility, the student must:

- Successfully complete the ATI TEAS Exam (for details please see the Information Packet and ATI TEAS information).
 - Applications will not be accepted if the ATI TEAS exam has not been successfully completed.
 - The cost for proctoring the exam is required.
- Complete program prerequisites with a 2.75 GPA or higher
 - Human Anatomy & Physiology*
 - General Microbiology*
 - English Comp I
 - General Psychology
 - Human Growth & Development
 - Sociology or Nutrition
 - Pathophysiology
 - Public Speaking or Interpersonal Communication

** Must be within 7 years of application deadline.*

- Prior learning credit (such as AP test scores) with a grade of "P" can meet the requirement but would not count in GPA. If a class is taken as pass/fail it would count as meeting the requirement and would not count in GPA.
- LPNs must possess the following:
 - IV Therapy certified in Kansas, or approved by the HutchCC ADN program.
 - Current unencumbered PN license in Kansas or the state where they reside when application is submitted.
 - If graduation was more than 3 years ago, individuals must have 1000 hours documented LPN work experience within those 3 previous years.
- Applicants are ranked by the points earned on the prerequisite courses and ATI TEAS score (for details please see the Information Packet).
- Following program acceptance, students will be required to complete a comprehensive physical, drug screen, background check, and submit current vaccinations and CPR at the Healthcare Provider Level. The cost for these items will be borne by the student.

For further information, please contact the ADN office at: 620-665-4930 or ADN@hutchcc.edu.

Admissions Procedures - Nursing - LPN to ADN Traditional Program

Admission to Hutchinson Community College

- Apply for admission to [Hutchinson Community College](#) as a degree seeking student.
- Send all official transcripts to [Hutchinson Community College](#).

Admission to ADN

Application to the Associate Degree Nursing program is December 15th – March 1st for the class starting the following June. The completion of the application is the student's responsibility. To meet this responsibility, the student must:

- Successfully complete the ATI TEAS Exam (for details please see the Information Packet and ATI TEAS information).
 - Applications will not be accepted if the ATI TEAS exam has not been successfully completed.
- Must be IV Therapy certified in Kansas or approved by the HutchCC ADN program.
- Complete program prerequisites with a 2.75 GPA or higher:
 - Human Anatomy & Physiology*
 - English Comp I
 - General Psychology
 - Human Growth & Development
 - Medical Terminology
- Required general education courses:
 - Courses may be completed prior to the start of the program.
 - If completed prior to the start of the program, grade must be a C or higher. If grade is below C, the student must retake the course and earn a grade of C or higher by the end of the correlated semester.
 - Public Speaking or Interpersonal Communication
 - Sociology or Nutrition
 - Microbiology*

** Must be within 7 years of application deadline.*

- Prior learning credit (such as AP test scores) with a grade of "P" can meet the requirement but would not count in GPA. If a class is taken as pass/fail it would count as meeting the requirement and would not count in GPA.
- Applicants are ranked by the points earned on the prerequisite courses and ATI TEAS score (for details please see the Information Packet).
- Following program acceptance, students will be required to complete a comprehensive physical, drug screen, background check, and submit current vaccinations and CPR at the Healthcare Provider Level. The cost for these items will be borne by the student.

For further information, please contact the ADN office at: 620-665-4930 or ADN@hutchcc.edu.

Admissions Procedures - Nursing - ADN Traditional

Admission to Hutchinson Community College

- Apply for admission to [Hutchinson Community College](#) as a degree seeking student.
- Send all official transcripts to [Hutchinson Community College](#).

Admission to ADN

Application to the Associate Degree Nursing program is December 15th – March 1st for the class starting the following August. The completion of the application is the student's responsibility. To meet this responsibility, the student must:

- Successfully complete the ATI TEAS Exam (for details please see the Information Packet and ATI TEAS information).
 - Applications will not be accepted if the ATI TEAS exam has not been successfully completed.
- Complete program prerequisites with a 2.75 GPA or higher:
 - Human Anatomy & Physiology*
 - English Comp I
 - General Psychology
- Required general education courses:
 - Courses may be completed prior to the start of the program.
 - If completed prior to the start of the program, grade must be a C or higher. If grade is below C, the student must retake the course and earn a grade of C or higher by the end of the correlated semester.
 - Human Growth & Development
 - Public Speaking or Interpersonal Communication
 - Medical Terminology
 - Sociology or Nutrition
 - General Microbiology*

** Must be within 7 years of application deadline.*

- Prior learning credit (such as AP test scores) with a grade of "P" can meet the requirement but would not count in GPA. If a class is taken as pass/fail it would count as meeting the requirement and would not count in GPA.
- Applicants are ranked by the points earned on the prerequisite courses and ATI TEAS score (for details please see the Information Packet).
- Following program acceptance, students will be required to complete a comprehensive physical, drug screen, background check, and submit current vaccinations and CPR at the Healthcare Provider Level. The cost for these items will be borne by the student.

For further information, please contact the ADN office at: 620-665-4930 or ADN@hutchcc.edu.

Admissions Procedures - Physical Therapist Assistant

Admission to Hutchinson Community College

- Apply for admission to [Hutchinson Community College](#) as a degree seeking student.
- Send all official transcripts to [Hutchinson Community College](#).

Admission to Physical Therapist Assistant

Application to the PTA program is December 15th – May 15th for the class starting the following August. The completion of the application is the student's responsibility. To meet this responsibility, the student must:

- Complete program prerequisites. GPA for all prerequisite courses must be a 2.5 or higher to be considered for admission. All prerequisites must be completed prior to the start of the program, August 1st.
 - Human Anatomy & Physiology (lab and lecture) * *Must be within 7 years of application deadline*
 - English Comp I or II
 - General Psychology
 - Human Growth & Development
 - College Algebra or higher (Elements of Statistics not accepted)
 - Medical Terminology
 - Public Speaking or Interpersonal Communications
- Applicants who complete all the prerequisite courses prior to the application deadline will receive 3 additional points.
- Applicants who possess an Associate's degree or above will received 2 additional points.
- Complete 20 hours of observation/shadow/work experience in a physical therapy setting within 2 years of the application deadline.
 - The applicant must perform no less than 4 hours of experience in both outpatient and acute hospital settings.
- Submit three letters of reference and unofficial transcript(s).
- Based upon the evaluative system for each category, the top 40 applicants will be selected for an interview.
 - Notification will be sent to students of interview selection, including the interview date to be conducted in June.
 - Notification will be sent to applicants not receiving an interview.
- Following program acceptance, students will be required to complete a comprehensive physical, background check, drug screen, submit current vaccinations, and CPR at the Healthcare Provider Level. The cost for these items will be borne by the student.

For further information, please contact the Physical Therapist Assistant office at: 620-665-4956 or PTA@hutchcc.edu.

Admissions Procedures - Practical Nursing

Admission to Hutchinson Community College

- Apply for admission to [Hutchinson Community College](#) as a degree seeking student.
- Send all official transcripts to [Hutchinson Community College](#).

Admission to Practical Nursing

Application to the full-time program is December 15th – March 1st for the class starting the following August.

Application to the part-time program is May 15th – August 1st for the class starting the following January.

The completion of the application is the student's responsibility. To meet this responsibility, the student must:

- Successfully complete the Accuplacer Tests for Reading, Writing, and Arithmetic (for details please see the Information Packet).
 - Tests must be completed by the application deadline.
- Complete program prerequisites. Any course(s) in progress during the application period will receive "zero" points on the admission criteria ranking sheet.
 - GPA for all prerequisite courses must be a "C" (2.0 GPA) or better.
 - Applicants who complete all the prerequisite courses prior to the application deadline will receive 3 additional points.
 - General Psychology
 - Human Growth & Development
 - Medical Terminology
 - Human Anatomy & Physiology (w/lab) *

**A&P must be completed within 5 years of the application deadline.*

- Applicant must be a Certified Nursing Assistant (CNA) in the state of Kansas, verifiable through the Kansas Nurse Aide Registry (Deadline: July 30th for the full-time program & December 22nd for the part-time program).
 - CNA must be current at time of application deadline.
- Applicants are ranked by the total points received on the criteria rating sheet (for details please see the Information Packet).
- Students admitted into the program will receive information regarding background checks, drug screen, immunizations, physical examination, and CPR at the Healthcare Provider Level. The cost for these items will be borne by the student.
- Individuals who are not initially accepted may reapply for the next program.

For further information, please contact the Practical Nursing office at: 620-245-0202 or LPNProgram@hutchcc.edu.

Admissions Procedures - Radiologic Technology

Admission to Hutchinson Community College

- Apply for admission to [Hutchinson Community College](#) as a degree seeking student.
- Send all official transcripts to [Hutchinson Community College](#).

Admission to Radiologic Technology

Application to the Radiologic Technology program is December 15th – May 15th for the class starting the following August. The completion of the application is the student's responsibility. To meet this responsibility, the student must:

- Applicants will be ranked based on the total points received for the following:
 - Complete program prerequisites. All prerequisites must be completed by June 1st. Points will be given for prerequisite GPA.
 - Grades must be a "C" or better
 - College Algebra
 - English Comp I
 - Human Anatomy & Physiology (lab and lecture) **Must be within 5 years of application deadline.*
 - Take the ATI TEAS exam (Test of Essential Academic Skills), a multiple-choice assessment measuring basic academic preparedness in Reading, Math, Science, English, and language usage.
 - A minimum score of 62 must be obtained to be considered for ranking.
 - Student scores will be valid for 2 years.
 - Students may only take the exam twice during the application period.
 - Cost of the exam is required at the time of each exam, must be in the form of check or money order written to Hutchinson Community College, and is non-refundable.
 - Scores obtained on the entrance exam will be given points. A sample scoring sheet will be available to prospective students upon request.
 - Submit application essay.
 - Attend a Radiologic Technology Information Session.
 - Observe 16 hours total
 - 4 hours required in acute hospital setting
 - 4 hours required in outpatient setting
 - Applicants will be notified of their acceptance/non-acceptance status in early June.
 - Students on the alternate list must continue to meet all admission criteria to be able to fill vacancies if they become available.
 - Following program acceptance, students will be required to complete a comprehensive physical, background check, submit current vaccinations, and CPR at the Healthcare Provider Level. The cost for these items will be borne by the student.

For further information, please contact the Radiologic Technology office at: 620-665-4946 or radiology@hutchcc.edu.

Admissions Procedures - Respiratory Care

Admission to Hutchinson Community College

- Apply for admission to [Hutchinson Community College](#) as a degree seeking student.
- Send all official transcripts to [Hutchinson Community College](#).

Admission to Respiratory Care

Application to the Respiratory Care program is December 15th – May 15th for the class starting the following August. The completion of the application is the student's responsibility. To meet this responsibility, the student must:

- Complete program prerequisites. All prerequisites must be completed prior to the start of the program, August 1st. Students who still have prerequisite courses to complete after the May 15th application deadline and who meet the necessary guidelines for admission may be eligible to receive a provisional letter of acceptance provided all prerequisite courses are completed by August 1st.
 - All prerequisite courses must be within 7 years of application deadline.
 - Grades must be a "C" (2.0 GPA) or higher.
 - Human Anatomy and Physiology (lab & lecture)
 - Medical Terminology
 - Contemporary Math or College Algebra
- Two professional/colleague references must be completed to be considered for ranking.
- General education courses may be completed prior to entry into the program.
 - GPA for general education courses must be a "C" (2.0 GPA) or higher.
 - English Comp I
 - Speech or Interpersonal Communications
 - General Psychology
 - Pharmacology
- Applicants are ranked by the total points received on their criteria rating sheet. The top 18 students are accepted into the program provided that all other admission conditions have been met.
- Applicants will be notified of their acceptance/non-acceptance status in early June.
- Students on the alternate list must continue to meet all admission criteria to be able to fill vacancies if they become available.
- Following program acceptance, students will be required to complete a comprehensive physical, drug screen, background check, submit current vaccinations, and CPR at the Healthcare Provider Level. The cost for these items will be borne by the student.

For further information, please contact the Respiratory Care office at: 620-694-2456 or RespiratoryTherapy@hutchcc.edu.

Admissions Procedures - Surgical Technology

Admission to Hutchinson Community College

- Apply for admission to [Hutchinson Community College](#) as a degree seeking student.
- Send all official transcripts to [Hutchinson Community College](#).

Admission to Surgical Technology

Application to the Surgical Technology program is December 15th – May 15th for the class starting the following August. Applications received after May 15th will be evaluated dependent upon availability of spots in the program at that time. The completion of the application is the student's responsibility. To meet this responsibility, the student must:

- Complete program prerequisites. All prerequisites must be completed prior to the start of the program, August 1st. Students who still have prerequisite courses to complete after the May 15th application deadline and who meet the necessary guidelines for admission may be eligible to receive a provisional letter of acceptance provided all prerequisite courses are completed by August 1st.
 - Grades must be a "C" (2.0 GPA) or higher.
 - Human Anatomy and Physiology (lab & lecture) *
 - Medical Terminology*
 - Pharmacology*
 - General Microbiology*
 - English Comp I
 - General Psychology or Fundamentals of Sociology
 - Contemporary Math or College Algebra
 - Public Speaking or Interpersonal Communication
 - Surgical Technology Allied Health Elective

** Courses must be within five years of the program start date.*

- Attend a Surgical Technology Information Session.
- Three professional/colleague references must be completed to be considered for ranking.
- Applicants will be ranked based upon total points received. Applicants who meet the criteria for admission into the Surgical Technology program will be notified by mail and/or email (HutchCC Dragon email) of acceptance, or placement on the waiting list.
- Following program acceptance, students will be required to complete a comprehensive physical, drug screen, background check, and submit current vaccinations and CPR at the Healthcare Provider Level. The cost for these items will be borne by the student.

For further information, please contact the Surgical Technology office at: 620-694-2456 or surgtech@hutchcc.edu.

Tuition and Fees

In-State	
Regular Student	\$131.00 Per Hour
Merged Hour Student	\$131.00 Per Hour
High School Student	\$102.00 Per Hour
Auditing Student	\$141.00 Per Hour
Visiting Student	\$141.00 Per Hour
Credit by Exam Student	\$62.00 Per Service
College @ 60 Student	\$102.00 Per Hour

Out-State	
Regular Student	\$162.00 Per Hour
Merged Hour Student	\$131.00 Per Hour
High School Student	\$133.00 Per Hour
Auditing Student	\$141.00 Per Hour
Visiting Student	\$141.00 Per Hour
Credit by Exam Student	\$62.00 Per Service
College @ 60 Student	\$102.00 Per Hour

International	
Regular Student	\$181.00 Per Hour
Merged Hour Student	\$131.00 Per Hour
Auditing Student	\$141.00 Per Hour
Credit by Exam Student	\$62.00 Per Service
College @ 60 Student	\$102.00 Per Hour

Course Fees

Description of Course Fee	Amount	Fee Applied	Course ID for Fee
Hutchinson Correctional Facility	\$50.00	Per Hour	HCF
Hybrid Course Fee	\$17.00	Per Hour	Hybrid Courses
McPherson Center Facility Fee	\$10.00	Per Hour	McPherson Center
Newton Center Facility Fee	\$10.00	Per Hour	Newton Center
Online Course Fee	\$17.00	Per Hour	Online Courses
Secondary Blended Online Fee	\$25.00	Per Course	Secondary Blended Courses
Tiered Course Fee (Excludes LPN (PN) & Cosmetology (CO) & SB155)	\$4.00	Per Hour	Tiered Courses
AB110 Course Fee	\$90.00	Per Course	AB110
AB112 Course Fee	\$25.00	Per Course	AB112
AB114 Course Fee	\$25.00	Per Course	AB114
AB115 Course Fee	\$25.00	Per Course	AB115
AB117 Course Fee	\$25.00	Per Course	AB117
AE100 Lab Fee	\$15.00	Per Course	AE100
AE100 Tool Fee	\$130.00	Per Course	AE100
AE105 Lab Fee	\$15.00	Per Course	AE105
AE105 Materials Fee	\$50.00	Per Course	AE105
AE150 Lab Fee	\$28.00	Per Course	AE150
AE152 Lab Fee	\$15.00	Per Course	AE152
AE155 Lab Fee	\$110.00	Per Course	AE155
AE200 Lab Fee	\$15.00	Per Course	AE200
AE202 Lab Fee	\$15.00	Per Course	AE202
AE205 Lab Fee	\$28.00	Per Course	AE205
AE250 Lab Fee	\$28.00	Per Course	AE250
AE252 Lab Fee	\$15.00	Per Course	AE252
AE252 Materials Fee	\$40.00	Per Course	AE252
AE255 Lab Fee	\$35.00	Per Course	AE255
AG110 Course Fee	\$10.00	Per Course	AG110
AG112 Course Fee	\$40.00	Per Course	AG112
AG130 Course Fee	\$350.00	Per Course	AG130
AL131 Course Fee	\$90.00	Per Course	AL131
AL132 Course Fee	\$65.00	Per Course	AL132
AL134 Course Fee	\$40.00	Per Course	AL134
AL137 Course Fee	\$65.00	Per Course	AL137

AL170 Course Fee	\$235.00	Per Course	AL170
AL226 Course Fee	\$90.00	Per Course	AL226
AM101 Course Fee	\$50.00	Per Course	AM101
AM201 Course Fee	\$50.00	Per Course	AM201
AM202 Course Fee	\$50.00	Per Course	AM202
AM203 Course Fee	\$50.00	Per Course	AM203
AN210 Course Fee	\$20.00	Per Course	AN210
Animation Lab Fee (Every AN Course)	\$3.00	Per Course	AN
AP101 Course Fee	\$39.00	Per Course	AP101
AP102 Course Fee	\$39.00	Per Course	AP102
AP104 Course Fee	\$39.00	Per Course	AP104
AP107 Course Fee	\$39.00	Per Course	AP107
AP120 Course Fee	\$140.00	Per Course	AP120
AP121 Course Fee	\$39.00	Per Course	AP121
AP122 Course Fee	\$39.00	Per Course	AP122
AP125 Course Fee	\$39.00	Per Course	AP125
AP131 Course Fee	\$2175.00	Per Course	AP131
AP203 Course Fee	\$39.00	Per Course	AP203
AR101 Course Fee	\$20.00	Per Course	AR101
AR106 Course Fee	\$30.00	Per Course	AR106
AR110 Lab Fee	\$50.00	Per Course	AR110
AR111 Lab Fee	\$50.00	Per Course	AR111
AR113 Lab Fee	\$50.00	Per Course	AR113
AR114 Lab Fee	\$50.00	Per Course	AR114
AR116 Lab Fee	\$50.00	Per Course	AR116
AR117 Lab Fee	\$50.00	Per Course	AR117
AR122 Lab Fee	\$50.00	Per Course	AR122
AR123 Lab Fee	\$50.00	Per Course	AR123
AR124 Lab Fee	\$50.00	Per Course	AR124
AR141 Lab Fee	\$50.00	Per Course	AR141
Barbering Bridge Program Fee	\$1350.00	Semester	
Basic Photography Kit Fee	\$40.00	Semester	
BI101 Course Fee	\$60.50	Per Course	BI101
BR Program Fee (Every BR course)	\$82.00	Per Hour	BR
BR100 Course Fee	\$1850.00	Per Course	BR100
BR161 Course Fee	\$500.00	Per Course	BR161
BR286 Course Fee	\$180.00	Per Course	BR286
BT104 Course Fee	\$25.00	Per Course	BT104

BT109 Course Fee	\$25.00	Per Course	BT109
BT121 Course Fee	\$32.00	Per Course	BT121
BT131 Course Fee	\$25.00	Per Course	BT131
BT134 Course Fee	\$25.00	Per Course	BT134
BU100 Course Fee	\$96.00	Per Course	BU100
BU101 Course Fee	\$119.00	Per Course	BU101
BU201 Course Fee	\$96.00	Per Course	BU201
CC201 Course Fee	\$36.00	Per Course	CC201
CC202 Course Fee	\$36.00	Per Course	CC202
CH101 D8 Lab Fee	\$10.00	Per Course	CH101
Chemistry Lab Fee (Every CH course)	\$7.00	Per Course	CH
CO Tiered Course Fee (Every CO course)	\$71.00	Per Hour	CO
CO100 Course Fee	\$1850.00	Per Course	CO100
CO161 Course Fee	\$950.00	Per Course	CO161
CO276 Course Fee	\$220.00	Per Course	CO276
CO290 Course Fee	\$265.00	Per Course	CO290
CO295 Course Fee	\$155.00	Per Course	CO295
Computer Lab Fee (Every CS course)	\$2.00	Per Course	CS
Computer Lab Fee (Every IS course)	\$2.00	Per Course	IS
Cosmetology Nail Kit Fee (if applicable)	\$380.00	Per Course	
CS106 Course Fee	\$20.00	Per Course	CS106
DR101 Course Fee	\$6.00	Per Course	DR101
Drafting Lab Fee (Every DR course)	\$6.00	Per Course	DR
EC100 Course Fee	\$3.00	Per Course	EC100
EC101 Course Fee	\$3.00	Per Course	EC101
ED110 Course Fee	\$5.00	Per Course	ED110
ED115 Course Fee	\$5.00	Per Course	ED115
ED201L Course Fee	\$36.00	Per Course	ED201L
EE117 Lab Fee	\$15.00	Per Course	EE117
EE117 Materials Fee	\$50.00	Per Course	EE117
EM101 Course Fee	\$60.00	Per Course	EM101
EM110 Course Fee	\$223.00	Per Course	EM110
EM112 Course Fee	\$158.00	Per Course	EM112
EM120 Course Fee	\$180.00	Per Course	EM120
EM122 Course Fee	\$125.00	Per Course	EM122
EM131 Course Fee	\$50.00	Per Course	EM131
EM132 Course Fee	\$25.00	Per Course	EM132
EM191 Course Fee	\$525.00	Per Course	EM191

EM192 Course Fee	\$525.00	Per Course	EM192
EM201 Course Fee	\$300.00	Per Course	EM201
EM202 Course Fee	\$300.00	Per Course	EM202
EN101 Course Fee	\$5.00	Per Course	EN101
EN102 Course Fee	\$5.00	Per Course	EN102
EN108 Course Fee	\$5.00	Per Course	EN108
Fire Science Lost Gear Fee - FS125	\$2250.00	Per Course	FS125
Fire Science Lost Gear Fee - FS136	\$2250.00	Per Course	FS136
Fire Science Lost Gear Fee - FS137	\$2250.00	Per Course	FS137
Fire Science Lost Gear Fee - FS225	\$2250.00	Per Course	FS225
FS107 Course Fee	\$50.00	Per Course	FS107
FS108 Course Fee	\$55.00	Per Course	FS108
FS109 Course Fee	\$55.00	Per Course	FS109
FS110 Course Fee	\$305.00	Per Course	FS110
FS113 Course Fee	\$175.00	Per Course	FS113
FS118 Course Fee	\$50.00	Per Course	FS118
FS120 Course Fee	\$39.00	Per Course	FS120
FS124 Course Fee	\$60.00	Per Course	FS124
FS125 Course Fee	\$55.00	Per Course	FS125
FS126 Course Fee	\$20.00	Per Course	FS126
FS127 Course Fee	\$80.00	Per Course	FS127
FS136 Course Fee	\$250.00	Per Course	FS136
FS137 Course Fee	\$250.00	Per Course	FS137
FS145 Course Fee	\$35.00	Per Course	FS145
FS150 Course Fee	\$110.00	Per Course	FS150
FS153 Course Fee	\$40.00	Per Course	FS153
FS155 Course Fee	\$40.00	Per Course	FS155
FS156 Course Fee	\$75.00	Per Course	FS156
FS160 Course Fee	\$40.00	Per Course	FS160
FS161 Course Fee	\$20.00	Per Course	FS161
FS206 Course Fee	\$175.00	Per Course	FS206
FS225 Course Fee	\$55.00	Per Course	FS225
HR203 Course Fee	\$195.00	Per Course	HR203
HR211 Course Fee	\$195.00	Per Course	HR211
HR215 Course Fee	\$40.00	Per Course	HR215
HR225 Course Fee	\$235.00	Per Course	HR225
HR260 Course Fee	\$40.00	Per Course	HR260
HR267 Course Fee	\$40.00	Per Course	HR267

Hutchinson Correctional Facility - Equipment Fee	\$200.00	Per Semester	
IS113 Course Fee	\$30.00	Per Course	IS113
IS120 Course Fee	\$30.00	Per Course	IS120
IS148 Course Fee	\$120.00	Per Course	IS148
IS149 Course Fee	\$120.00	Per Course	IS149
IS224 Course Fee	\$180.00	Per Course	IS224
IS240 Course Fee	\$265.00	Per Course	IS240
IS255 Course Fee	\$30.00	Per Course	IS255
JD101 Course Fee	\$39.00	Per Course	JD101
JD102 Course Fee	\$39.00	Per Course	JD102
JD104 Course Fee	\$39.00	Per Course	JD104
JD107 Course Fee	\$39.00	Per Course	JD107
JD121 Course Fee	\$39.00	Per Course	JD121
JD122 Course Fee	\$39.00	Per Course	JD122
JD125 Course Fee	\$39.00	Per Course	JD125
JD203 Course Fee	\$39.00	Per Course	JD203
JD207 Course Fee	\$39.00	Per Course	JD207
JD222 Course Fee	\$39.00	Per Course	JD222
JD225 Course Fee	\$39.00	Per Course	JD225
JD227 Course Fee	\$39.00	Per Course	JD227
JL104 Lab Fee	\$10.00	Per Course	JL104
JL105 Lab Fee	\$10.00	Per Course	JL105
JL201 Lab Fee	\$10.00	Per Course	JL201
JL202 Lab Fee	\$10.00	Per Course	JL202
JL203 Lab Fee	\$10.00	Per Course	JL203
JL204 Lab Fee	\$10.00	Per Course	JL204
JL205 Course Fee	\$10.00	Per Course	JL205
JL206 Course Fee	\$10.00	Per Course	JL206
JP110 Course Fee	\$35.00	Per Course	JP110
JP113 Course Fee	\$35.00	Per Course	JP113
JP118 Course Fee	\$30.00	Per Course	JP118
JP119 Course Fee	\$30.00	Per Course	JP119
LE121 Course Fee	\$11.00	Per Course	LE121
LE122 Course Fee	\$11.00	Per Course	LE122
LE217 Course Fee	\$69.00	Per Course	LE217
MA130 Course Fee	\$6.00	Per Course	MA130
MC101 Course Fee	\$35.00	Per Course	MC101
MC102 Course Fee	\$35.00	Per Course	MC102

MC103 Course Fee	\$35.00	Per Course	MC103
MC106 Course Fee	\$225.00	Per Course	MC106
MC110 Course Fee	\$35.00	Per Course	MC110
MC112 Course Fee	\$35.00	Per Course	MC112
MC113 Course Fee	\$35.00	Per Course	MC113
MC114 Course Fee	\$35.00	Per Course	MC114
MC115 Course Fee	\$35.00	Per Course	MC115
MC116 Course Fee	\$35.00	Per Course	MC116
MC117 Course Fee	\$35.00	Per Course	MC117
MC118 Course Fee	\$32.00	Per Course	MC118
MC122 Course Fee	\$35.00	Per Course	MC122
MC127 Course Fee	\$35.00	Per Course	MC127
MC201 Course Fee	\$35.00	Per Course	MC201
MC202 Course Fee	\$35.00	Per Course	MC202
MC203 Course Fee	\$35.00	Per Course	MC203
MC204 Course Fee	\$35.00	Per Course	MC204
MC205 Course Fee	\$35.00	Per Course	MC205
ME105 Lab Fee	\$10.00	Per Course	ME105
ME106 Lab Fee	\$10.00	Per Course	ME106
ME108 Course Fee	\$55.00	Per Course	ME108
ME110 Lab Fee	\$15.00	Per Course	ME110
ME110 Tool Fee	\$225.00	Per Course	ME110
ME115 Lab Fee	\$40.00	Per Course	ME115
ME115 Tool Fee	\$320.00	Per Course	ME115
ME116 Lab Fee	\$10.00	Per Course	ME116
ME117 Lab Fee	\$10.00	Per Course	ME117
ME119 Lab Fee	\$15.00	Per Course	ME119
ME122 Lab Fee	\$15.00	Per Course	ME122
ME124 Lab Fee	\$10.00	Per Course	ME124
ME129 Course Fee	\$20.00	Per Course	ME129
ME129 Lab Fee	\$10.00	Per Course	ME129
ME131 Lab Fee	\$10.00	Per Course	ME131
ME136 Lab Fee	\$15.00	Per Course	ME136
ME140 Lab Fee	\$10.00	Per Course	ME140
ME141 Lab Fee	\$10.00	Per Course	ME141
ME142 Lab Fee	\$10.00	Per Course	ME142
Media Audio Kit Rental Fee	\$90.00	Per Semester	MP

Media Pack Rental Fee	\$175.00	Per Semester	MP
MP112 Course Fee	\$25.00	Per Course	MP112
MP113 Course Fee	\$10.00	Per Course	MP113
MP214 Course Fee	\$25.00	Per Course	MP214
MP216 Course Fee	\$20.00	Per Course	MP216
MP262 Course Fee	\$25.00	Per Course	MP262
MU110 Course Fee	\$10.00	Per Course	MU110
MU111 Course Fee	\$10.00	Per Course	MU111
MU112 Course Fee	\$10.00	Per Course	MU112
MU113 Course Fee	\$10.00	Per Course	MU113
MU122 Course Fee	\$10.00	Per Course	MU122
MU123 Course Fee	\$10.00	Per Course	MU123
MU128 Course Fee	\$10.00	Per Course	MU128
MU129 Course Fee	\$10.00	Per Course	MU129
MU130 Course Fee	\$10.00	Per Course	MU130
MU132 Course Fee	\$10.00	Per Course	MU132
MU137 Course Fee	\$10.00	Per Course	MU137
MU138 Course Fee	\$10.00	Per Course	MU138
MU139 Course Fee	\$10.00	Per Course	MU139
MU144 Course Fee	\$10.00	Per Course	MU144
MU158 Course Fee	\$10.00	Per Course	MU158
MU159 Course Fee	\$10.00	Per Course	MU159
MU161 Course Fee	\$10.00	Per Course	MU161
MU162 Course Fee	\$10.00	Per Course	MU162
MU163 Course Fee	\$10.00	Per Course	MU163
MU164 Course Fee	\$10.00	Per Course	MU164
MU165 Course Fee	\$10.00	Per Course	MU165
MU171 Course Fee	\$35.00	Per Hour	MU171
MU172 Course Fee	\$35.00	Per Hour	MU172
MU173 Course Fee	\$35.00	Per Hour	MU173
MU174 Course Fee	\$35.00	Per Hour	MU174
MU179 Course Fee	\$35.00	Per Hour	MU179
MU180 Course Fee	\$35.00	Per Hour	MU180
MU181 Course Fee	\$35.00	Per Hour	MU181
MU182 Course Fee	\$35.00	Per Hour	MU182
MU183 Course Fee	\$10.00	Per Course	MU183
MU184 Course Fee	\$10.00	Per Course	MU184
MU185 Course Fee	\$10.00	Per Course	MU185

MU186 Course Fee	\$10.00	Per Course	MU186
MU187 Course Fee	\$10.00	Per Course	MU187
MU188 Course Fee	\$10.00	Per Course	MU188
MU189 Course Fee	\$10.00	Per Course	MU189
MU190 Course Fee	\$10.00	Per Course	MU190
MU191 Course Fee	\$10.00	Per Course	MU191
MU192 Course Fee	\$10.00	Per Course	MU192
MU193 Course Fee	\$10.00	Per Course	MU193
MU194 Course Fee	\$10.00	Per Course	MU194
NR103 Course Fee	\$395.00	Per Course	NR103
NR110 Course Fee	\$448.00	Per Course	NR110 FALL
NR110L Lab Fee	\$100.00	Per Course	NR110L
NR118 Course Fee	\$448.00	Per Course	NR118 SPRING
NR118L Lab Fee	\$60.00	Per Course	NR118L
NR123 Course Fee	\$528.00	Per Course	NR123 SPRING
NR123L Lab Fee	\$160.00	Per Course	NR123L
NR208 Course Fee	\$448.00	Per Course	NR208 SUMMER
NR208 Course Fee (Online only)	\$483.00	Per Course	NR208 SUMMER
NR208L Lab Fee	\$50.00	Per Course	NR208L
NR211L Lab Fee	\$75.00	Per Course	NR211L
NR220 Course Fee (Online only)	\$30.00	Per Course	NR220
NR220L Lab Fee	\$40.00	Per Course	NR220L
NR221 Course Fee (Online Only)	\$5.00	Per Course	NR221
NR221L Lab Fee	\$50.00	Per Course	NR221L
NR224 Course Fee	\$478.00	Per Course	NR224 FALL
NR224 Course Fee (Online Only)	\$458.00	Per Course	NR224 FALL
Paralegal Course Fee (Every LA course)	\$15.00	Per Hour	LA
PE106 Course Fee	\$25.00	Per Course	PE106
PE145 Course Fee	\$50.00	Per Course	PE145
PN Tiered Course Fee (Every PN Course)	\$30.00	Per Hour	PN
PN100FT Course Fee	\$425.00	Per Course	PN100FT
PN100PT Course Fee	\$170.00	Per Course	PN100PT
PN106PT Course Fee	\$170.00	Per Course	PN106PT
PN108PT Course Fee	\$170.00	Per Course	PN108PT
PN112FT Course Fee	\$425.00	Per Course	PN112FT
PN112PT Course Fee	\$170.00	Per Course	PN112PT
PN114 Lab Fee	\$149.00	Per Course	PN114
PN114PT Course Fee	\$170.00	Per Course	PN114PT

PN115 Lab Fee	\$425.00	Per Course	PN115
PN116 Lab Fee	\$107.00	Per Course	PN116
PN117 Lab Fee	\$120.00	Per Course	PN117
PN118 Lab Fee	\$10.00	Per Course	PN118
PN119 Lab Fee	\$10.00	Per Course	PN119
PT201 Course Fee	\$20.00	Per Course	PT201
PT203 Course Fee	\$30.00	Per Course	PT203
PT205 Course Fee	\$10.00	Per Course	PT205
PT214 Course Fee	\$5.00	Per Course	PT214
PT217 Course Fee	\$125.00	Per Course	PT217
PT222 Course Fee	\$210.00	Per Course	PT222
RA105 Course Fee	\$125.00	Per Course	RA105
RA106 Course Fee	\$110.00	Per Course	RA106
RA201 Course Fee	\$175.00	Per Course	RA201
RA202 Course Fee	\$80.00	Per Course	RA202
RA203 Course Fee	\$80.00	Per Course	RA203
RA205 Course Fee	\$60.00	Per Course	RA205
RT210 Course Fee	\$380.00	Per Course	RT210
RT211 Course Fee	\$300.00	Per Course	RT211
RT212 Course Fee	\$60.00	Per Course	RT212
RT221 Course Fee	\$55.00	Per Course	RT221
RT222 Course Fee	\$55.00	Per Course	RT222
RT223 Course Fee	\$410.00	Per Course	RT223
RT225 Course Fee	\$195.00	Per Course	RT225
SM180 Course Fee	\$30.00	Per Course	SM180
ST101 Course Fee	\$451.00	Per Course	ST101
ST103 Course Fee	\$48.00	Per Course	ST103
ST112 Course Fee	\$131.00	Per Course	ST112
TH119 Course Fee	\$50.00	Per Course	TH119
TH123 Lab Fee	\$10.00	Per Course	TH123
TH130 Course Fee	\$40.00	Per Course	TH130
TH132 Lab Fee	\$10.00	Per Course	TH132
TH133 Lab Fee	\$10.00	Per Course	TH133
TH134 Lab Fee	\$10.00	Per Course	TH134
TR121 Course Fee	\$70.00	Per Course	TR121
WE100 Course Fee	\$165.00	Per Course	WE100
WE102 Course Fee	\$105.00	Per Course	WE102
WE104 Course Fee	\$160.00	Per Course	WE104

WE105 Course Fee	\$160.00	Per Course	WE105
WE106 Course Fee	\$185.00	Per Course	WE106
WE110 Course Fee	\$160.00	Per Course	WE110
WE111 Course Fee	\$160.00	Per Course	WE111
WE112 Course Fee	\$195.00	Per Course	WE112
WE113 Course Fee	\$295.00	Per Course	WE113
WE115 Course Fee	\$140.00	Per Course	WE115
WE116 Course Fee	\$245.00	Per Course	WE116
WE117 Course Fee	\$245.00	Per Course	WE117
WE118 Course Fee	\$120.00	Per Course	WE118
WE128 Course Fee	\$105.00	Per Course	WE128
WE209 Course Fee	\$270.00	Per Course	WE209
WE217 Course Fee	\$270.00	Per Course	WE217
WE218 Course Fee	\$270.00	Per Course	WE218
WE220 Course Fee	\$350.00	Per Course	WE220

Incidental Fees

Description of Incidental Fee	Amount	Fee Applied
1098T Replacement Fee	\$5.00	Each
Career Assessment Services(non students)	\$50.00	Per Service
CDL Extra Drive Time	\$100.00	Per Hour
CDL Re-Test	\$50.00	Each
CDL Test	\$100.00	Each
Clinical Hour Make-up Fee(Cosmetology)	\$7.00	Per Hour
Clinical Hour Make-up Fee(Nursing)	\$30.00	Per Hour
Football Equipment Fee	\$300.00	One Time
Golf Equipment Fee	\$300.00	One Time
Graduation (Includes Cap and Gown)	\$30.00	Each
Handling Fee	\$50.00	Per Month
Library Lost Book Fee	\$50.00	Each
Library Lost Media Fee	\$75.00	Each
Mailing a gown package	\$10.00	Each
NSF Check Fee (charge for return check)	\$20.00	Each
Parking Fine Child Care center	\$50.00	Each
Parking Fine Handicap Violation	\$50.00	Each
Parking Fine Regular Violation	\$15.00	Each
Proctoring Fee for Non-HCC Students (min. 1 hour)	\$10.00	Per Hour
Replace Diploma/Certificate and Cover	\$20.00	Each
Residence Hall - Late/Early Check-In Fee	\$50.00	Per Service
Student ID	\$5.00	Each
Ten Meal Punch Card	\$73.00	Each
Transcript - Official	\$8.00	Each
Transcript - Overnight Mail Service	\$26.00	Each
Transcript - Unofficial Faxed Copy	\$8.00	Each

Room and Board

Room and Board - Per Semester	Amount
Elland Hall Single Occupancy	\$4,070.00
Elland Hall Double Occupancy	\$3,670.00
Kent Hall Single Occupancy	\$4,070.00
Kent Hall Double Occupancy	\$3,670.00
Suite Single Occupancy	\$4,370.00
Suite Double Occupancy	\$3,970.00
Apartment Single Occupancy	\$4,420.00
Apartment Double Occupancy	\$4,020.00
Meals Only - All Access Meal Plan	\$1,930.00

Room and Board - Per Year	Amount
Elland Hall Single Occupancy	\$8,140.00
Elland Hall Double Occupancy	\$7,340.00
Kent Hall Single Occupancy	\$8,140.00
Kent Hall Double Occupancy	\$7,340.00
Suite Single Occupancy	\$8,740.00
Suite Double Occupancy	\$7,940.00
Apartment Single Occupancy	\$8,840.00
Apartment Double Occupancy	\$8,040.00
Meals Only - All Access Meal Plan	\$3,860.00

Room and Board - Summer	Amount	
Daily Room and Board	\$26.00	Day/Room
Daily Room and Board	\$26.00	Day/Person
Daily Room and Board	\$26.00	Day/Suite
Daily Room and Board	\$26.00	Day/Person

Financial Aid

Eligibility for Federal Financial Aid is determined for students who annually complete the [Free Application for Federal Student Aid \(FAFSA\)](#). Award packages are determined as early as March of each calendar year for the upcoming academic year for early applicants. Awarding continues as Financial Aid applications are processed. A student is eligible only for those Federal programs that have funds available at the time your file is fully processed and the student meets eligibility guidelines. To be considered for Federal Aid, you must meet basic financial aid requirements:

- Be enrolled at HutchCC in a degree-seeking major and meet Enrollment Requirements.
- Make satisfactory academic progress as stated in HutchCC policy.
- Complete and meet FAFSA eligibility.

Hutchinson Community College complies with the Veterans Benefits and Transition Act of 2018, and will not impose any penalty upon eligible students if they are unable to meet their financial obligations due to delayed payment of benefits from the Department of Veteran Affairs.

Scholarships

HutchCC offers a variety of scholarships that is as diverse as our student body. Whether you are a full-time or part-time student, seeking vocational training or looking to transfer to a university, we have a scholarship for which you may qualify. Scholarships are gifts and do not have to be repaid. Most are given to eligible students with no strings attached. Some may require the student to maintain a certain level of academic success.

Refund Policy

Hutchinson Community College Refund Policy (Effective Fall 2008)

Class Length Description	Calendar Days*	Refund Amount
Class length: 9 weeks or greater (Refund Type 1)	0-7 calendar days	100%
	8th calendar day through end of class	0%
Class length: 5 weeks or greater and less than 9 weeks (Refund Type 2)	0-3 calendar days	100%
	4th calendar day through end of class	0%
Class length: 1 week or greater and less than 5 weeks (Refund Type 3)	0-2 calendar days	100%
	3rd calendar day through end of class	0%
Class length: Less than 1 week (Refund Type 4)	0-1 calendar days	100%
	2nd calendar day through end of class	0%

This policy is for credit hour courses and covers all course delivery methods.

Students receiving federal financial aid who withdraw completely from Hutchinson Community College may be required to repay a portion of the federal financial aid they have received. Questions about repayment of federal aid should be directed to the HutchCC Financial Aid Office.

Students required to report for active military duty during a semester of enrollment are entitled to a full refund of tuition and fees-contingent upon presentation of official military orders. Students who volunteer for military service during a semester of enrollment are not eligible for military refunds and instead are subject to the institution's regular refund policy.

Exceptions to the refund policy may be authorized by the Vice President of Student Services. All appeals must be in writing; however appeals will not be considered after the last scheduled day of the course or semester. Written appeals may be sent to refunds@hutchcc.edu.

Financial Aid Satisfactory Academic Progress

Financial Aid Satisfactory Academic Progress

SATISFACTORY ACADEMIC PROGRESS POLICY

The U.S. Department of Education requires that colleges monitor the academic progress of federal financial aid recipients to ensure that only those students demonstrating satisfactory academic progress towards the completion of their educational programs continue to receive financial aid. Hutchinson Community College's Satisfactory Academic Progress Policy monitors student progress in three areas: completion rate, GPA, and maximum time frame. Students receiving any federal financial aid including Pell Grants, Supplemental Educational Opportunity Grants, Work Study, Direct Loans, and/or any other federal or state aid must meet the following standards:

- Students must earn credit for 67% of the cumulative hours they attempt
- Students must maintain a 2.0 cumulative GPA
- Students must complete their program of study within a reasonable time frame not to exceed 150% of their published program length

Each requirement is discussed in greater detail below.

Satisfactory academic progress is measured at the end of each semester and the student will be notified if they are not in compliance with the policy at that time.

COMPLETION RATE

Cumulative completion rate is calculated by dividing the number of cumulative credit hours earned by the number of cumulative credit hours attempted. Students must earn **67%** of the cumulative credit hours attempted. A student failing to complete **67%** of their attempted hours will be placed on financial aid **warning** for the following semester for which the student is enrolled. A student who does not meet satisfactory academic progress standards during their warning semester will be placed on financial aid **suspension** at the end of that semester. A student may **appeal** their financial aid **suspension**. Instructions for appeal are found below.

Attempted hours include any course the student remained enrolled in past the refund period. Earned hours include any hours for which the student earned an A, B, C, D, P, or CR. Failures, withdrawals, audits, and incompletes are considered as attempted hours, but not earned hours. Failing grades in pass/fail courses are considered attempted, but not earned. Repeated and remedial courses are included in the calculation of attempted and earned hours.

A student must contact the Financial Aid Office to resolve any discrepancies related to classes with grades posting after the review period.

CUMULATIVE GPA

A student must also maintain a 2.0 cumulative grade point average (CGPA). A student failing to meet the cumulative GPA standard will be placed on financial aid **warning** for the following semester of enrollment. A student who does not meet satisfactory academic progress standards during their warning semester will be placed on financial aid **suspension** at the end of that semester. A student may **appeal** their financial aid **suspension**. Instructions for appeal are found below.

MAXIMUM TIME FRAME

Federal regulations require that a student complete their degree or certificate in a reasonable time frame not to exceed 150% of the published program length. All program-applicable credit hours attempted at HutchCC and program-applicable transfer credit hours posted to the HutchCC transcript are counted towards the maximum time frame regardless of whether or not aid was received for those credit hours. A student will be placed on financial aid **suspension** as soon as it is determined that they cannot complete their stated degree or certificate within the 150% maximum time frame. A student may **appeal** their financial aid **suspension**. Instructions for appeal are found below.

Transfer Hours

All program-applicable transfer hours accepted by HutchCC and posted to the student's HutchCC transcript are included when determining Satisfactory Academic Progress status of transfer students. Transfer hours will be evaluated for SAP at the next evaluation period after which they were received. Students will be notified of their SAP status at that time.

Financial Aid Warning

At the conclusion of each semester, all students receiving Title IV aid will be evaluated to determine whether or not they are maintaining satisfactory academic progress (SAP). If a student is failing to meet SAP standards, they will be placed on financial aid warning for the following semester for which they are enrolled. Warning status will not prevent the student from receiving financial aid. If the student fails to meet SAP standards while on financial aid warning, the student will be placed on financial aid suspension.

Financial Aid Suspension

A student not meeting SAP standards for two consecutive semesters will be suspended from receiving any federal financial aid until they reach the required completion rate or grade point average to meet SAP policy requirements. Students on financial aid suspension are not eligible for financial aid of any kind, including Federal Direct student loans.

Reinstatement

A student who has been placed on financial aid warning or suspension may request that their status be adjusted if a subsequent semester brings them into compliance with SAP policy. Students may request a re-evaluation of their SAP status in writing to the Financial Aid Office.

Appeal

A student on financial aid suspension may also appeal to have their eligibility reinstated. Appeal forms are assigned to students who are placed on financial aid suspension in the student aid portal. Paper appeals are available upon request. Appeals will be accepted through November 1 for the fall term, April 1 for the spring term, and July 1 for the summer term. The Financial Aid Office reserves the right to review appeals after the deadline dates, if warranted. Complete appeals will be reviewed within 10 business days of the date they were received by the Financial Aid Office.

The Financial Aid Office will consider each petition individually. Only extenuating circumstances will be considered for appeal. Extenuating circumstances must be unexpected circumstances that are beyond the student's control. Typical adjustments to college life such as underestimating the time required for studying, failing to manage one's time wisely, or failing to attend class on a regular basis without documented hardship will not be considered as extenuating circumstances. Extenuating circumstances must be adequately documented and the documentation must be included with the appeal. Documentation may include supporting statements from doctors, teachers, counselors, etc. The student will be notified of the decision within ten days of the appeal review.

A student whose appeal has been denied who wishes to appeal the decision further may file another appeal if they can provide additional information or documentation that was not included in their initial appeal.

Academic Affairs

The Office of Academic Affairs at Hutchinson Community College facilitates accessible, quality teaching/learning by overseeing five academic and professional/technical departments of the college. The major responsibilities of the Office are to:

- support instructional quality at all locations through all delivery modalities,
- act on behalf of the institution as a liaison with accrediting and regulating agencies,
- provide students an avenue for academic inquiry and appeal,
- assist departments in all areas of support and oversight including:
 - curriculum development—meeting currency, state alignment, workforce needs
 - program review—goal setting and improvement planning
 - academic assessment of course/program/institutional outcomes
 - faculty appointments, faculty evaluation processes, and faculty development
 - budgeting/expenditure management/grant acquisition
 - building a college community of learning.

Catalog Curriculum - AA, AS, AGS, AFA Requirements

Associate of Arts, Associate of Science, Associate of General Studies and Associate of Fine Arts

Associate of Arts	
The Associate of Arts provides a general education degree designed for students planning to transfer to four-year colleges and universities and pursue, in general, majors in arts and humanities.	
Program Courses	Number of Credits
English	6
EN100 English Composition IB or EN101 English Composition IA	
AND	
EN102 English Composition II	
Communication (Select one of the following)	3
SH101 Public Speaking	
SH210 Interpersonal Communication	
Math (Select one of the following)	3
MA106 College Algebra	
MA108 Elements of Statistics	
MA117 Contemporary Math	
Natural & Physical Science with Lab	4
Minimum of 4 hours from one of the following disciplines: Biology (BI), Chemistry (CH), Geology (PY103 plus PY104L), or Physical Science (PY). The course must include lecture and a lab.	
Social Sciences	6
Minimum of 6 hours from two of the following disciplines: Anthropology (SO111), Economics (EC), Geography (GE), Political Science (GO), Criminal Justice (LE101 and LE205), Psychology (PS), or Sociology (SO). 3 hours must be either PS100 General Psychology or SO100 Fundamentals of Sociology	
Arts & Humanities	9
Minimum of 9 hours from two or more of the following disciplines: Art (AR)*, Literature (EN)*, Modern Languages (SP), History (HI), Intro to Mass Communications (JL101), Music (MU)*, Philosophy (PL), Religion (RE), Communication (SH101, SH122/TH122, SH210) or Theatre (TH)*.	

*This requirement cannot be met by performance or studio courses.	
General Electives	29
To satisfy the Systemwide General Education Framework, 6 of these credit hours will include the approved Institutional Options (See Below).	
TOTAL	60

Associate of Science

The Associate of Science provides a general education degree designed for students planning to transfer to four- year colleges and universities and pursue, in general, majors in science (computer, natural, physical, and social sciences), mathematics, and business.

	Number of Credits
Program Courses	
English	6
EN100 English Composition IB or EN101 English Composition IA	
AND	
EN102 English Composition II	
Communication (Select one of the following)	3
SH101 Public Speaking	
SH210 Interpersonal Communication	
Math (Select one of the following)	3
MA106 College Algebra	
MA108 Elements of Statistics	
MA117 Contemporary Math	
Natural & Physical Science with Lab	9
Minimum of 4 hours from one of the following disciplines: Biology (BI), Chemistry (CH), Geology (PY103 plus PY104L), or Physical Science (PY). At least one course must include lecture and a lab. Additional hours may be Mathematics courses.	
Social Sciences	6
Minimum of 6 hours from two of the following disciplines: Anthropology (SO111), Economics (EC), Geography (GE), Political Science (GO), Criminal Justice (LE101 and LE205), Psychology (PS), or Sociology (SO). 3 hours must be either	

PS100 General Psychology or SO100 Fundamentals of Sociology	
Arts & Humanities	6
Minimum of 6 hours from two of the following disciplines: Art (AR)*, Literature (EN)*, Modern Languages (SP), History (HI), Intro to Mass Communications (JL101), Music (MU)*, Philosophy (PL), Religion (RE), Communication (SH101, SH122/TH122, SH210) or Theatre (TH)*.	
*This requirement cannot be met by performance or studio courses.	
General Electives	27
To satisfy the Systemwide General Education Framework, 6 of these credit hours will include the approved Institutional Options (See Below).	
TOTAL	60

Associate of Fine Arts	
The Associate of Fine Arts provides a general education degree designed for students planning to transfer to four-year colleges and universities and pursue, in general, majors in fine arts.	
	Number of Credits
Program Courses	
English	6
EN100 English Composition IB or EN101 English Composition IA	
AND	
EN102 English Composition II	
Communication (Select one of the following)	3
SH101 Public Speaking	
SH210 Interpersonal Communication	
Math (Select one of the following)	3
MA106 College Algebra	
MA108 Elements of Statistics	
MA117 Contemporary Math	
Natural & Physical Science with Lab	4
Minimum of 4 hours from one of the following disciplines: Biology (BI), Chemistry (CH), Geology	

(PY103 plus PY104L), or Physical Science (PY). The course must include lecture and a lab.	
Social Sciences	6
Minimum of 6 hours from two of the following disciplines: Anthropology (SO111), Economics (EC), Geography (GE), Political Science (GO), Criminal Justice (LE101 and LE205), Psychology (PS), or Sociology (SO). 3 hours must be either PS100 General Psychology or SO100 Fundamentals of Sociology	
Arts & Humanities	9
Minimum of 9 hours from two or more of the following disciplines: Art (AR)*, Literature (EN)*, Modern Languages (SP), History (HI), Intro to Mass Communications (JL101), Music (MU)*, Philosophy (PL), Religion (RE), Communication (SH101, SH122/TH122, SH210) or Theatre (TH)*.	
*This requirement cannot be met by performance or studio courses.	
Fine Arts Electives	21
Minimum of 21 hours from at least one of the following disciplines: Art (AR), Music (MU), or Theatre (TH) *Some courses are excluded.	
Capstone Options	2
AR250 Art Capstone	
MU250 Music Capstone	
TH250 Theatre Capstone	
General Electives	6
To satisfy the Systemwide General Education Framework, 6 of these credit hours will include the approved Institutional Options (See Below).	
TOTAL	60

Systemwide General Education

The Systemwide General Education (SGE) Framework makes up 34-35 credit hours within seven areas: English, Communication, Math, Natural & Physical Science, Social Sciences, Arts & Humanities, and Institutional Options. The SGE Framework, when completed and noted on a student's transcript, is guaranteed to transfer and fulfill the general education requirements of a degree at Kansas public universities and community colleges. The SGE Framework is built into the following degrees: Associate of Arts, Associate of Fine Arts, and Associate of Science.

Program Courses	Number of Credits
English	6
EN100 English Composition IB or EN101 English Composition IA	
AND	
EN102 English Composition II	
Communication (Select one of the following)	3
SH101 Public Speaking	
SH210 Interpersonal Communication	
Math (Select one of the following)	3
MA106 College Algebra	
MA108 Elements of Statistics	
MA117 Contemporary Math	
Natural & Physical Science with Lab	4-5
Minimum of 4 hours from one of the following disciplines: Biology (BI), Chemistry (CH), Geology (PY103 plus PY104L), or Physical Science (PY). The course must include lecture and a lab.	
Social Sciences	6
Minimum of 6 hours from two of the following disciplines: Economics (EC), Geography (GE), Criminal Justice (LE101 and LE205), Political Science (GO), Psychology (PS), or Sociology (SO).	
Arts & Humanities	6
Minimum of 6 hours from two of the following disciplines: Art (AR)*, Literature (EN)*, Modern Languages (SP), History (HI), Journalism (JL101), Music (MU)*, Philosophy (PL), Religion (RE), Communication (SH101, SH122/TH122, SH210) or Theatre (TH)*.	
Institutional Options	6
Minimum of 6 hours from our Systemwide Transfer Course list	
TOTAL	34-35

Associate of General Studies

The Associate of General Studies provides a flexible general education degree to meet student interest, career goal, academic need, and desire for lifelong learning.

	Number of Credits
Program Courses	
English	6
EN100 English Composition IB or EN101 English Composition IA	
AND	
EN102 English Composition II	
Communication (Select one of the following)	3
SH101 Public Speaking	
SH210 Interpersonal Communication	
Math	3
MA117 Contemporary Math or other (MA) course	
Natural & Physical Science with Lab	4
Minimum of 4 hours from one of the following disciplines: Biology (BI), Chemistry (CH), Geology (PY103 plus PY104L), or Physical Science (PY). The course must include lecture and a lab.	
Social Sciences	6
Minimum of 6 hours from the following disciplines: Anthropology (SO111), Economics (EC), Geography (GE), Political Science (GO), Criminal Justice (LE101 and LE205), Psychology (PS), or Sociology (SO). 3 hours must be either PS100 General Psychology or SO100 Fundamentals of Sociology	
Arts & Humanities	6
Minimum of 6 hours from the following disciplines: Art (AR)*, Literature (EN)*, Modern Languages (SP), History (HI), Music (MU)*, Philosophy (PL), Communication (SH101, SH122/TH122, SH210) or Theatre (TH)*.	
*This requirement cannot be met by performance or studio courses.	
Necessary Skills	2
Minimum of 2 hours from the approved list	
General Electives	30
TOTAL	60

Academic Calendar - 2025-2026

2025-2026 Academic Calendar-Approved by Board of Trustee's 5/8/25

August 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Hutchinson Community College	
1300 North Plum	
620-665-3500 1-888-GO-HUTCH	
Hutchinson, KS 67501	
Aug 1	Any course beginning after this date is considered a Fall course
Aug 11	Faculty Prep
Aug 12-13	Faculty Development Days
Aug 14-19	Enrollment/Registration/Faculty Prep
Aug 20	Classes Begin
Sept 1	Labor Day, College Closed
Oct 3	Fall Break, College Closed
Nov 7	HCC Recruitment Day, No Day Classes
Nov 26-28	Thanksgiving Break, College Closed
Dec 8-11	Final Exams
Dec 12	Make-Up Exams, Final Grades Due by 5 p.m.
Dec 24-Jan 1	Winter Break, College Closed
Jan 1	Any course beginning after this date is considered a Spring course
Jan 2	Floating Holiday, College Closed
Jan 5	Faculty Prep
Jan 6-7	Faculty Development Days
Jan 8-9	Enrollment/Registration/Faculty Prep
Jan 12	Classes Begin
Jan 19	Martin Luther King Day, College Closed
Feb 16	2026-2027 Schedule Available
Mar 16-20	Spring Break
Mar 20	College Closed
May 4-7	Final Exams
May 8	Commencement, 7:00 p.m., Make-Up Exams, Final Grades Due by 5 p.m.
May 22-25	Memorial Day Break, College Closed
Jun 1	Any course beginning after this date is considered a Summer course
Jun 1	1st Summer Term Begins
Jun 25	1st Summer Term Ends
Jun 29	2nd Summer Term Begins
Jul 3	Independence Holiday, College Closed
Jul 23	2nd Summer Term Ends

Faculty will have 1 prep day (contract day) to be used at their discretion between July 1, 2025 & June 30, 2026	
---	--

February 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Check DragonZone or Course Syllabus for last date to withdraw.

Academic Calendar - 2026-2027

2026-2027 Academic Calendar-Approved by Board of Trustee's 5/8/25

August 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2027						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Hutchins on Community College	
1300 North Plum	
620-665-3500 1-888-GO-HUTCH	
Hutchinson, KS 67501	
Aug 1	Any course beginning after this date is considered a Fall course
Aug 10	Faculty Prep
Aug 11-12	Faculty Development Days
Aug 13-18	Enrollment/Registration/Faculty Prep
Aug 19	Classes Begin
Sept 7	Labor Day, College Closed
Oct 2	Fall Break, College Closed
Nov 6	HCC Recruitment Day, No Day Classes
Nov 25-27	Thanksgiving Break, College Closed
Dec 7-10	Final Exams
Dec 11	Make-Up Exams, Final Grades Due by 5 p.m.
Dec 23	Floating Holiday, College Closed
Dec 24-Jan 1	Winter Break, College Closed
Jan 1	Any course beginning after this date is considered a Spring course
Jan 4	Faculty Prep
Jan 5-6	Faculty Development Days
Jan 7-8	Enrollment/Registration/Faculty Prep
Jan 11	Classes Begin
Jan 18	Martin Luther King Day, College Closed
Feb 15	2027-2028 Schedule Available
Mar 15-19	Spring Break
Mar 19	College Closed
May 3-6	Final Exams
May 7	Commencement, 7:00 p.m., Make-Up Exams, Final Grades Due by 5 p.m.
May 28-31	Memorial Day Break, College Closed
Jun 1	Any course beginning after this date is considered a Summer course
Jun 1	1st Summer Term Begins
Jun 28	1st Summer Term Ends
Jun 29	2nd Summer Term Begins
Jul 2	Floating Holiday, College Closed
Jul 5	Independence Holiday, College Closed
Jul 27	2nd Summer Term Ends

Faculty will have 1 prep day (contract day) to be used at their discretion between July 1, 2026 & June 30, 2027

February 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2027						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2027						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Check DragonZone or Course Syllabus for last date to withdraw.

Academic Calendar - 2027-2028

2027-2028 Academic Calendar-Approved by Board of Trustee's 5/8/25

August 2027						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2027						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2027						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2027						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2028						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Hutchins on Community College
1300 North Plum
620-665-3500 1-888-GO-HUTCH
Hutchinson, KS 67501

Aug 1 Any course beginning after this date is considered a Fall course

Aug 9 Faculty Prep

Aug 10-11 Faculty Development Days

Aug 12-17 Enrollment/Registration/Faculty Prep

Aug 18 Classes Begin

Sept 6 Labor Day, College Closed

Oct 1 Fall Break, College Closed

Nov 5 HCC Recruitment Day, No Day Classes

Nov 24-26 Thanksgiving Break, College Closed

Dec 6-9 Final Exams

Dec 10 Make-Up Exams, Final Grades Due by 5 p.m.

Dec 23-Jan 2 Winter Break, College Closed

Jan 1 Any course beginning after this date is considered a Spring course

Jan 3 Faculty Prep

Jan 4-5 Faculty Development Days

Jan 6-7 Enrollment/Registration/Faculty Prep

Jan 10 Classes Begin

Jan 17 Martin Luther King Day, College Closed

Feb 21 2028-2029 Schedule Available

Mar 13-17 Spring Break

Mar 17 College Closed

May 1-4 Final Exams

May 5 Commencement, 7:00 p.m., Make-Up Exams, Final Grades Due by 5 p.m.

May 26-29 Memorial Day Break, College Closed

Jun 1 Any course beginning after this date is considered a Summer course

Jun 1 1st Summer Term Begins

Jun 28 1st Summer Term Ends

Jun 29 2nd Summer Term Begins

Jul 4 Independence Holiday, College Closed

Jul 27 2nd Summer Term Ends

February 2028						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

March 2028						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2028						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2028						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2028						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2028						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Faculty will have 1 prep day (contract day) to be used at their discretion between July 1, 2027 & June 30, 2028

Check DragonZone or Course Syllabus for last date to withdraw.

Programs/Areas of Study - AAS and CERT Requirements

Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Agricultural Diesel Mechanics - CERTB
Agriculture, Business, Computers and Technology

The Agriculture Diesel Mechanics curriculum prepares students with technical knowledge and skills for employment as service technicians at implement dealerships or independent shops. The course of study includes repair and service of diesel engines, hydraulics, transmissions, air conditioning and electrical systems on agriculture and light industrial equipment.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AE100	AC/DC Circuits	4
AP101	Introduction to Ag Power	6
AP102	Hay and Seeding Systems	2
AP104	Ag Air Conditioning	2
AP107	Ag Equipment Hydraulics	6
AP121	Ag Equipment Electricity	3
AP122	Combine Operation and Repair	2
AP125	Agriculture Equipment Technology & Optimization	1
AP203	Ag Equipment Powertrains	7
AP206	Dealership Operations and Procedures	1
TR120	Work Ethics	2
TR121	General Industrial Safety/OSHA10	1
TOTAL CREDIT HOURS		37

Contact Information

Contact: Heath Weninger - weningerh@hutchcc.edu - (620) 665-3589
Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479
Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Agricultural Diesel Mechanics - John Deere Pathway - ASSOC
 Agriculture, Business, Computers and Technology

The Agriculture Diesel Mechanics - John Deere Pathway prepares students with technical knowledge and skills for employment as certified Service Technicians at John Deere dealerships. Students will take courses from a John Deere certified dealer instructor who serves as a HutchCC faculty member. The HutchCC curriculum is aligned with the John Deere Technical Training Certified Technician Roadmap. When complete, the three levels will achieve John Deere Technician status.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AE100	AC/DC Circuits	4
JD101	John Deere Introduction to Ag Power	6
JD102	John Deere Hay and Seeding Systems	2
JD104	John Deere Ag Air Conditioning	2
JD107	John Deere Ag Equipment Hydraulics	6
JD121	John Deere Ag Equipment Electricity	3
JD122	John Deere Combine Operation and Repair	2
JD125	John Deere Ag Equipment Technology & Optimization	1
JD203	John Deere Ag Equipment Powertrains	7
JD206	John Deere Dealership Operations and Procedures	1
JD207	John Deere Advanced Ag Equipment Hydraulics	4
JD222	John Deere Transverse and Axial Combines	4
JD225	John Deere Advanced Ag Equipment Systems	4
JD227	John Deere Ag Diesel Diagnostics	3
TR121	General Industrial Safety/OSHA10	1
WE100	Basic Welding	3
General Education Options-Ag Diesel John Deere Pathway		6
Math Options-Ag Diesel John Deere Pathway		3
Communications Options-Ag Diesel John Deere Pathway		3
Composition Options-Ag Diesel John Deere Pathway		3
TOTAL CREDIT HOURS		67

Contact Information

Contact:

Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479

Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Applied Technologies - ASSOC
 Agriculture, Business, Computers and Technology

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
General Education Options		15
Option I: Select Two Certificate A's from the Specific List of Options		17
Option II: Select one Certificate B from the Specific List of Options		17
Additional Credits Required		15
TOTAL CREDIT HOURS		64

Students completing this degree must complete either two Certificate A options (Audio Technology, Auto Collision, Auto Technology, Computer Support Specialist, Construction Technology, Fire Science, Graphic Arts Technology, Industrial Mechanical Maintenance, Machine Technology, Media & Film Production, Networking, or Welding Technology) or one Certificate B option (Ag Diesel, Auto Collision, Auto Technology, Business Adm Technologies-Accounting or Office Support, Business Mgmt + Entrepreneurship-Sales or Supervision, Construction Technology, Industrial Electrical Technology, Machine Technology, Networking-Emphasis in Security, or Welding Technology) and a minimum of 15 hours of General Education courses. Additional hours of Technical Concentrator Electives will be required to make up the 64 hours. If the Certificate B option is selected these hours must be from a different technical area (different course prefix).

Contact Information

Contact:

Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479

Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Apprenticeship: Fire Officer Leadership - CERTA
Public Safety

This is a 12 month apprenticeship program for firefighters working full time.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
FS175	Intro. to Fire & Emergency Services Administration	3
FS209	Fire Instructor I	3
FS210	Fire Safety Officer	3
FS211	Fire Officer I	3
FS212	Fire Officer II	3
FS213	Fire Officer Practicum	1
TOTAL CREDIT HOURS		16

Contact Information

Contact:

Department Co-Chair: Cliff Moore - moorec@hutchcc.edu - (620) 728-4408

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Audio Technology - CERTA
 Agriculture, Business, Computers and Technology

The Audio Technology Program prepares students for an entry level position in the varied fields of the audio industry, to enable them to transfer to an audio degree at another institution or compliment other media degrees at HutchCC. There is an emphasis on hands-on experiential training, while assuring students also understand audio theory and traditional musical concepts. Students can focus their work on a media or music track based on interest. Our curriculum produces a versatile professional prepared to work in a variety of audio industry fields and to communicate with performers in a studio or at a live event.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
MP109	Audio Production I	3
MP157	Introduction to the Media Recording Set	1
MP209	Audio Production II	3
MU157	Introduction to the Music Recording Studio	1
Media or Music Track Options		8
Audio Technology Electives		8
TOTAL CREDIT HOURS		24

Contact Information

Contact: Bobby Obermite - obermiteb@hutchcc.edu - (620) 665-3433
 Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479
 Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Automation Engineer Technology - ASSOC
 Agriculture, Business, Computers and Technology

A program that prepares individuals to apply basic engineering principles and technical skills in support of engineers and other professionals engaged in developing, installing, calibrating, modifying and maintaining automated systems. Includes instruction in computer systems; electronics and instrumentation; programmable logic controllers (PLCs); electric, hydraulic and pneumatic control systems; actuator and sensor systems; process control; robotics; applications to specific industrial tasks; and report preparation.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AE100	AC/DC Circuits	4
AE101	Digital Multimeter Principles	1
AE150	Programmable Logic Controls (PLCs)	3
AE155	Electrical Maintenance	3
AE200	Variable Frequency Drives and Electric Motors	3
AE202	Actuator/Sensor Systems	3
AE205	Intermediate Programmable Logic Controllers	3
AE250	Distributed/Integrated Control Systems	3
AE252	Control Systems Development	3
AE255	Industrial Robotics	3
EE117	Conduit Fabrication	1
EE126	NEC Codeology	1
IS182	Cisco CCNA I/Networking I	3
ME106	Industrial Fluid Power	3
ME110	Fundamentals of Motor Controls	3
TR121	General Industrial Safety/OSHA10	1
General Education Options		6
SH101 Public Speaking OR SH210 Interpersonal Communication		3
Written Communications Options for AET AAS		3
AET Math Options		3
Automation Engineer Technology Contextual Electives		4
TOTAL CREDIT HOURS		60

Contact Information

Contact: Paul Becker - beckerp@hutchcc.edu - (620) 728-8187
 Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479
 Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Automotive Collision & Refinishing Technology - CERTA
 Agriculture, Business, Computers and Technology

A program that prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. Includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AB110	Painting and Refinishing I	3
AB111	Painting and Refinishing II	3
AB114	Non-Structural Analysis and Damage Repair I	4
AB115	Non-Structural Analysis and Damage Repair II	4
AB118	Intro to Estimating & Diagnostic Scanning	1
AB120	Structural Analysis and Damage Repair I	2
TR121	General Industrial Safety/OSHA10	1
TOTAL CREDIT HOURS		18

Contact Information

Contact: Paul Becker - beckerp@hutchcc.edu - (620) 728-8187
 Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479
 Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Automotive Collision & Refinishing Technology - CERTB
 Agriculture, Business, Computers and Technology

A program that prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. Includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AB110	Painting and Refinishing I	3
AB111	Painting and Refinishing II	3
AB112	Painting and Refinishing III	3
AB113	Painting and Refinishing IV	4
AB114	Non-Structural Analysis and Damage Repair I	4
AB115	Non-Structural Analysis and Damage Repair II	4
AB116	Non-Structural Analysis and Damage Repair III	4
AB117	Non-Structural Analysis and Damage Repair IV	5
AB118	Intro to Estimating & Diagnostic Scanning	1
AB119	Advanced Estimating and Blueprinting	2
AB120	Structural Analysis and Damage Repair I	2
AB121	Structural Analysis and Damage Repair II	2
AB124	Mechanical and Electrical Components	3
TR121	General Industrial Safety/OSHA10	1
TOTAL CREDIT HOURS		41

Contact Information

Contact: Paul Becker - beckerp@hutchcc.edu - (620) 728-8187
 Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479
 Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Automotive Collision & Refinishing Technology - ASSOC
 Agriculture, Business, Computers and Technology

A program that prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. Includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AB110	Painting and Refinishing I	3
AB111	Painting and Refinishing II	3
AB112	Painting and Refinishing III	3
AB113	Painting and Refinishing IV	4
AB114	Non-Structural Analysis and Damage Repair I	4
AB115	Non-Structural Analysis and Damage Repair II	4
AB116	Non-Structural Analysis and Damage Repair III	4
AB117	Non-Structural Analysis and Damage Repair IV	5
AB118	Intro to Estimating & Diagnostic Scanning	1
AB119	Advanced Estimating and Blueprinting	2
AB120	Structural Analysis and Damage Repair I	2
AB121	Structural Analysis and Damage Repair II	2
AB124	Mechanical and Electrical Components	3
TR121	General Industrial Safety/OSHA10	1
General Education Options		6
Auto Collision & Repair Social Science Options		3
Auto Collision & Repair Math Options		3
Auto Collision & Repair Written Communication Options		3
Auto Collision & Repair Technical Options		4
TOTAL CREDIT HOURS		60

Contact Information

Contact: Paul Becker - beckerp@hutchcc.edu - (620) 728-8187
 Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479
 Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Automotive Technology - CERTA
 Agriculture, Business, Computers and Technology

A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AM101	Power Plant Theory	4
AM102	Electrical I	3
AM104	Brakes I	3
AM105	Brakes II	2
AM201	Suspension & Steering I	3
AM202	Engine Performance I	3
AM205	Suspension and Steering II	1
TOTAL CREDIT HOURS		19

Contact Information

Contact: Paul Becker - beckerp@hutchcc.edu - (620) 728-8187

Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479

Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Automotive Technology - ASSOC
 Agriculture, Business, Computers and Technology

A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AM101	Power Plant Theory	4
AM102	Electrical I	3
AM103	Electrical II	5
AM104	Brakes I	3
AM105	Brakes II	2
AM201	Suspension & Steering I	3
AM202	Engine Performance I	3
AM203	Drive Train	4
AM204	Heating and Air Conditioning Theory	4
AM205	Suspension and Steering II	1
AM206	Engine Performance II	2
General Education Options		6
Automotive Technology Technical Options		15
Math Options-Automotive Technology		3
Social Science Options-Automotive Technology		3
Written Communication Options-Automotive Technology		3
TOTAL CREDIT HOURS		64

Contact Information

Contact: Paul Becker - beckerp@hutchcc.edu - (620) 728-8187
 Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479
 Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Automotive Technology - CERTB
 Agriculture, Business, Computers and Technology

A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AM101	Power Plant Theory	4
AM102	Electrical I	3
AM103	Electrical II	5
AM104	Brakes I	3
AM105	Brakes II	2
AM201	Suspension & Steering I	3
AM202	Engine Performance I	3
AM203	Drive Train	4
AM204	Heating and Air Conditioning Theory	4
AM205	Suspension and Steering II	1
AM206	Engine Performance II	2
TOTAL CREDIT HOURS		34

Contact Information

Contact: Paul Becker - beckerp@hutchcc.edu - (620) 728-8187
 Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479
 Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Barbering - CERTB
 Agriculture, Business, Computers and Technology

This program prepares students for a career in the professional barbering industry. Students learn the basics of haircutting, styling, shaving, scalp care, shampooing, and successful barbershop management. Hands-on practice is incorporated with every lesson to shape student confidence and performance. On the barbershop floor, students build skills and become well versed in the latest techniques and trends while providing services to the public under the supervision of an experienced, licensed barber instructor.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BR100	Barbering I	3
BR102	Barbering II	1
BR110	Sanitation, Tools, & Haircutting	3
BR111	Trichology & Histology of Hair	1.5
BR112	History of Barbering	0.5
BR120	Hair Coloring	3.5
BR121	Chemistry & Pharmacology of Hair Services	1.5
BR160	Barbershop Services & Operations	1
BR161	Barbershop Service Techniques	0.5
BR170	Kansas Laws, Licensing, & Ethics	1
BR180	Clinical Experience Foundations	3
BR200	Barbering III	1
BR202	Barbering IV	0.5
BR211	Men's & Women's Hair Design	1.5
BR220	Advanced Hair Techniques	3.5
BR260	Barbering Services	0.5
BR270	Shaving	3
BR280	Client Services	2.5
BR282	Clinical Experience Precision	3
BR284	Advanced Client Services	2
BR286	Barbering Clinical Experience	1
TOTAL CREDIT HOURS		38

Contact Information

Contact: Alex Hass - hassa@hutchcc.edu - (620) 669-4575
 Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479
 Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Barbering - ASSOC
 Agriculture, Business, Computers and Technology

This program prepares students for a career in the professional barbering industry. Students learn the basics of haircutting, styling, shaving, scalp care, shampooing, and successful barbershop management. Hands-on practice is incorporated with every lesson to shape student confidence and performance. On the barbershop floor, students build skills and become well versed in the latest techniques and trends while providing services to the public under the supervision of an experienced, licensed barber instructor.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BR100	Barbering I	3
BR102	Barbering II	1
BR110	Sanitation, Tools, & Haircutting	3
BR111	Trichology & Histology of Hair	1.5
BR112	History of Barbering	0.5
BR120	Hair Coloring	3.5
BR121	Chemistry & Pharmacology of Hair Services	1.5
BR160	Barbershop Services & Operations	1
BR161	Barbershop Service Techniques	0.5
BR170	Kansas Laws, Licensing, & Ethics	1
BR180	Clinical Experience Foundations	3
BR200	Barbering III	1
BR202	Barbering IV	0.5
BR211	Men's & Women's Hair Design	1.5
BR220	Advanced Hair Techniques	3.5
BR260	Barbering Services	0.5
BR270	Shaving	3
BR280	Client Services	2.5
BR282	Clinical Experience Precision	3
BR284	Advanced Client Services	2
BR286	Barbering Clinical Experience	1
General Education Options		15
Barbering Electives		9
TOTAL CREDIT HOURS		62

Contact Information

Contact: Alex Hass - hassa@hutchcc.edu - (620) 669-4575

Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479

Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Business Admin Technologies - Accounting Services - ASSOC
 Agriculture, Business, Computers and Technology

The accounting clerk curriculum prepares the student for immediate employment as an accounting clerk, payroll clerk, accounts receivable clerk, or accounts payable clerk. The focus is on the accounting, computer and communication skills required for these entry-level positions.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BU100	Small Business Accounting	3
BU101	Accounting I ▶	3
BU102	Accounting II ▶	3
BU106	Calculating Machines	1
BU110	Records Management	2
BU111	Quickbooks	3
BU121	Customer Service/Professional Image	3
BU201	Managerial Accounting ▶	3
BU214	Word Processing: Microsoft Word for Windows	3
BU217	Spreadsheet Management	3
BU218	Database Management	3
BU224	Human Resources Basics	3
IS100	Cybersecurity Application	3
BU127 Beginning Keyboarding OR BU128 Intermediate Keyboarding		3
General Education Options		15
Business Electives-BAT Accounting Services		6
TOTAL CREDIT HOURS		60

Contact Information

Contact: Patty Kolarik - kolarikp@hutchcc.edu - (620) 665-3440
 Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479
 Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Business Admin Technologies - Accounting Services - CERTB
 Agriculture, Business, Computers and Technology

The accounting clerk certificate curriculum prepares students for entry-level positions as bookkeepers or cashiers. This curriculum is also useful for upgrading accounting and microcomputer skills.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BU111	Quickbooks	3
BU121	Customer Service/Professional Image	3
BU217	Spreadsheet Management	3
IS100	Cybersecurity Application	3
BU127 Beginning Keyboarding OR BU128 Intermediate Keyboarding		3
Business Electives-BAT Accounting Services		8
Math Options-BAT Accounting Services		3
Accounting Options-BAT Accounting Services		6
TOTAL CREDIT HOURS		32

Contact Information

Contact: Patty Kolarik - kolarikp@hutchcc.edu - (620) 665-3440

Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479

Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Business Admin Technologies - Office Support - ASSOC
 Agriculture, Business, Computers and Technology

This curriculum prepares students for positions in all types of offices: banking, insurance, manufacturing, industry, real estate, legal, accounting and medical.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BU100	Small Business Accounting	3
BU106	Calculating Machines	1
BU110	Records Management	2
BU121	Customer Service/Professional Image	3
BU128	Intermediate Keyboarding	3
BU129	Production Keyboarding	3
BU214	Word Processing: Microsoft Word for Windows	3
BU217	Spreadsheet Management	3
BU218	Database Management	3
BU224	Human Resources Basics	3
IS100	Cybersecurity Application	3
IS113	Desktop Publishing	3
General Education Options		15
Business Electives-BAT Office Support		12
TOTAL CREDIT HOURS		60

Contact Information

Contact: Patty Kolarik - kolarikp@hutchcc.edu - (620) 665-3440
 Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479
 Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Business Admin Technologies - Office Support - CERTB
 Agriculture, Business, Computers and Technology

This curriculum prepares students for positions in all types of offices: banking, insurance, manufacturing, industry, real estate, legal, accounting and medical.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BU121	Customer Service/Professional Image	3
IS100	Cybersecurity Application	3
Microsoft Office Software Options-BAT Office Support		6
Keyboarding Options-BAT Office Support		6
Communications Options-BAT Office Support		6
Business Electives-BAT Office Support		8
TOTAL CREDIT HOURS		32

Contact Information

Contact: Patty Kolarik - kolarikp@hutchcc.edu - (620) 665-3440
 Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479
 Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Business Management and Entrepreneurship - ASSOC
 Agriculture, Business, Computers and Technology

This program helps students learn to manage business or other organizations effectively, ethically and efficiently. It prepares students for success in almost any management career, from launching business ventures to advancement with an established organization. This program is primarily designed for students who want to advance their careers without transferring to a university to seek a bachelors degree after HutchCC.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BU105	Introduction to Business ▶	3
BU121	Customer Service/Professional Image	3
BU204	Small Business Management	3
BU205	Business Law I ▶	3
General Education Options		15
BU100 Small Business Accounting OR BU101 Accounting I		3
BU217 Spreadsheet Management OR IS104 Microcomputer Applications		3
Business Management and Entrepreneurship Options		27
General Electives (Any College Level Course)		4
TOTAL CREDIT HOURS		64

Contact Information

Contact: Dan Naccarato - naccaratod@hutchcc.edu - (620) 728-8147
 Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479
 Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Business Management and Entrepreneurship - Sales Associate - CERTB
 Agriculture, Business, Computers and Technology

This program is designed to provide students practical skills and business knowledge to enable them to become effective salespersons. The better you play the game of business, the more fun you have, and the more rewards you reap. Students who participate in HutchCC's Business Management and Entrepreneurship program learn to perform jobs effectively, ethnically and efficiently.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BU121	Customer Service/Professional Image	3
BU141	Sales Management	3
Business Management and Entrepreneurship Accounting Options		3
BU105 Introduction to Business OR EC100 Macroeconomics		3
BU108 Business Mathematics OR BU142 Principles of Retailing		3
BU204 Small Business Management OR BU205 Business Law		3
BU109 Business Communications OR SH101 Public Speaking		3
Composition Options		3
BU217 Spreadsheet Management OR IS104 Microcomputer Applications		3
BU118 Introduction to Leadership OR BU147 Internship I OR BU148 Internship II		3
PS100 General Psychology OR PS101 Human Relations		3
TOTAL CREDIT HOURS		33

Contact Information

Contact: Dan Naccarato - naccaratod@hutchcc.edu - (620) 728-8147
 Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479
 Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Business Management and Entrepreneurship - Supervision - CERTB
 Agriculture, Business, Computers and Technology

This program provides students practical, specific supervisory skills and business knowledge to enable them to become effective supervisors. The better you play the game of business, the more fun you have, and the more rewards you reap. Students who participate in HutchCC's Business Management and Entrepreneurship program learn to perform jobs effectively, ethically and efficiently.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
	Business Management and Entrepreneurship Accounting Options	3
	BU105 Introduction to Business OR EC100 Macroeconomics	3
	BU108 Business Mathematics OR BU142 Principles of Retailing	3
	BU204 Small Business Management OR BU205 Business Law	3
	BU109 Business Communications OR SH101 Public Speaking	3
	Composition Options	3
	BU217 Spreadsheet Management OR IS104 Microcomputer Applications	3
	PS100 General Psychology OR PS101 Human Relations	3
	BU141 Sales Management OR BU147 Internship I OR BU148 Internship II	3
	BU118 Introduction to Leadership OR BU121 Customer Service/Professional Image	3
	BU203 Management	3
TOTAL CREDIT HOURS		33

Contact Information

Contact: Dan Naccarato - naccaratod@hutchcc.edu - (620) 728-8147
 Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479
 Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Computer Drafting Technology - ASSOC
 Agriculture, Business, Computers and Technology

The Computer Drafting Technology program equips students with the skills and knowledge needed to create precise technical drawings and blueprints using advanced computer-aided design (CAD) software. This hands-on program covers various areas of drafting, including architectural, civil, and mechanical design, with a focus on preparing students for the dynamic demands of industries such as architecture, civil engineering, and manufacturing. Through practical experience, students will develop expertise in using industry-standard software like AutoCAD, Revit, and Inventor. Graduates will be well-prepared for careers as drafting technicians, CAD operators, and design specialists.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
DR100	Computer Aided Drafting I	3
DR102	Machine Drafting	5
DR119	Parametric Modeling I: Autodesk Inventor	3
DR211	Computer Aided Drafting II	3
DR212	Architectural Drafting I	3
DR213	Architectural Drafting II	3
DR215	Civil Drafting	3
DR219	Parametric Modeling II: Autodesk Inventor	3
IS104	Microcomputer Applications	3
MA130	Engineering Graphics	5
General Education Options		6
Computer Drafting Math Options		3
Computer Drafting Communication Options		3
Computer Drafting Electives		12
Computer Drafting Capstone Options		3
TOTAL CREDIT HOURS		61

Contact Information

Contact: Tracy Chadwick - chadwickt@hutchcc.edu - (620) 728-8102
 Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479
 Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Computer Support Specialist - ASSOC
 Agriculture, Business, Computers and Technology

A program that prepares individuals to provide technical assistance, support, and advice to computer users to help troubleshoot software and hardware problems. Includes instruction in computer concepts, information systems, networking, operating systems, security, cloud computing, computer hardware, the Internet, software applications, help desk concepts and problem solving, and principles of customer service.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BU120	Job Search/Retention	1
CS111	Visual Basic Programming ▶	3
ED105	Success Seminar/College Orientation	1
IS100	Cybersecurity Application	3
IS104	Microcomputer Applications ▶	3
IS135	Essentials of Web Interaction	2
IS148	CompTIA A+ Core 1	3
IS149	CompTIA A+ Core 2	3
IS182	Cisco CCNA I/Networking I	3
IS210	Computer Internship I	3
IS224	Networking II	3
IS225	Website Coding	2
IS235	Elements of Linux	3
IS237	Server Operating Systems and Virtualization	3
IS240	Fundamentals of Network Security	3
General Education Options		12
IS228 Database Structures or IS137 Website Ethics & Security		3
Computer Support Specialist Electives		10
TOTAL CREDIT HOURS		64

Contact Information

Contact: Jesse Newberry - newberryj@hutchcc.edu - (620) 665-3486
 Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479
 Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Computer Support Specialist - CERTA
 Agriculture, Business, Computers and Technology

A program that prepares individuals to provide technical assistance, support, and advice to computer users to help troubleshoot software and hardware problems. Includes instruction in computer concepts, information systems, networking, operating systems, security, cloud computing, computer hardware, the Internet, software applications, help desk concepts and problem solving, and principles of customer service.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
CS111	Visual Basic Programming ▶	3
IS100	Cybersecurity Application	3
IS104	Microcomputer Applications ▶	3
IS135	Essentials of Web Interaction	2
IS148	CompTIA A+ Core 1	3
IS149	CompTIA A+ Core 2	3
IS224	Networking II	3
Computer Support Specialist Technical Electives		6
IS182 Cisco CCNA I or IS212 Networking I		3
TOTAL CREDIT HOURS		29

Contact Information

Contact: Jesse Newberry - newberryj@hutchcc.edu - (620) 665-3486
 Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479
 Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Construction Technology - CERTA
Agriculture, Business, Computers and Technology

A program that prepares individuals to apply technical knowledge and skills to lay out, cut, fabricate, erect, install, and repair wooden structures and fixtures, using hand and power tools. Includes instruction in technical mathematics, framing, construction materials and selection, job estimating, blueprint reading, foundations and roughing-in, finish carpentry techniques, and applicable codes and standards.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BT102	Concrete Flatwork and Finishing	3
BT120	Introductory Craft Skills	2
BT121	Construction Safety	1
BT131	Construction Basics	2
BT180	Carpentry I	4
BT210	Carpentry II-A	3
BT211	Carpentry II-B	3
TOTAL CREDIT HOURS		18

Contact Information

Contact: Paul Becker - beckerp@hutchcc.edu - (620) 728-8187

Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479

Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Construction Technology - CERTB
 Agriculture, Business, Computers and Technology

A program that prepares individuals to apply technical knowledge and skills to lay out, cut, fabricate, erect, install, and repair wooden structures and fixtures, using hand and power tools. Includes instruction in technical mathematics, framing, construction materials and selection, job estimating, blueprint reading, foundations and roughing-in, finish carpentry techniques, and applicable codes and standards.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BT102	Concrete Flatwork and Finishing	3
BT103	Foundation Forming and Erecting	3
BT104	Cabinet Construction and Installation	4
BT105	Electrical and Mechanical Systems	2
BT106	Drywall Installation, Insulation and Ventilation	2
BT107	Exterior Finish	2
BT110	Interior Finish and Trim Installation	3
BT120	Introductory Craft Skills	2
BT121	Construction Safety	1
BT131	Construction Basics	2
BT180	Carpentry I	4
BT210	Carpentry II-A	3
BT211	Carpentry II-B	3
TOTAL CREDIT HOURS		34

Contact Information

Contact: Paul Becker - beckerp@hutchcc.edu - (620) 728-8187
 Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479
 Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Cosmetology - CERTC
 Agriculture, Business, Computers and Technology

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
CO100	Cosmetology I	3
CO102	Cosmetology II	1
CO110	Haircutting	3.5
CO111	Trichology & Shampoo Techniques	1
CO120	Hair Coloring	3.5
CO121	Chemistry & Chemical Texturizing	1.5
CO125	Modern Hair Trends	2
CO126	Salon Success	1
CO160	Salon Services and Operations	1
CO161	Salon Service Techniques	2
CO170	Kansas Laws, Licensing, and Ethics	1.5
CO180	Clinical Experience Foundations	3
CO181	Clinical Operations	3
CO183	Clinical Experience Precision	2.5
CO200	Cosmetology III	2
CO211	Men's and Women's Hair Design	0.5
CO265	Wigs and Long Hair Design	2.5
CO266	Advanced Cosmetology Services	1
CO275	Advanced Nails	0.5
CO276	Cosmetology IV	0.5
CO280	Client Services	2.5
CO281	Salon Clinical Experience	3
CO283	Complete Cosmetology Operations	3
TOTAL CREDIT HOURS		45

Contact Information

Contact: Alex Hass - hassa@hutchcc.edu - (620) 669-4575
 Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479
 Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Cosmetology - ASSOC
 Agriculture, Business, Computers and Technology

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
CO100	Cosmetology I	3
CO102	Cosmetology II	1
CO110	Haircutting	3.5
CO111	Trichology & Shampoo Techniques	1
CO120	Hair Coloring	3.5
CO121	Chemistry & Chemical Texturizing	1.5
CO125	Modern Hair Trends	2
CO126	Salon Success	1
CO160	Salon Services and Operations	1
CO161	Salon Service Techniques	2
CO170	Kansas Laws, Licensing, and Ethics	1.5
CO180	Clinical Experience Foundations	3
CO181	Clinical Operations	3
CO183	Clinical Experience Precision	2.5
CO200	Cosmetology III	2
CO211	Men's and Women's Hair Design	0.5
CO265	Wigs and Long Hair Design	2.5
CO266	Advanced Cosmetology Services	1
CO275	Advanced Nails	0.5
CO276	Cosmetology IV	0.5
CO280	Client Services	2.5
CO281	Salon Clinical Experience	3
CO283	Complete Cosmetology Operations	3
General Education Options		15
Cosmetology Electives		4
TOTAL CREDIT HOURS		64

Contact Information

Contact: Alex Hass - hassa@hutchcc.edu - (620) 669-4575
 Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479
 Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Emergency Medical Science - Paramedic - ASSOC
 Public Safety

The Paramedic program is designed for individuals interested in providing care to patients in the pre-hospital setting at the advanced life-support level. The program will provide participants with opportunities to gain information, skills and attitudes necessary for certification and practice as paramedics in the state of Kansas. The program has been approved by the Kansas Board of Emergency Medical Services. Applicants to the program must be certified EMTs.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BI103	Human Anatomy and Physiology	6
EM191	Paramedic I	13
EM192	Paramedic II	12
EM201	Paramedic III	12
EM202	Paramedic IV	16
Paramedic Mathematics Options		3
Paramedic General Education Options		3
English Composition I Options		3
TOTAL CREDIT HOURS		68

A grade of "C" or better is required for all degree-specific courses.

Contact Information

Contact: Janean Barlow - barlowj@hutchcc.edu - (620) 728-4404
 Department Co-Chair: Cliff Moore - moorec@hutchcc.edu - (620) 728-4408

Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Emergency Medical Science - Paramedic - CERTC
Public Safety

The Paramedic program is designed for individuals interested in providing care to patients in the pre-hospital setting at the advanced life-support level. The program will provide participants with opportunities to gain information, skills and attitudes necessary for certification and practice as paramedics in the state of Kansas. The program has been approved by the Kansas Board of Emergency Medical Services. Applicants to the program must be certified EMTs.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
EM191	Paramedic I	13
EM192	Paramedic II	12
EM201	Paramedic III	12
EM202	Paramedic IV	16
TOTAL CREDIT HOURS		53

A grade of "C" or better is required for all degree-specific courses.

Contact Information

Contact: Janean Barlow - barlowj@hutchcc.edu - (620) 728-4404

Department Co-Chair: Cliff Moore - moorec@hutchcc.edu - (620) 728-4408

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Farm and Ranch Management - ASSOC
 Agriculture, Business, Computers and Technology

This program provides training for individuals who plan to return to the farm or seek employment as farm managers or with agri-business firms. Students receive practical farm or agricultural related experience through supervised summer field experience.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AG101	Agriculture Orientation	1
AG103	Principles of Animal Science	3
AG104	Plant Science	4
AG105	Principles of Agricultural Economics	3
FM102	Farm Crop Production	4
FM105	Farm Management	3
FM109	Livestock Management	3
FM120	Farm and Ranch Management Internship	4
FM202	Agriculture Marketing	3
Communications Options		3
Humanities Options		3
Social Science Options		3
Farm & Ranch Mgmt. Options		17
Math Options-Farm & Ranch Management		3
Farm & Ranch Mgmt Science Options		4
Soils & Range Mgmt Option		3
TOTAL CREDIT HOURS		64

Limits on Farm & Ranch Mgmt. Options: Maximum of 3 hours of Welding Courses. Maximum of 6 hours of Business Courses. Maximum of 9 hours of Ag-Diesel (AP) courses.

Contact Information

Contact: Kent McKinnis - mckinnisk@hutchcc.edu - (620) 665-3484
 Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479
 Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Fire Science - ASSOC
 Public Safety

This program is designed to prepare the student for employment in fire service in either public or private sectors. If students plan to continue their education at a four-year school, this curriculum will be deficient in certain academic areas. Therefore, students interested in completing a baccalaureate degree should work closely with their advisors.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
EM110	Emergency Medical Technician	10
FS102	Construction Methods and Materials	3
FS103	Introduction to Professional Firefighting	3
FS110	Firefighter I	5
FS113	Firefighter II	4
FS120	Wildland Firefighter Type II	3
FS126	Portable Pumps and Water Use	1
FS127	Wildland Fire Powersaw Operations	2
FS128	Wildland Firefighter Firing Operations	1
FS130	Introduction to Fire Ground Strategy and Tactics	3
FS141	Fire Dynamics	3
FS150	Hazardous Materials Operations for First Responder	3
FS175	Intro. to Fire & Emergency Services Administration	3
FS203	Fire Hydraulics	3
Fire Science Electives		2
General Education Options		15
TOTAL CREDIT HOURS		64

A grade of "C" or better is required for all degree-specific courses.

Contact Information

Contact: Janean Barlow - barlowj@hutchcc.edu - (620) 728-4404
 Department Co-Chair: Cliff Moore - moorec@hutchcc.edu - (620) 728-4408

Hutchinson Community College
Associate of Applied Science - (Associate of Applied Science)
Fire Science - CERTA
Public Safety

This program is designed to prepare students to successfully obtain needed certifications to meet the minimum job requirements for a position as a firefighter.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
EM110	Emergency Medical Technician	10
FS110	Firefighter I	5
FS113	Firefighter II	4
FS150	Hazardous Materials Operations for First Responder	3
TOTAL CREDIT HOURS		22

A grade of "C" or better is required for all degree-specific courses.

Contact Information

Contact: Janean Barlow - barlowj@hutchcc.edu - (620) 728-4404

Department Co-Chair: Cliff Moore - moorec@hutchcc.edu - (620) 728-4408

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Fire Science - CERTC
 Public Safety

This program is designed to prepare the student for employment in fire service in either public or private sectors. If students plan to continue their education at a four-year school, this curriculum will be deficient in certain academic areas. Therefore, students interested in completing a baccalaureate degree should work closely with their advisors.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
EM110	Emergency Medical Technician	10
FS102	Construction Methods and Materials	3
FS103	Introduction to Professional Firefighting	3
FS110	Firefighter I	5
FS113	Firefighter II	4
FS120	Wildland Firefighter Type II	3
FS126	Portable Pumps and Water Use	1
FS127	Wildland Fire Powersaw Operations	2
FS128	Wildland Firefighter Firing Operations	1
FS130	Introduction to Fire Ground Strategy and Tactics	3
FS141	Fire Dynamics	3
FS150	Hazardous Materials Operations for First Responder	3
FS175	Intro. to Fire & Emergency Services Administration	3
FS203	Fire Hydraulics	3
Fire Science Electives		2
TOTAL CREDIT HOURS		49

A grade of "C" or better is required for all degree-specific courses.

Contact Information

Contact: Janean Barlow - barlowj@hutchcc.edu - (620) 728-4404
 Department Co-Chair: Cliff Moore - moorec@hutchcc.edu - (620) 728-4408

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Graphic Arts Technology - CERTA
 Agriculture, Business, Computers and Technology

This certificate curriculum is designed to provide students with training in different industry-standard software applications, preparing them for a variety of entry level production positions in the field of graphic design.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AN103	Storyboard Techniques	3
AN105	Visual Effects and Compositing	3
IS113	Desktop Publishing	3
IS120	Vector Graphics	3
IS135	Essentials of Web Interaction	2
IS225	Website Coding	2
AR134 or JP118 Introduction to Digital Imagery (Photoshop)		3
Graphic Arts Technology Electives		3
TOTAL CREDIT HOURS		22

Contact Information

Contact:

Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479

Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Graphic Arts Technology - ASSOC
 Agriculture, Business, Computers and Technology

This program is an integration of several academic and vocational disciplines giving special emphasis to cross-platform training in graphic arts technology, particularly graphic design and web technologies. Graphic Arts Technology includes courses in art, design, computer technology, video and photography, design of the written word, and small business training, all of which provide the student with an excellent foundation and employment opportunities.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AN103	Storyboard Techniques	3
AN105	Visual Effects and Compositing	3
BU145	Advertising	3
BU202	Marketing ▶	3
IS104	Microcomputer Applications ▶	3
IS113	Desktop Publishing	3
IS120	Vector Graphics	3
IS135	Essentials of Web Interaction	2
IS225	Website Coding	2
IS252	Social Media Platform	3
MP113	Video Editing and Post-Production I	3
AR134 OR JP118 Introduction to Digital Imagery--Photoshop		3
AR135 or JP119 Advanced Digital Imagery		3
IS228 Database Structures or IS264 JavaScript		3
Communication Option-Graphic Arts Technology		3
Math Options-Graphic Arts Technology		3
General Education Options-Graphic Arts Technology		9
Graphic Arts Technology Electives		6
Graphic Arts Technology Capstone Options		3
TOTAL CREDIT HOURS		64

Contact Information

Contact:

Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479

Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Health Information Management - ASSOC
 Allied Health

This program provides instruction and clinical experience to assist in developing the technical skills necessary to become health information technicians. Health information technicians are responsible for the preparation, coordination, security and maintenance of health records in a variety of health-care settings. A good background in English, biological sciences, as well as an aptitude for detail, will help students achieve success. Courses leading to this degree are offered on campus and online.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AL153	Pharmacology	3
BI103	Human Anatomy and Physiology ▶	6
CS104	Computers in Healthcare	3
HR103	Health Information Processes	4
HR105	Medical Terminology ▶	3
HR107	Legal and Ethical Issues in Healthcare	3
HR203	HIM Virtual Lab I	1
HR208	Quality Improvement in Healthcare	2
HR210	CPT Coding	2
HR211	HIM Virtual Lab II	1
HR212	Pathophysiology	4
HR214	Health Statistics	2
HR215	HIM Clinical Affiliation	2
HR216	Reimbursement Methodologies	3
HR217	Health Record Lab I	1
HR218	Health Record Lab II	1
HR222	ICD-10-CM/PCS Coding I	4
HR223	ICD-10-CM/PCS Coding II	3
HR224	Coding Lab	1
HR228	Statistics and Analytics	2
HR229	Healthcare Leadership	3
IS104	Microcomputer Applications ▶	3
Health Information Management Composition Options		3
HIM Social Science Option		3
HIM Communication Option		3
TOTAL CREDIT HOURS		63

A grade of "C" or better is required for all degree-specific courses.

Contact Information

Contact: Bonnie Folkerts - folkertsb@hutchcc.edu - (620) 694-2455



Department Co-Chair: Alison Casebolt - casebolta@hutchcc.edu - (620) 665-4931

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Health Information Management - Emphasis in Cancer Registry Management - CERTB
 Allied Health

The Health Information Management certificate with an emphasis in cancer registry provides instruction and clinical experience to assist in developing the technical skills necessary to become a Certified Tumor Registrar. Tumor (or cancer) registrars are responsible for the preparation, coordination, security and maintenance of health records in a variety of health-care settings.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BI103	Human Anatomy and Physiology 	6
CS104	Computers in Healthcare	3
HR105	Medical Terminology 	3
HR260	Cancer Registry Structure and Management	3
HR261	Cancer Registry Operations	3
HR262	Cancer Disease, Coding, and Staging	4
HR263	Oncology Treatment and Coding	3
HR264	Follow-Up, Data Quality, and Utilization	3
HR265	Abstracting Methods	3
HR266	Multiple Primary and Histology & Hematopoietics	3
HR267	Cancer Registry Clinical Practicum	4
TOTAL CREDIT HOURS		38

A grade of "C" or better is required for all degree-specific courses.

Contact Information

Contact: Bonnie Folkerts - folkertsb@hutchcc.edu - (620) 694-2455
 Department Co-Chair: Alison Casebolt - casebolta@hutchcc.edu - (620) 665-4931

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Health Information Management-Emphasis in Cancer Registry Management - ASSOC
 Allied Health

The Health Information Management certificate with an emphasis in cancer registry provides instruction and clinical experience to assist in developing the technical skills necessary to become a Certified Tumor Registrar. Tumor (or cancer) registrars are responsible for the preparation, coordination, security and maintenance of health records in a variety of health-care settings.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AL153	Pharmacology	3
BI103	Human Anatomy and Physiology ▶	6
CS104	Computers in Healthcare	3
HR103	Health Information Processes	4
HR105	Medical Terminology ▶	3
HR107	Legal and Ethical Issues in Healthcare	3
HR212	Pathophysiology	4
HR214	Health Statistics	2
HR260	Cancer Registry Structure and Management	3
HR261	Cancer Registry Operations	3
HR262	Cancer Disease, Coding, and Staging	4
HR263	Oncology Treatment and Coding	3
HR264	Follow-Up, Data Quality, and Utilization	3
HR265	Abstracting Methods	3
HR266	Multiple Primary and Histology & Hematopoietics	3
HR267	Cancer Registry Clinical Practicum	4
IS104	Microcomputer Applications ▶	3
EN101 English Composition IA or EN107 Business English Grammar		3
Cancer Registry Social Science Option		3
TOTAL CREDIT HOURS		63

A grade of "C" or better is required for all degree-specific courses.

Contact Information

Contact: Bonnie Folkerts - folkertsb@hutchcc.edu - (620) 694-2455
 Department Co-Chair: Alison Casebolt - casebolta@hutchcc.edu - (620) 665-4931

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Heating, Ventilation, Air Conditioning, and Refrigeration - CERTB
 Agriculture, Business, Computers and Technology

This program covers installation, calibration and maintenance of heating, air conditioning and refrigeration systems for residential and commercial buildings and industrial applications. Each application course includes a lab component.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AE100	AC/DC Circuits	4
AE150	Programmable Logic Controls (PLCs)	3
AE155	Electrical Maintenance	3
ME110	Fundamentals of Motor Controls	3
ME112	Heating System Fundamentals	3
ME115	HVAC Fundamentals	4
ME116	Commercial Refrigeration	4
ME117	Commercial Heating and Air Conditioning	4
ME131	EPA 608	1
ME132	HVAC Load Calculations	1
ME133	HVAC Duct Sizing	1
ME134	HVAC Code Requirements	1
ME140	Low Pressure Boilers	3
TR100	Technical Math	3
Industrial Safety Electives		1
HVAC Technical Electives		3
TOTAL CREDIT HOURS		42

Contact Information

Contact: Paul Becker - beckerp@hutchcc.edu - (620) 728-8187
 Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479
 Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Industrial Electrical Technology - CERTB
 Agriculture, Business, Computers and Technology

This Electronic Engineering Technology option prepares individuals to apply basic engineering principles and technical skills in support of industrial engineers and managers.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AE100	AC/DC Circuits	4
AE101	Digital Multimeter Principles	1
AE150	Programmable Logic Controls (PLCs)	3
AE155	Electrical Maintenance	3
AE200	Variable Frequency Drives and Electric Motors	3
EE117	Conduit Fabrication	1
EE126	NEC Codeology	1
ME106	Industrial Fluid Power	3
ME110	Fundamentals of Motor Controls	3
TR100	Technical Math	3
TR120	Work Ethics	2
TR121	General Industrial Safety/OSHA10	1
Industrial Electronics Technical Electives		5
TOTAL CREDIT HOURS		33

Contact Information

Contact: Paul Becker - beckerp@hutchcc.edu - (620) 728-8187
 Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479
 Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Industrial Mechanical Maintenance - CERTA
 Agriculture, Business, Computers and Technology

This Manufacturing Engineering Technology certificate option builds the basic electrical/electronic, fluid power and mechanical skills identified as necessary by manufacturing employers.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AE100	AC/DC Circuits	4
AE101	Digital Multimeter Principles	1
AE155	Electrical Maintenance	3
EE117	Conduit Fabrication	1
EE126	NEC Codeology	1
ME106	Industrial Fluid Power	3
ME110	Fundamentals of Motor Controls	3
ME129	Mechanical Maintenance Skills	3
TR121	General Industrial Safety/OSHA10	1
TOTAL CREDIT HOURS		20

Contact Information

Contact: Paul Becker - beckerp@hutchcc.edu - (620) 728-8187
 Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479
 Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Machining & Manufacturing Technology - ASSOC
 Agriculture, Business, Computers and Technology

A program that prepares individuals to apply technical knowledge and skills to plan, manufacture, assemble, test, and repair parts, mechanisms, machines, and structures in which materials are cast, formed, shaped, molded, heat treated, cut, twisted, pressed, fused, stamped or worked.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
MC104	Machine Technology Math	2
MC110	Bench Work	1
MC111	Print Reading	3
MC112	Quality Control and Inspection	1
MC113	Metallurgy	1
MC114	Machine Tool Processes	1
MC115	Machining I	3
MC116	Machining II	3
MC117	CNC Operations	3
MC204	Machine Practices I	3
MC205	Machine Practices II	3
MC206	CNC Operations-Advanced	3
TR120	Work Ethics	2
TR121	General Industrial Safety/OSHA10	1
General Education Options		6
Machine Technology Communication Options		3
Machine Technology Math Options		3
Machine Technology Social Science Options		3
Machine Technology Technical Options		18
TOTAL CREDIT HOURS		63

Contact Information

Contact: Paul Becker - beckerp@hutchcc.edu - (620) 728-8187
 Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479
 Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Machining & Manufacturing Technology - CERTB
 Agriculture, Business, Computers and Technology

A program that prepares individuals to apply technical knowledge and skills to plan, manufacture, assemble, test, and repair parts, mechanisms, machines, and structures in which materials are cast, formed, shaped, molded, heat treated, cut, twisted, pressed, fused, stamped or worked.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
MC104	Machine Technology Math	2
MC110	Bench Work	1
MC111	Print Reading	3
MC112	Quality Control and Inspection	1
MC113	Metallurgy	1
MC114	Machine Tool Processes	1
MC115	Machining I	3
MC116	Machining II	3
MC117	CNC Operations	3
MC204	Machine Practices I	3
MC205	Machine Practices II	3
MC206	CNC Operations-Advanced	3
TR120	Work Ethics	2
TR121	General Industrial Safety/OSHA10	1
TOTAL CREDIT HOURS		30

Contact Information

Contact: Paul Becker - beckerp@hutchcc.edu - (620) 728-8187
 Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479
 Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Machining & Manufacturing Technology - CERTA
 Agriculture, Business, Computers and Technology

A program that prepares individuals to apply technical knowledge and skills to plan, manufacture, assemble, test, and repair parts, mechanisms, machines, and structures in which materials are cast, formed, shaped, molded, heat treated, cut, twisted, pressed, fused, stamped or worked.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
MC104	Machine Technology Math	2
MC110	Bench Work	1
MC111	Print Reading	3
MC112	Quality Control and Inspection	1
MC113	Metallurgy	1
MC114	Machine Tool Processes	1
MC115	Machining I	3
MC116	Machining II	3
MC117	CNC Operations	3
MC118	Safety (OSHA)	1
TR120	Work Ethics	2
TOTAL CREDIT HOURS		21

Contact Information

Contact: Paul Becker - beckerp@hutchcc.edu - (620) 728-8187
 Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479
 Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Manufacturing Engineering Technology - ASSOC
 Agriculture, Business, Computers and Technology

This program prepares students to utilize knowledge of electrical and mechanical technology to install, maintain and repair equipment and machinery. Students learn troubleshooting skills to detect problems and correct them before they become costly.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AE100	AC/DC Circuits	4
AE105	Industrial Wiring	3
AE150	Programmable Logic Controls (PLCs)	3
AE155	Electrical Maintenance	3
AE200	Variable Frequency Drives and Electric Motors	3
AE202	Actuator/Sensor Systems	3
ME106	Industrial Fluid Power	3
ME110	Fundamentals of Motor Controls	3
ME115	HVAC Fundamentals	4
ME129	Mechanical Maintenance Skills	3
Manufacturing Engineering Technology Contextual Options		16
General Education Options		3
Written Communications Options		3
Manufacturing Engineering Technology Mathematics Options		3
Manufacturing Engineering Technology Speech Options		3
Manufacturing Engineering Technology Social Science Options		3
Industrial Safety Electives		1
TOTAL CREDIT HOURS		64

Contact Information

Contact: Paul Becker - beckerp@hutchcc.edu - (620) 728-8187
 Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479
 Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Media and Film Production - ASSOC
 Agriculture, Business, Computers and Technology

This curriculum is designed to provide students with background training and experience for entering the field of broadcast and media technology in a variety of entry level production positions in broadcasting.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
JL101	Introduction to Mass Communications ▶	3
MP109	Audio Production I	3
MP111	Audio/Video Scriptwriting	3
MP112	Studio and Field Production	3
MP113	Video Editing and Post-Production I	3
MP206	Media Law and Contracts	3
MP212	Video Editing and Post-Production II	3
MP213	Advanced Production Techniques	3
MP214	Applied Production Logistics	3
MP218	Media and Film Production Capstone	2
MP220	Media and Film Production Internship I	2
MP221	Media and Film Production Internship II	2
General Education Options		15
Media & Film Production Technical Electives		13
Media & Film Production Non-Tiered Electives		3
TOTAL CREDIT HOURS		64

Contact Information

Contact: Bobby Obermite - obermiteb@hutchcc.edu - (620) 665-3433
 Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479
 Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Media and Film Production - CERTA
 Agriculture, Business, Computers and Technology

This curriculum is designed to provide students with background training and experience for entering the field of broadcast and media technology in a variety of entry level production positions in broadcasting.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
MP112	Studio and Field Production	3
MP113	Video Editing and Post-Production I	3
MP213	Advanced Production Techniques	3
Media & Film Production Communication Options		3
Media & Film Production Electives		12
TOTAL CREDIT HOURS		24

Contact Information

Contact: Bobby Obermite - obermiteb@hutchcc.edu - (620) 665-3433
 Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479
 Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Medical Coding - CERTC
 Allied Health

A program that prepares individuals to perform specialized data entry, classification, and record-keeping procedures related to medical diagnostic, treatment, billing, and insurance documentation. Includes instruction in medical records and insurance software applications, basic anatomy and physiology, medical terminology, fundamentals of medical science and treatment procedures, data classification and coding, data entry skills, and regulations relating to Medicare and insurance documentation.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AL153	Pharmacology	3
BI103	Human Anatomy and Physiology ▶	6
CS104	Computers in Healthcare	3
HR103	Health Information Processes	4
HR105	Medical Terminology ▶	3
HR107	Legal and Ethical Issues in Healthcare	3
HR202	ICD-10 Coding for Long Term Care	2
HR210	CPT Coding	2
HR212	Pathophysiology	4
HR216	Reimbursement Methodologies	3
HR222	ICD-10-CM/PCS Coding I	4
HR223	ICD-10-CM/PCS Coding II	3
HR224	Coding Lab	1
HR225	Health Record Coding Practicum	1
IS104	Microcomputer Applications ▶	3
TOTAL CREDIT HOURS		45

A grade of "C" or better is required for all degree-specific courses.

Contact Information

Contact: Bonnie Folkerts - folkertsb@hutchcc.edu - (620) 694-2455
 Department Co-Chair: Alison Casebolt - casebolta@hutchcc.edu - (620) 665-4931

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Networking - ASSOC
 Agriculture, Business, Computers and Technology

This program prepares students for computer-related positions in networking. Expertise in networking is needed in virtually all companies today.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
CS111	Visual Basic Programming ▶	3
CS121L	Programming Language Lab	1
IS100	Cybersecurity Application	3
IS104	Microcomputer Applications ▶	3
IS148	CompTIA A+ Core 1	3
IS149	CompTIA A+ Core 2	3
IS160	Cloud Computing	3
IS182	Cisco CCNA I/Networking I	3
IS183	Cisco CCNA II	3
IS184	Cisco CCNA III	3
IS224	Networking II	3
IS235	Elements of Linux	3
IS237	Server Operating Systems and Virtualization	3
IS240	Fundamentals of Network Security	3
General Education Options		12
Networking Elective Options		12
TOTAL CREDIT HOURS		64

Contact Information

Contact: Jesse Newberry - newberryj@hutchcc.edu - (620) 665-3486
 Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479
 Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Networking - CERTA
 Agriculture, Business, Computers and Technology

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
IS100	Cybersecurity Application	3
IS148	CompTIA A+ Core 1	3
IS149	CompTIA A+ Core 2	3
IS182	Cisco CCNA I/Networking I	3
IS183	Cisco CCNA II	3
IS224	Networking II	3
Networking Concentration Block		10
TOTAL CREDIT HOURS		28

Contact Information

Contact: Jesse Newberry - newberryj@hutchcc.edu - (620) 665-3486
 Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479
 Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Networking-Emphasis in Security - CERTB
 Agriculture, Business, Computers and Technology

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
IS100	Cybersecurity Application	3
IS148	CompTIA A+ Core 1	3
IS149	CompTIA A+ Core 2	3
IS182	Cisco CCNA I/Networking I	3
IS183	Cisco CCNA II	3
IS224	Networking II	3
Security Emphasis Electives		11
Security Foundation Electives		6
TOTAL CREDIT HOURS		35

Contact Information

Contact: Jesse Newberry - newberryj@hutchcc.edu - (620) 665-3486
 Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479
 Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Networking-Emphasis in Security - ASSOC
 Agriculture, Business, Computers and Technology

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
CS200	Problem Solving and Programming ▶	4
IS100	Cybersecurity Application	3
IS104	Microcomputer Applications ▶	3
IS137	Website Ethics and Security	3
IS148	CompTIA A+ Core 1	3
IS149	CompTIA A+ Core 2	3
IS182	Cisco CCNA I/Networking I	3
IS224	Networking II	3
IS235	Elements of Linux	3
IS237	Server Operating Systems and Virtualization	3
IS240	Fundamentals of Network Security	3
IS280	Computer Forensics	3
IS281	Control Systems Security	3
IS282	Secure Coding	3
General Education Options		12
Networking Elective Options		9
TOTAL CREDIT HOURS		64

Contact Information

Contact: Jesse Newberry - newberryj@hutchcc.edu - (620) 665-3486
 Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479
 Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Nursing - LPN to RN Online Bridge - ASSOC
 Allied Health

The AD Nursing program prepares students to take the NCLEX-RN exam for state licensure to practice as a registered nurse. The AD Nursing program is accredited by the Kansas Board of Nursing and the Accreditation Commission for Education in Nursing. Graduates have the foundation to continue their education at a baccalaureate granting institution.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BI103	Human Anatomy and Physiology ▶	6
BI112	General Microbiology ▶	4
EN101	English Composition IA ▶	3
HR212	Pathophysiology	4
NR123	Health Maintenance Promotion and Restoration	9
NR123L	Hlth Maintenance Promotion & Restoration Practicum	3
NR208	Care of the Family	4
NR208L	Care of the Family Practicum	2
NR220	Complex Care of the Adult	4
NR220L	Complex Care of the Adult Practicum	2
NR221	Leadership and Management Concepts in Nursing	1
NR221L	Leadership & Management Concepts in Nursing Practi	2
NR224	Role Transition: Student to the Professional Nurse	1
PS100	General Psychology ▶	3
PS102	Human Growth and Development ▶	3
SH101 Public Speaking OR SH210 Interpersonal Communication		3
Credit for Prior Learning		12
Sociology/Nutrition Options		3
TOTAL CREDIT HOURS		67

Must be IV Therapy Certified before Application Deadline. A grade of "C" or better is required for all courses.

Contact Information

Contact: Kelly Beikmann - beikmannk@hutchcc.edu - (620) 694-2482
 Department Co-Chair: Alison Casebolt - casebolta@hutchcc.edu - (620) 665-4931

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Nursing - LPN to RN Traditional Bridge - ASSOC
 Allied Health

This program prepares students to take the NCLEX-RN exam for state licensure to practice as a registered nurse. This is an intensive one-year program that combines theory and clinical practice. The program is accredited by the Kansas Board of Nursing and the Accreditation Commission for Education in Nursing. Graduates have the foundation to continue their education at baccalaureate granting institutions.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BI103	Human Anatomy and Physiology ▶	6
BI112	General Microbiology ▶	4
HR105	Medical Terminology ▶	3
NR103	LPN Transition to RN	2
NR103L	LPN Transition to RN Practicum	1
NR208	Care of the Family	4
NR208L	Care of the Family Practicum	2
NR211L	Advanced Skills Lab	1
NR220	Complex Care of the Adult	4
NR220L	Complex Care of the Adult Practicum	2
NR221	Leadership and Management Concepts in Nursing	1
NR221L	Leadership & Management Concepts in Nursing Practi	2
NR224	Role Transition: Student to the Professional Nurse	1
PS100	General Psychology ▶	3
PS102	Human Growth and Development ▶	3
SH101 Public Speaking_OR SH210 Interpersonal Communication		3
Sociology/Nutrition Options		3
English Composition I Options		3
Credit for Prior Learning		21
TOTAL CREDIT HOURS		67

Must be IV Therapy Certified before starting the program. A grade of "C" or better is required for all courses.

Contact Information

Contact: Dawn Hendrix - hendrixd@hutchcc.edu - (620) 665-3579
 Department Co-Chair: Alison Casebolt - casebolta@hutchcc.edu - (620) 665-4931

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Nursing - Paramedic to RN Online Bridge - ASSOC
 Allied Health

The AD Nursing program prepares students to take the NCLEX-RN exam for state licensure to practice as a registered nurse. The AD Nursing program is accredited by the Kansas Board of Nursing and the Accreditation Commission for Education in Nursing. Graduates have the foundation to continue their education at baccalaureate granting institutions.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BI103	Human Anatomy and Physiology ▶	6
BI112	General Microbiology ▶	4
EN101	English Composition IA ▶	3
HR212	Pathophysiology	4
NR123	Health Maintenance Promotion and Restoration	9
NR123L	Hlth Maintenance Promotion & Restoration Practicum	3
NR208	Care of the Family	4
NR208L	Care of the Family Practicum	2
NR220	Complex Care of the Adult	4
NR220L	Complex Care of the Adult Practicum	2
NR221	Leadership and Management Concepts in Nursing	1
NR221L	Leadership & Management Concepts in Nursing Practi	2
NR224	Role Transition: Student to the Professional Nurse	1
PS100	General Psychology ▶	3
PS102	Human Growth and Development ▶	3
SH101 Public Speaking OR SH210 Interpersonal Communication		3
Credit for Prior Learning		12
Sociology/Nutrition Options		3
TOTAL CREDIT HOURS		67

A grade of "C" or better is required for all courses.

Contact Information

Contact: Kelly Beikmann - beikmannk@hutchcc.edu - (620) 694-2482
 Department Co-Chair: Alison Casebolt - casebolta@hutchcc.edu - (620) 665-4931

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Nursing - Practical Nurse (LPN) - CERTC
 Allied Health

A program that prepares individuals to assist in providing general nursing care under the direction of a registered nurse, physician, or dentist. Includes instruction in taking patient vital signs, applying sterile dressings, patient health education, and assistance with examinations and treatment.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BI103	Human Anatomy and Physiology ▶	6
PN100	KSPN Foundations of Nursing	4
PN104	PN Program Orientation	1
PN106	KSPN Nursing Care of Adults I	5
PN107	KSPN Care of Aging Adults	2
PN108	KSPN Maternal Child Nursing	2
PN112	KSPN Nursing Care of Adults II	5
PN114	KSPN Leadership, Roles, and Issues	2
PN115	KSPN Foundations of Nursing Clinical	2
PN116	KSPN Nursing Care of Adults I Clinical	2
PN117	KSPN Nursing Care of Adults II Clinical	2
PN118	KSPN Maternal Child Nursing Clinical	1
PN119	KSPN Fund of Pharmacology & Safe Medication Admin	2
PN120	KSPN Mental Health Nursing	2
PS100	General Psychology ▶	3
PS102	Human Growth and Development ▶	3
HE202 Nutrition or HR105 Medical Terminology		3
TOTAL CREDIT HOURS		47

Contact Information

Contact: Sandy Pangburn - pangburns@hutchcc.edu - (620) 245-0202
 Department Co-Chair: Alison Casebolt - casebolta@hutchcc.edu - (620) 665-4931

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Nursing - Practical Nurse (LPN) Part-Time - CERTC
 Allied Health

A program that prepares individuals to assist in providing general nursing care under the direction of a registered nurse, physician, or dentist. Includes instruction in taking patient vital signs, applying sterile dressings, patient health education, and assistance with examinations and treatment.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BI103	Human Anatomy and Physiology ▶	6
PN100	KSPN Foundations of Nursing	4
PN104	PN Program Orientation	1
PN106	KSPN Nursing Care of Adults I	5
PN107	KSPN Care of Aging Adults	2
PN108	KSPN Maternal Child Nursing	2
PN112	KSPN Nursing Care of Adults II	5
PN114	KSPN Leadership, Roles, and Issues	2
PN115	KSPN Foundations of Nursing Clinical	2
PN116	KSPN Nursing Care of Adults I Clinical	2
PN117	KSPN Nursing Care of Adults II Clinical	2
PN118	KSPN Maternal Child Nursing Clinical	1
PN119	KSPN Fund of Pharmacology & Safe Medication Admin	2
PN120	KSPN Mental Health Nursing	2
PS100	General Psychology ▶	3
PS102	Human Growth and Development ▶	3
HE202 Nutrition or HR105 Medical Terminology		3
TOTAL CREDIT HOURS		47

Please note the 1st semester begins in January the 2nd semester begins in June

Contact Information

Contact: Sandy Pangburn - pangburns@hutchcc.edu - (620) 245-0202
 Department Co-Chair: Alison Casebolt - casebolta@hutchcc.edu - (620) 665-4931

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Nursing - RN Traditional - ASSOC
 Allied Health

A program that generally prepares individuals in the knowledge, techniques, and procedures for promoting health, providing care for sick, disabled, infirmed, or other individuals or groups. Includes instruction in the administration of medication and treatments, assisting a physician during treatments and examinations, referring patients to physicians and other health care specialists, and planning education for health maintenance.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BI103	Human Anatomy and Physiology ▶	6
BI112	General Microbiology ▶	4
EN101	English Composition IA ▶	3
HR105	Medical Terminology ▶	3
NR110	Foundations in Nursing	6
NR110L	Foundations of Nursing Lab	1
NR113	Concepts of Professional Nursing	1
NR116	Health Assessment	3
NR118	Care of the Adult	6
NR118L	Care of the Adult Practicum	4
NR208	Care of the Family	4
NR208L	Care of the Family Practicum	2
NR211L	Advanced Skills Lab	1
NR220	Complex Care of the Adult	4
NR220L	Complex Care of the Adult Practicum	2
NR221	Leadership and Management Concepts in Nursing	1
NR221L	Leadership & Management Concepts in Nursing Practi	2
NR224	Role Transition: Student to the Professional Nurse	1
PS100	General Psychology ▶	3
PS102	Human Growth and Development ▶	3
SH101 Public Speaking OR SH210 Interpersonal Communication		3
Sociology/Nutrition Options		3
Nursing-RN Traditional Human A&P Prerequisite Option Block		1
TOTAL CREDIT HOURS		67

A grade of "C" or better is required for all courses.

Contact Information

Contact: Dawn Hendrix - hendrixd@hutchcc.edu - (620) 665-3579

Department Co-Chair: Alison Casebolt - casebolta@hutchcc.edu - (620) 665-4931

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Paralegal - CERTB
 Public Safety

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BU205	Business Law I ▶	3
LA130	Law and the Legal Assistant	3
LA131	Litigation	3
LA134	Family Law	3
LA135	Wills, Estates, and Trusts	3
LA136	Legal Ethics	3
LA231	Introduction to Legal Research and Writing	3
LA235	Personal Injury and Civil Wrongs	3
LA238	Real Estate Law	3
LE205	Criminal Law ▶	3
Paralegal Electives		6
TOTAL CREDIT HOURS		36

NOTE: Completion of an Associates Degree or higher is a requirement for admission into the Paralegal Certificate Program.

Contact Information

Contact: Patty Kolarik - kolarikp@hutchcc.edu - (620) 665-3440
 Department Co-Chair: Cliff Moore - moorec@hutchcc.edu - (620) 728-4408

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Paralegal - ASSOC
 Public Safety

This program prepares students for law-related employment, primarily in law firms. Federal, state and local governments, banks, real estate development companies and insurance companies also employ paralegals. A paralegal is not a lawyer but handles certain professional responsibilities under the supervision of a lawyer. Upon graduation, students may take the National Association of Legal Assistants (NALA) examination to become certified.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BU100	Small Business Accounting	3
BU205	Business Law I ▶	3
BU214	Word Processing: Microsoft Word for Windows	3
LA130	Law and the Legal Assistant	3
LA131	Litigation	3
LA134	Family Law	3
LA135	Wills, Estates, and Trusts	3
LA136	Legal Ethics	3
LA231	Introduction to Legal Research and Writing	3
LA235	Personal Injury and Civil Wrongs	3
LA238	Real Estate Law	3
LE205	Criminal Law ▶	3
Paralegal Options		6
General Education Options		15
BU217 Spreadsheet Management OR IS104 Microcomputer Applications		3
TOTAL CREDIT HOURS		60

Contact Information

Contact: Patty Kolarik - kolarikp@hutchcc.edu - (620) 665-3440
 Department Co-Chair: Cliff Moore - moorec@hutchcc.edu - (620) 728-4408

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Physical Therapist Assistant - ASSOC
 Allied Health

A program that prepares individuals, under the supervision of a physical therapist, to implement physical therapy treatment care plans, train patients, conduct treatment interventions, use equipment, and observe and record patient progress. Includes instruction in applied anatomy and physiology, applied kinesiology, principles and procedures of physical therapy, basic neurology and orthopedics, physical therapy modalities, documentation skills, psychosocial aspects of health care, wound and injury care, electrotherapy, working with orthotics and prostheses, and personal and professional ethics.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BI103	Human Anatomy and Physiology ▶	6
HR105	Medical Terminology ▶	3
PS100	General Psychology ▶	3
PS102	Human Growth and Development ▶	3
PT201	Clinical Kinesiology and Applied Anatomy	4
PT203	Basic Principles and Practices of Physical Therapy	4
PT205	Modalities for Physical Therapy	4
PT207	Orthopedic Rehabilitation	4
PT210	Therapeutic Exercise	4
PT212	Neuromuscular Rehabilitation	4
PT214	Multi-Systems Therapeutic Approach	4
PT217	Clinical Practice I	3
PT219	Clinical Practice II	4
PT220	Professional Issues I	2
PT221	Clinical Practice III	6
PT222	Professional Issues II	2
PT224	Professional Issues III	1
SH101 Public Speaking OR SH210 Interpersonal Communication		3
English Composition I Options		3
Physical Therapy Assistant Math Options		3
TOTAL CREDIT HOURS		70

A grade of "C" or better is required for all program-specific courses and an overall 2.5 GPA for prerequisite courses.

Contact Information

Contact: Travis Booe - booet@hutchcc.edu - (620) 665-3396
 Department Co-Chair: Alison Casebolt - casebolta@hutchcc.edu - (620) 665-4931

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Police Science - CERTC
 Public Safety

A program that prepares individuals to perform the duties of police and public security officers, including patrol and investigative activities, traffic control, crowd control and public relations, witness interviewing, evidence collection and management, basic crime prevention methods, weapon and equipment operation and maintenance, report preparation and other routine law enforcement responsibilities.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
LE101	Introduction to Criminal Justice ▶	3
LE104	Agency Administration	3
LE107	Criminal Justice Interview and Report Writing	3
LE111	Professional Responsibility in Criminal Justice	3
LE115	Juvenile Delinquency and Justice	3
LE116	Law Enforcement Operations and Procedures	3
LE205	Criminal Law ▶	3
LE206	Criminal Procedures	3
LE207	Criminal Investigation	3
Police Science Social Science Options		9
Police Science Composition Options		3
Police Science Communications Options		3
Police Science Electives		10
TOTAL CREDIT HOURS		52

Contact Information

Contact: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460
 Department Co-Chair: Cliff Moore - moorec@hutchcc.edu - (620) 728-4408

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Police Science - ASSOC
 Public Safety

A program that prepares individuals to perform the duties of police and public security officers, including patrol and investigative activities, traffic control, crowd control and public relations, witness interviewing, evidence collection and management, basic crime prevention methods, weapon and equipment operation and maintenance, report preparation and other routine law enforcement responsibilities.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
LE101	Introduction to Criminal Justice ▶	3
LE104	Agency Administration	3
LE107	Criminal Justice Interview and Report Writing	3
LE111	Professional Responsibility in Criminal Justice	3
LE115	Juvenile Delinquency and Justice	3
LE116	Law Enforcement Operations and Procedures	3
LE120	KLETC or Appropriate Law Enforcement Academy Trng.	12
LE205	Criminal Law ▶	3
LE206	Criminal Procedures	3
LE207	Criminal Investigation	3
Police Science Social Science Options		9
Police Science Composition Options		3
Police Science Communications Options		3
Police Science Electives		10
TOTAL CREDIT HOURS		64

Contact Information

Contact: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460
 Department Co-Chair: Cliff Moore - moorec@hutchcc.edu - (620) 728-4408

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Radiologic Technology - ASSOC
 Allied Health

A program that prepares individuals, under the supervision of physicians, to provide medical imaging services to patients and attending health care professionals. Includes instruction in applied anatomy and physiology, patient positioning, radiographic technique, radiation biology, safety and emergency procedures, equipment operation and maintenance, quality assurance, patient education, and medical imaging/radiologic services management.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BI103	Human Anatomy and Physiology T	6
BI115	Basic Radiation Biology	2
MA106	College Algebra T	3
RA102	Radiographic Pathology	3
RA105	Radiographic Exposures I	4
RA106	Radiographic Exposures II	4
RA110	Patient Care and the Imaging Profession	3
RA115	Radiologic Physics	2
RA201	Clinical Training I	8
RA202	Clinical Training II	8
RA203	Clinical Training III	5
RA205	Radiographic Exposures III	4
RA210	Imaging Modalities	2
RA211	Cranial Imaging and Computed Tomography	2
RA212	Physical Foundations of Radiology	4
RA213	Radiographic Principles	3
SH101 Public Speaking OR SH210 Interpersonal Communication		3
English Composition I Options		3
PS100 General Psychology or SO100 Fundamentals of Sociology		3
Radiology Necessary Skills Options		3
TOTAL CREDIT HOURS		75

A grade of "C" or better is required for all courses.

Contact Information

Contact: Lacey Hoskinson - hoskinsonl@hutchcc.edu - (620) 665-4943
 Department Co-Chair: Alison Casebolt - casebolta@hutchcc.edu - (620) 665-4931

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Renewable Energy Technology - CERTC
 Agriculture, Business, Computers and Technology

This Manufacturing Engineering Technology certificate option develops competent technicians who, through their maintenance skills, optimize manufacturing facility and equipment operation, particularly those related to renewable energy sources.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AE100	AC/DC Circuits	4
AE105	Industrial Wiring	3
AE150	Programmable Logic Controls (PLCs)	3
AE155	Electrical Maintenance	3
AE202	Actuator/Sensor Systems	3
ME106	Industrial Fluid Power	3
ME110	Fundamentals of Motor Controls	3
ME112	Heating System Fundamentals	3
ME114	Renewable Energy Technology	3
ME115	HVAC Fundamentals	4
ME118	Renewable Energy Technology Systems Analysis	4
ME124	Renewable Energy Technology Maintenance	4
Industrial Safety Electives		1
Renewable Energy Technology Contextual Electives		7
TOTAL CREDIT HOURS		48

Contact Information

Contact: Paul Becker - beckerp@hutchcc.edu - (620) 728-8187
 Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479
 Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Respiratory Care - ASSOC
 Allied Health

A program that prepares individuals, under the supervision of physicians, to assist in developing respiratory care plans, administer respiratory care procedures, supervise personnel and equipment operation, maintain records, and consult with other health care team members. Includes instruction in the applied basic biomedical sciences; anatomy, physiology, and pathology of the respiratory system; clinical medicine; therapeutic procedures; clinical expressions; data collection and record-keeping; patient communication; equipment operation and maintenance; personnel supervision; and procedures for special population groups.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AL153	Pharmacology	3
BI103	Human Anatomy and Physiology ▶	6
HR105	Medical Terminology ▶	3
PS100	General Psychology ▶	3
RT200	Introduction to Respiratory Care	3
RT201	Cardiopulmonary Anatomy and Physiology	3
RT202	Cardiopulmonary Pathology	3
RT203	Cardiopulmonary Assessment	3
RT204	Respiratory Care Science	3
RT205	Neonatal and Pediatric Respiratory Care	2
RT210	Therapeutic Modalities I	4
RT211	Therapeutic Modalities II	4
RT212	Therapeutic Modalities III	4
RT221	Clinical Training I	5
RT222	Clinical Training II	5
RT223	Clinical Training III	6
RT225	Respiratory Care Seminar	2
SH101 Public Speaking OR SH210 Interpersonal Communication		3
English Composition I Options		3
Respiratory Care Math Options		3
TOTAL CREDIT HOURS		71

A grade of C or higher is required for all degree specific courses.

Contact Information

Contact: Dawn Hendrix - hendrixd@hutchcc.edu - (620) 665-3579
 Department Co-Chair: Alison Casebolt - casebolta@hutchcc.edu - (620) 665-4931

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Surgical Technology - ASSOC
 Allied Health

The mission of the Surgical Technologist Program is " To prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession." In addition to providing efficient and quality care while preserving the safety, dignity, and individuality of the perioperative patient.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
AL153	Pharmacology	3
BI103	Human Anatomy and Physiology ▶	6
BI112	General Microbiology ▶	4
EM131	Cardiac Care (CPR)	0.5
HR105	Medical Terminology ▶	3
ST100	Introduction to Surgical Technology	4
ST101	Surgical Procedures I	4
ST102	Principles and Practices of Surgical Technology	5
ST102L	Principles & Practices of Surgical Technology Lab	3
ST103	Surgical Procedures II	5
ST112	Clinical I	1
ST113	Clinical II	5
ST114	Clinical III	5
ST115	Surgical Technology Certification Review	1
SH101 Public Speaking OR SH210 Interpersonal Communication		3
MA106 College Algebra or MA117 Contemporary Math		3
English Composition I Options		3
PS100 General Psychology or SO100 Fundamentals of Sociology		3
Surgical Technology Allied Health Electives		3
TOTAL CREDIT HOURS		64.5

Contact Information

Contact: Norine Hamby - hambyn@hutchcc.edu - (620) 665-4950
 Department Co-Chair: Alison Casebolt - casebolta@hutchcc.edu - (620) 665-4931

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Web Development - ASSOC
 Agriculture, Business, Computers and Technology

This program prepares students for computer-related positions in web technologies. Expertise in web technologies is needed in virtually all companies today.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
BU120	Job Search/Retention	1
CS111	Visual Basic Programming ▶	3
CS200	Problem Solving and Programming ▶	4
CS203	Discrete Structures	3
CS206	Data Structures and Algorithms	3
IS135	Essentials of Web Interaction	2
IS137	Website Ethics and Security	3
IS148	CompTIA A+ Core 1	3
IS215	Web Development Platform	3
IS225	Website Coding	2
IS228	Database Structures	3
IS235	Elements of Linux	3
IS256	Web Development Special Projects	1
IS264	JavaScript	3
General Education Options		15
IS250 Project Mgmt or IS210 Computer Support Internship		3
Web Development Technical Electives		6
IS182 Cisco CCNA I or IS212 Networking I		3
TOTAL CREDIT HOURS		64

Contact Information

Contact: Jesse Newberry - newberryj@hutchcc.edu - (620) 665-3486
 Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479
 Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Welding Technology - ASSOC
 Agriculture, Business, Computers and Technology

A program that prepares individuals to apply technical knowledge and skills to join or cut metal surfaces. Includes instruction in arc welding, resistance welding, brazing and soldering, cutting, high-energy beam welding and cutting, solid state welding, ferrous and non-ferrous materials, oxidation-reduction reactions, welding metallurgy, welding processes and heat treating, structural design, safety, and applicable codes and standards. Students successfully completing the following classes will have the opportunity to participate in Welder Qualification Testing as outlined by applicable codes from the American Welding Society (AWS) or American Society of Mechanical Engineers (ASME). The listed testing is the minimum requirement for the classes. Through completion, it will enable students in those classes to demonstrate their ability to perform industry-standard welding procedures specifications commonly used in the welding industry. Certificate A: WE104 Shielded Metal Arc Welding - 1F, 2F, 1G, 2G; WE 110 Gas Metal Arc Welding - 1F, 2F, 1G, 2G; WE112 - Gas Tungsten Arc Welding - 1G, 2G. Certificate B: WE105 Shielded Metal Arc Welding II - 3G; WE111 Gas Metal Arc Welding II - 3G; WE116 Flux Cored Arc Welding - 3G. Certificate C/AAS: WE217 Gas Tungsten Arc Welding III - 3G Plate, 2G, 5G, 6G Pipe; WE218 Shielded Metal Arc Welding III - 2G, 5G, 6G Pipe.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
WE102	Welding Blueprint Reading	3
WE104	Shielded Metal Arc Welding	3
WE105	Shielded Metal Arc Welding II	3
WE106	Cutting Processes for Welding	2
WE110	Gas Metal Arc Welding	3
WE111	Gas Metal Arc Welding II	3
WE112	Gas Tungsten Arc Welding	3
WE113	Gas Tungsten Arc Welding II	3
WE115	Welding Layout and Calculations	2
WE117	Welding Inspection and Qualification I	2
WE128	Welding Metallurgy	2
WE217	Gas Tungsten Arc Welding III	4
WE218	Shielded Metal Arc Welding III	4
WE220	Welding Inspection and Qualification II	4
General Education Options		9
Welding Certificate A Option Block		1
Welding Certificate B Option Block		2
Welding Written Communication Options		3
Welding Social Science Options		3
Welding Contextual Options		4
TOTAL CREDIT HOURS		63

Semester offerings are based on location. Consult an advisor for more information.

Contact Information

Contact: Paul Becker - beckerp@hutchcc.edu - (620) 728-8187

Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479

Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Welding Technology - CERTB
 Agriculture, Business, Computers and Technology

A program that prepares individuals to apply technical knowledge and skills to join or cut metal surfaces. Includes instruction in arc welding, resistance welding, brazing and soldering, cutting, high-energy beam welding and cutting, solid state welding, ferrous and non-ferrous materials, oxidation-reduction reactions, welding metallurgy, welding processes and heat treating, structural design, safety, and applicable codes and standards. Students successfully completing the following classes will have the opportunity to participate in Welder Qualification Testing as outlined by applicable codes from the American Welding Society (AWS) or American Society of Mechanical Engineers (ASME). The listed testing is the minimum requirement for the classes. Through completion, it will enable students in those classes to demonstrate their ability to perform industry-standard welding procedures specifications commonly used in the welding industry. Certificate A: WE104 Shielded Metal Arc Welding - 1F, 2F, 1G, 2G; WE 110 Gas Metal Arc Welding - 1F, 2F, 1G, 2G; WE112 - Gas Tungsten Arc Welding - 1G, 2G. Certificate B: WE105 Shielded Metal Arc Welding II - 3G; WE111 Gas Metal Arc Welding II - 3G; WE116 Flux Cored Arc Welding - 3G. Certificate C/AAS: WE217 Gas Tungsten Arc Welding III - 3G Plate, 2G, 5G, 6G Pipe; WE218 Shielded Metal Arc Welding III - 2G, 5G, 6G Pipe.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
WE102	Welding Blueprint Reading	3
WE104	Shielded Metal Arc Welding	3
WE105	Shielded Metal Arc Welding II	3
WE106	Cutting Processes for Welding	2
WE110	Gas Metal Arc Welding	3
WE111	Gas Metal Arc Welding II	3
WE112	Gas Tungsten Arc Welding	3
WE113	Gas Tungsten Arc Welding II	3
WE115	Welding Layout and Calculations	2
WE117	Welding Inspection and Qualification I	2
WE128	Welding Metallurgy	2
Welding Options Certificate A		1
Welding Options Certificate B		2
TOTAL CREDIT HOURS		32

Semester offerings are based on location. Consult an advisor for more information.

Contact Information

Contact: Paul Becker - beckerp@hutchcc.edu - (620) 728-8187
 Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479
 Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Welding Technology - CERTA
 Agriculture, Business, Computers and Technology

A program that prepares individuals to apply technical knowledge and skills to join or cut metal surfaces. Includes instruction in arc welding, resistance welding, brazing and soldering, cutting, high-energy beam welding and cutting, solid state welding, ferrous and non-ferrous materials, oxidation-reduction reactions, welding metallurgy, welding processes and heat treating, structural design, safety, and applicable codes and standards. Students successfully completing the following classes will have the opportunity to participate in Welder Qualification Testing as outlined by applicable codes from the American Welding Society (AWS) or American Society of Mechanical Engineers (ASME). The listed testing is the minimum requirement for the classes. Through completion, it will enable students in those classes to demonstrate their ability to perform industry-standard welding procedures specifications commonly used in the welding industry. Certificate A: WE104 Shielded Metal Arc Welding - 1F, 2F, 1G, 2G; WE 110 Gas Metal Arc Welding - 1F, 2F, 1G, 2G; WE112 - Gas Tungsten Arc Welding - 1G, 2G. Certificate B: WE105 Shielded Metal Arc Welding II - 3G; WE111 Gas Metal Arc Welding II - 3G; WE116 Flux Cored Arc Welding - 3G. Certificate C/AAS: WE217 Gas Tungsten Arc Welding III - 3G Plate, 2G, 5G, 6G Pipe; WE218 Shielded Metal Arc Welding III - 2G, 5G, 6G Pipe.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
WE102	Welding Blueprint Reading	3
WE104	Shielded Metal Arc Welding	3
WE106	Cutting Processes for Welding	2
WE110	Gas Metal Arc Welding	3
WE112	Gas Tungsten Arc Welding	3
WE115	Welding Layout and Calculations	2
Welding Options Certificate A		1
TOTAL CREDIT HOURS		17

Semester offerings are based on location. Consult an advisor for more information.

Contact Information

Contact: Paul Becker - beckerp@hutchcc.edu - (620) 728-8187
 Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479
 Department Co-Chair: Sheldon Stewart - stewarts@hutchcc.edu - (620) 665-3460

Hutchinson Community College
 Associate of Applied Science - (Associate of Applied Science)
Welding Technology - CERTC
 Agriculture, Business, Computers and Technology

A program that prepares individuals to apply technical knowledge and skills to join or cut metal surfaces. Includes instruction in arc welding, resistance welding, brazing and soldering, cutting, high-energy beam welding and cutting, solid state welding, ferrous and non-ferrous materials, oxidation-reduction reactions, welding metallurgy, welding processes and heat treating, structural design, safety, and applicable codes and standards. Students successfully completing the following classes will have the opportunity to participate in Welder Qualification Testing as outlined by applicable codes from the American Welding Society (AWS) or American Society of Mechanical Engineers (ASME). The listed testing is the minimum requirement for the classes. Through completion, it will enable students in those classes to demonstrate their ability to perform industry-standard welding procedures specifications commonly used in the welding industry. Certificate A: WE104 Shielded Metal Arc Welding - 1F, 2F, 1G, 2G; WE 110 Gas Metal Arc Welding - 1F, 2F, 1G, 2G; WE112 - Gas Tungsten Arc Welding - 1G, 2G. Certificate B: WE105 Shielded Metal Arc Welding II - 3G; WE111 Gas Metal Arc Welding II - 3G; WE116 Flux Cored Arc Welding - 3G. Certificate C/AAS: WE217 Gas Tungsten Arc Welding III - 3G Plate, 2G, 5G, 6G Pipe; WE218 Shielded Metal Arc Welding III - 2G, 5G, 6G Pipe.

For course descriptions and course prerequisites, click on the course id.

Requirements

Course	Title	Credits
WE102	Welding Blueprint Reading	3
WE104	Shielded Metal Arc Welding	3
WE105	Shielded Metal Arc Welding II	3
WE106	Cutting Processes for Welding	2
WE110	Gas Metal Arc Welding	3
WE111	Gas Metal Arc Welding II	3
WE112	Gas Tungsten Arc Welding	3
WE113	Gas Tungsten Arc Welding II	3
WE115	Welding Layout and Calculations	2
WE117	Welding Inspection and Qualification I	2
WE128	Welding Metallurgy	2
WE209	Welding Fabrication Processes	4
WE217	Gas Tungsten Arc Welding III	4
WE218	Shielded Metal Arc Welding III	4
WE220	Welding Inspection and Qualification II	4
Welding Options Certificate C		2
Welding Safety Options		1
TOTAL CREDIT HOURS		48

Semester offerings are based on location. Consult an advisor for more information.

Contact Information

Contact: Paul Becker - beckerp@hutchcc.edu - (620) 728-8187
 Department Co-Chair: Jillene Cunningham - cunninghamj@hutchcc.edu - (620) 665-3479

Program Electives

Accounting Options-BAT Accounting Services - CERT

Course	Title	Credits
BU100	Small Business Accounting	3
BU101	Accounting I ▶	3
BU101H	Honors Accounting I ▶	3
BU102	Accounting II ▶	3
BU102H	Honors Accounting II ▶	3

AET Math Options - AAS

Course	Title	Credits
MA106	College Algebra ▶	3
MA117	Contemporary Math ▶	3
TR100	Technical Math	3

AR134 or JP118 Introduction to Digital Imagery (Photoshop) - CERT

Course	Title	Credits
AR134	Introduction to Digital Imagery--Photoshop	3
JP118	Introduction to Digital Imagery--Photoshop	3
JP118H	Honors Introduction to Digital Imagery--Photoshop	3

AR134 OR JP118 Introduction to Digital Imagery--Photoshop - AAS

Course	Title	Credits
AR134	Introduction to Digital Imagery--Photoshop	3
JP118	Introduction to Digital Imagery--Photoshop	3

AR135 or JP119 Advanced Digital Imagery - AAS

Course	Title	Credits
AR135	Advanced Digital Imagery--Photoshop	3
JP119	Advanced Digital Imagery--Photoshop	3

Audio Technology Electives - CERT

Course	Title	Credits
AN101	Digital Animation I	3
AN103	Storyboard Techniques	3
AN202	Digital Animation II	3
AN204	Character Animation	3
AN220	Game Concept Design	3
AR134	Introduction to Digital Imagery--Photoshop	3
BU100	Small Business Accounting	3
BU105	Introduction to Business ▶	3
BU120	Job Search/Retention	1
BU151	Introduction to Entrepreneurship	1
BU152	Marketing Applications for Entrepreneurs	1
BU153	Financial Management for Entrepreneurs	1
BU154	Business Management for Entrepreneurs	1
BU156	Developing the Business Plan	1
BU202	Marketing ▶	3
EN217	Podcast Fiction	3
IS113	Desktop Publishing	3
IS120	Vector Graphics	3
IS252	Social Media Platform	3
JL102	Multimedia Writing	3
JL110	Multimedia Editing	3
JL201	Newspaper Production I	3
JL202	Newspaper Production II	3
JP118	Introduction to Digital Imagery--Photoshop	3
MP108	Live Event Production	3
MP111	Audio/Video Scriptwriting	3
MP112	Studio and Field Production	3
MP113	Video Editing and Post-Production I	3
MP206	Media Law and Contracts	3
MP218	Media and Film Production Capstone	2
MP220	Media and Film Production Internship I	2
MP221	Media and Film Production Internship II	2

MU106	Music Theory I ▶	3
MU107	Music Theory II ▶	3
MU110	Class Piano I ▶	1
MU111	Class Piano II ▶	1
MU112	Class Piano III	1
MU113	Class Piano IV	1
MU202	Music Technology I	2
MU206	Music Theory III	3
MU207	Music Theory IV	3
TH118	Stagecraft ▶	3
TH122	Voice and Diction ▶	3
TH123	Theatre Practicum I ▶	1
TH132	Theatre Practicum II ▶	1
TH133	Theatre Practicum III ▶	1
TH134	Theatre Practicum IV ▶	1
TH201	Stage/Television Lighting	3
TH250	Theatre Capstone	2

Auto Collision & Repair Math Options - AAS

Course	Title	Credits
BU108	Business Mathematics	3
MA117	Contemporary Math ▶	3
TR100	Technical Math	3

Auto Collision & Repair Social Science Options - AAS

Course	Title	Credits
PS100	General Psychology ▶	3
PS100H	Honors General Psychology ▶	3
PS101	Human Relations	3
SO100	Fundamentals of Sociology ▶	3
SO100H	Honors Fundamentals of Sociology ▶	3
TR120	Work Ethics	2

Auto Collision & Repair Technical Options - AAS

Course	Title	Credits
AE100	AC/DC Circuits	4
AE105	Industrial Wiring	3
AE150	Programmable Logic Controls (PLCs)	3
AE155	Electrical Maintenance	3
AE200	Variable Frequency Drives and Electric Motors	3
AE202	Actuator/Sensor Systems	3
AE205	Intermediate Programmable Logic Controllers	3
AE250	Distributed/Integrated Control Systems	3
AE252	Control Systems Development	3
AE255	Industrial Robotics	3
AM101	Power Plant Theory	4
AM102	Electrical I	3
AM103	Electrical II	5
AM104	Brakes I	3
AM105	Brakes II	2
AM201	Suspension & Steering I	3
AM202	Engine Performance I	3
AM203	Drive Train	4
AM204	Heating and Air Conditioning Theory	4
AM205	Suspension and Steering II	1
AM206	Engine Performance II	2
AR110	Drawing I 	3
AR111	Drawing II	3
AR113	Painting I	3
AR114	Painting II	3
AR116	Ceramics I	3
AR117	Ceramics II	3
AR122	2-D Design 	3
AR124	Color Theory	3
AR134	Introduction to Digital Imagery--Photoshop	3
AR135	Advanced Digital Imagery--Photoshop	3
AR141	Graphic Design	3

BU100	Small Business Accounting	3
BU101	Accounting I ▶	3
BU101H	Honors Accounting I ▶	3
BU102	Accounting II ▶	3
BU102H	Honors Accounting II ▶	3
BU105	Introduction to Business ▶	3
BU105H	Honors Introduction to Business ▶	3
BU106	Calculating Machines	1
BU107	Personal Finance ▶	3
BU107H	Honors Personal Finance	3
BU108	Business Mathematics	3
BU109	Business Communications ▶	3
BU109H	Honors Business Communications	3
BU110	Records Management	2
BU111	Quickbooks	3
BU118	Introduction to Leadership ▶	3
BU120	Job Search/Retention	1
BU121	Customer Service/Professional Image	3
BU122	Presentation Software	1
BU126	Introduction to Keyboarding	1
BU127	Beginning Keyboarding	3
BU128	Intermediate Keyboarding	3
BU129	Production Keyboarding	3
BU141	Sales Management	3
BU142	Retailing	3
BU145	Advertising	3
BU151	Introduction to Entrepreneurship	1
BU152	Marketing Applications for Entrepreneurs	1
BU153	Financial Management for Entrepreneurs	1
BU154	Business Management for Entrepreneurs	1
BU156	Developing the Business Plan	1
BU201	Managerial Accounting ▶	3
BU201H	Honors Managerial Accounting ▶	3

BU202	Marketing ▶	3
BU202H	Honors Marketing	3
BU203	Management ▶	3
BU203H	Honors Management	3
BU204	Small Business Management	3
BU205	Business Law I ▶	3
BU214	Word Processing: Microsoft Word for Windows	3
BU217	Spreadsheet Management	3
BU217H	Honors Spreadsheet Management	3
BU218	Database Management	3
BU224	Human Resources Basics	3
MC101	Introduction to Machine Technology	3
MC104	Machine Technology Math	2
MC106	Basic Manufacturing Skills	8
MC110	Bench Work	1
MC111	Print Reading	3
MC112	Quality Control and Inspection	1
MC113	Metallurgy	1
MC114	Machine Tool Processes	1
MC115	Machining I	3
MC116	Machining II	3
MC117	CNC Operations	3
MC118	Safety (OSHA)	1
MC202	Inspection and Quality Control	3
MC204	Machine Practices I	3
MC205	Machine Practices II	3
MC206	CNC Operations-Advanced	3
ME106	Industrial Fluid Power	3
ME110	Fundamentals of Motor Controls	3
ME112	Heating System Fundamentals	3
ME114	Renewable Energy Technology	3
ME115	HVAC Fundamentals	4
ME116	Commercial Refrigeration	4

ME117	Commercial Heating and Air Conditioning	4
ME118	Renewable Energy Technology Systems Analysis	4
ME119	Solar PV Fundamentals	3
ME124	Renewable Energy Technology Maintenance	4
ME129	Mechanical Maintenance Skills	3
ME140	Low Pressure Boilers	3
WE100	Basic Welding	3
WE101	Welding Safety	1
WE102	Welding Blueprint Reading	3
WE104	Shielded Metal Arc Welding	3
WE105	Shielded Metal Arc Welding II	3
WE106	Cutting Processes for Welding	2
WE110	Gas Metal Arc Welding	3
WE111	Gas Metal Arc Welding II	3
WE112	Gas Tungsten Arc Welding	3
WE113	Gas Tungsten Arc Welding II	3
WE128	Welding Metallurgy	2
WE209	Welding Fabrication Processes	4
WE217	Gas Tungsten Arc Welding III	4
WE218	Shielded Metal Arc Welding III	4

Auto Collision & Repair Written Communication Options - AAS

Course	Title	Credits
BU109	Business Communications T	3
BU109H	Honors Business Communications	3
EN100	English Composition IB T	3
EN101	English Composition IA T	3
EN107	Business English Grammar & Composition	3
EN108	Career and Technical Writing	3

Automation Engineer Technology Contextual Electives - AAS

Course	Title	Credits
AE105	Industrial Wiring	3

AE256	Servo Motion Control	3
AM101	Power Plant Theory	4
AM102	Electrical I	3
AM103	Electrical II	5
AM104	Brakes I	3
AM105	Brakes II	2
AM201	Suspension & Steering I	3
AM202	Engine Performance I	3
AM203	Drive Train	4
AM204	Heating and Air Conditioning Theory	4
AM205	Suspension and Steering II	1
AM206	Engine Performance II	2
BU105	Introduction to Business ▶	3
BU105H	Honors Introduction to Business ▶	3
DR100	Computer Aided Drafting I	3
DR101	Technical Drafting	3
DR102	Machine Drafting	5
DR102H	Honors Machine Drafting	5
DR102L	Machine Drafting Lab	0
DR107	Construction Drafting	3
DR119	Parametric Modeling I: Autodesk Inventor	3
DR211	Computer Aided Drafting II	3
DR212	Architectural Drafting I	3
DR213	Architectural Drafting II	3
DR214	Advanced CAD Applications	3
DR215	Civil Drafting	3
DR216	Computer Drafting Internship	3
DR219	Parametric Modeling II: Autodesk Inventor	3
DR220	Computer Drafting Capstone	3
IS103	Microcomputer Literacy	2
IS104	Microcomputer Applications ▶	3
MC101	Introduction to Machine Technology	3
MC104	Machine Technology Math	2

MC106	Basic Manufacturing Skills	8
MC110	Bench Work	1
MC111	Print Reading	3
MC112	Quality Control and Inspection	1
MC113	Metallurgy	1
MC114	Machine Tool Processes	1
MC115	Machining I	3
MC116	Machining II	3
MC117	CNC Operations	3
MC118	Safety (OSHA)	1
MC202	Inspection and Quality Control	3
MC204	Machine Practices I	3
MC205	Machine Practices II	3
ME112	Heating System Fundamentals	3
ME114	Renewable Energy Technology	3
ME116	Commercial Refrigeration	4
ME117	Commercial Heating and Air Conditioning	4
ME118	Renewable Energy Technology Systems Analysis	4
ME119	Solar PV Fundamentals	3
ME122	Solar PV Intermediate	3
ME124	Renewable Energy Technology Maintenance	4
ME125	Engineering Technology Internship	3
ME129	Mechanical Maintenance Skills	3
ME131	EPA 608	1
ME132	HVAC Load Calculations	1
ME133	HVAC Duct Sizing	1
ME134	HVAC Code Requirements	1
ME136	Solar PV Advanced	3
ME140	Low Pressure Boilers	3
ME141	Solar Battery Fundamentals	3
ME142	Solar Battery Intermediate	3
TR120	Work Ethics	2
WE100	Basic Welding	3

WE101	Welding Safety	1
WE102	Welding Blueprint Reading	3
WE104	Shielded Metal Arc Welding	3
WE105	Shielded Metal Arc Welding II	3
WE106	Cutting Processes for Welding	2
WE110	Gas Metal Arc Welding	3
WE111	Gas Metal Arc Welding II	3
WE112	Gas Tungsten Arc Welding	3
WE113	Gas Tungsten Arc Welding II	3
WE128	Welding Metallurgy	2
WE209	Welding Fabrication Processes	4

Automotive Technology Technical Options - AAS

Course	Title	Credits
AE100	AC/DC Circuits	4
AE150	Programmable Logic Controls (PLCs)	3
AE155	Electrical Maintenance	3
BU100	Small Business Accounting	3
BU105	Introduction to Business ▶	3
BU141	Sales Management	3
BU151	Introduction to Entrepreneurship	1
BU152	Marketing Applications for Entrepreneurs	1
BU153	Financial Management for Entrepreneurs	1
BU154	Business Management for Entrepreneurs	1
BU156	Developing the Business Plan	1
BU203	Management ▶	3
DR100	Computer Aided Drafting I	3
EM131	Cardiac Care (CPR)	0.5
IS103	Microcomputer Literacy	2
IS104	Microcomputer Applications ▶	3
MC110	Bench Work	1
MC113	Metallurgy	1
MC115	Machining I	3

MC116	Machining II	3
ME110	Fundamentals of Motor Controls	3
WE104	Shielded Metal Arc Welding	3
WE110	Gas Metal Arc Welding	3

Barbering Electives - AAS

Course	Title	Credits
AR101	Art Appreciation ▶	3
BU100	Small Business Accounting	3
BU101	Accounting I ▶	3
BU105	Introduction to Business ▶	3
BU109	Business Communications ▶	3
BU111	Quickbooks	3
BU118	Introduction to Leadership ▶	3
BU141	Sales Management	3
BU142	Retailing	3
BU145	Advertising	3
BU151	Introduction to Entrepreneurship	1
BU152	Marketing Applications for Entrepreneurs	1
BU153	Financial Management for Entrepreneurs	1
BU154	Business Management for Entrepreneurs	1
BU156	Developing the Business Plan	1
BU202	Marketing ▶	3
BU203	Management ▶	3
BU204	Small Business Management	3

BU100 Small Business Accounting OR BU101 Accounting I - AAS

Course	Title	Credits
BU100	Small Business Accounting	3
BU101	Accounting I ▶	3

BU105 Introduction to Business OR EC100 Macroeconomics - CERT

Course	Title	Credits
--------	-------	---------

BU105	Introduction to Business ▶	3
EC100	Macroeconomics ▶	3

BU108 Business Mathematics OR BU142 Principles of Retailing - CERT

Course	Title	Credits
BU108	Business Mathematics	3
BU142	Retailing	3

BU109 Business Communications OR SH101 Public Speaking - CERT

Course	Title	Credits
BU109	Business Communications ▶	3
SH101	Public Speaking ▶	3

BU118 Introduction to Leadership OR BU121 Customer Service/Professional Image - CERT

Course	Title	Credits
BU118	Introduction to Leadership ▶	3
BU121	Customer Service/Professional Image	3

BU118 Introduction to Leadership OR BU147 Internship I OR BU148 Internship II - CERT

Course	Title	Credits
BU118	Introduction to Leadership ▶	3
BU147	Internship I	2
BU148	Internship II	2

BU127 Beginning Keyboarding OR BU128 Intermediate Keyboarding - AAS

Course	Title	Credits
BU127	Beginning Keyboarding	3
BU128	Intermediate Keyboarding	3

BU127 Beginning Keyboarding OR BU128 Intermediate Keyboarding - CERT

Course	Title	Credits
BU127	Beginning Keyboarding	3
BU128	Intermediate Keyboarding	3

BU141 Sales Management OR BU147 Internship I OR BU148 Internship II - CERT

Course	Title	Credits
BU141	Sales Management	3
BU147	Internship I	2
BU148	Internship II	2

BU203 Management - CERT

Course	Title	Credits
BU203	Management ▶	3

BU204 Small Business Management OR BU205 Business Law - CERT

Course	Title	Credits
BU204	Small Business Management	3
BU205	Business Law I ▶	3

BU217 Spreadsheet Management OR IS104 Microcomputer Applications - AAS

Course	Title	Credits
BU217	Spreadsheet Management	3
IS104	Microcomputer Applications ▶	3

BU217 Spreadsheet Management OR IS104 Microcomputer Applications - CERT

Course	Title	Credits
BU217	Spreadsheet Management	3
IS104	Microcomputer Applications ▶	3

Business Electives-BAT Accounting Services - AAS

Course	Title	Credits
BU105	Introduction to Business ▶	3
BU105H	Honors Introduction to Business ▶	3
BU141	Sales Management	3
BU142	Retailing	3
BU145	Advertising	3
BU147	Internship I	2
BU148	Internship II	2

BU149	Internship III	2
BU156	Developing the Business Plan	1
BU202	Marketing TP	3
BU202H	Honors Marketing	3
BU204	Small Business Management	3
BU205	Business Law I TP	3
HR103	Health Information Processes	4
HR105	Medical Terminology TP	3
HR202	ICD-10 Coding for Long Term Care	2
HR203	HIM Virtual Lab I	1
HR208	Quality Improvement in Healthcare	2
HR210	CPT Coding	2
HR211	HIM Virtual Lab II	1
HR212	Pathophysiology	4
HR215	HIM Clinical Affiliation	2
HR216	Reimbursement Methodologies	3
HR217	Health Record Lab I	1
HR218	Health Record Lab II	1
HR222	ICD-10-CM/PCS Coding I	4
HR223	ICD-10-CM/PCS Coding II	3
HR224	Coding Lab	1
HR225	Health Record Coding Practicum	1
HR228	Statistics and Analytics	2
IS120	Vector Graphics	3
IS135	Essentials of Web Interaction	2
IS148	CompTIA A+ Core 1	3
IS149	CompTIA A+ Core 2	3
IS182	Cisco CCNA I/Networking I	3
IS183	Cisco CCNA II	3
IS184	Cisco CCNA III	3
IS201	Database I	1
IS202	Database II	1
IS210	Computer Internship I	3

IS211	Computer Support Internship II	3
IS215	Web Development Platform	3
IS224	Networking II	3
IS225	Website Coding	2
IS228	Database Structures	3
IS235	Elements of Linux	3
IS237	Server Operating Systems and Virtualization	3
IS240	Fundamentals of Network Security	3
IS250	Project Management	3
IS252	Social Media Platform	3
IS255	Graphic Arts Technology Capstone	3
IS264	JavaScript	3
IS280	Computer Forensics	3
IS281	Control Systems Security	3
IS282	Secure Coding	3
LA114	Paralegal Internship	3
LA130	Law and the Legal Assistant	3
LA131	Litigation	3
LA132	Elder Law	3
LA134	Family Law	3
LA135	Wills, Estates, and Trusts	3
LA230	E-discovery and Litigation	3
LA231	Introduction to Legal Research and Writing	3
LA234	Administrative Law	3
LA235	Personal Injury and Civil Wrongs	3
LA239	Bankruptcy Law	3

Business Electives-BAT Accounting Services - CERT

Course	Title	Credits
BU106	Calculating Machines	1
BU107	Personal Finance 	3
BU110	Records Management	2
BU122	Presentation Software	1

BU128	Intermediate Keyboarding	3
BU147	Internship I	2
BU214	Word Processing: Microsoft Word for Windows	3
BU218	Database Management	3
BU224	Human Resources Basics	3

Business Electives-BAT Office Support - AAS

Course	Title	Credits
BU101	Accounting I ▶	3
BU101H	Honors Accounting I ▶	3
BU102	Accounting II ▶	3
BU102H	Honors Accounting II ▶	3
BU105	Introduction to Business ▶	3
BU105H	Honors Introduction to Business ▶	3
BU110	Records Management	2
BU141	Sales Management	3
BU142	Retailing	3
BU145	Advertising	3
BU147	Internship I	2
BU148	Internship II	2
BU149	Internship III	2
BU156	Developing the Business Plan	1
BU201	Managerial Accounting ▶	3
BU201H	Honors Managerial Accounting ▶	3
BU202	Marketing ▶	3
BU202H	Honors Marketing	3
BU204	Small Business Management	3
BU205	Business Law I ▶	3
BU218	Database Management	3
HR103	Health Information Processes	4
HR105	Medical Terminology ▶	3
HR202	ICD-10 Coding for Long Term Care	2
HR203	HIM Virtual Lab I	1

HR208	Quality Improvement in Healthcare	2
HR210	CPT Coding	2
HR211	HIM Virtual Lab II	1
HR212	Pathophysiology	4
HR215	HIM Clinical Affiliation	2
HR216	Reimbursement Methodologies	3
HR217	Health Record Lab I	1
HR218	Health Record Lab II	1
HR222	ICD-10-CM/PCS Coding I	4
HR223	ICD-10-CM/PCS Coding II	3
HR224	Coding Lab	1
HR225	Health Record Coding Practicum	1
HR228	Statistics and Analytics	2
IS120	Vector Graphics	3
IS135	Essentials of Web Interaction	2
IS148	CompTIA A+ Core 1	3
IS149	CompTIA A+ Core 2	3
IS182	Cisco CCNA I/Networking I	3
IS183	Cisco CCNA II	3
IS184	Cisco CCNA III	3
IS201	Database I	1
IS202	Database II	1
IS210	Computer Internship I	3
IS211	Computer Support Internship II	3
IS215	Web Development Platform	3
IS224	Networking II	3
IS225	Website Coding	2
IS228	Database Structures	3
IS235	Elements of Linux	3
IS237	Server Operating Systems and Virtualization	3
IS240	Fundamentals of Network Security	3
IS250	Project Management	3
IS252	Social Media Platform	3

IS255	Graphic Arts Technology Capstone	3
IS264	JavaScript	3
IS280	Computer Forensics	3
IS281	Control Systems Security	3
IS282	Secure Coding	3
LA114	Paralegal Internship	3
LA130	Law and the Legal Assistant	3
LA131	Litigation	3
LA132	Elder Law	3
LA134	Family Law	3
LA135	Wills, Estates, and Trusts	3
LA230	E-discovery and Litigation	3
LA231	Introduction to Legal Research and Writing	3
LA234	Administrative Law	3
LA235	Personal Injury and Civil Wrongs	3
LA239	Bankruptcy Law	3

Business Electives-BAT Office Support - CERT

Course	Title	Credits
BU100	Small Business Accounting	3
BU106	Calculating Machines	1
BU110	Records Management	2
BU122	Presentation Software	1
BU147	Internship I	2
BU214	Word Processing: Microsoft Word for Windows	3
BU217	Spreadsheet Management	3
BU218	Database Management	3
BU224	Human Resources Basics	3

Business Management and Entrepreneurship Accounting Options - CERT

Course	Title	Credits
BU100	Small Business Accounting	3
BU101	Accounting I 	3

Business Management and Entrepreneurship Options - AAS

Course	Title	Credits
BU100	Small Business Accounting	3
BU101	Accounting I ▶	3
BU102	Accounting II ▶	3
BU106	Calculating Machines	1
BU107	Personal Finance ▶	3
BU108	Business Mathematics	3
BU109	Business Communications ▶	3
BU110	Records Management	2
BU111	Quickbooks	3
BU118	Introduction to Leadership ▶	3
BU120	Job Search/Retention	1
BU122	Presentation Software	1
BU126	Introduction to Keyboarding	1
BU127	Beginning Keyboarding	3
BU128	Intermediate Keyboarding	3
BU129	Production Keyboarding	3
BU141	Sales Management	3
BU142	Retailing	3
BU145	Advertising	3
BU147	Internship I	2
BU148	Internship II	2
BU149	Internship III	2
BU151	Introduction to Entrepreneurship	1
BU152	Marketing Applications for Entrepreneurs	1
BU153	Financial Management for Entrepreneurs	1
BU154	Business Management for Entrepreneurs	1
BU156	Developing the Business Plan	1
BU201	Managerial Accounting ▶	3
BU202	Marketing ▶	3
BU203	Management ▶	3
BU214	Word Processing: Microsoft Word for Windows	3

BU217	Spreadsheet Management	3
BU218	Database Management	3
BU224	Human Resources Basics	3
IS100	Cybersecurity Application	3
IS103	Microcomputer Literacy	2
IS105	Advanced Microcomputer Applications	3
IS108	Word Processing I	1
IS109	Word Processing II	1
IS110	Spreadsheets I	1
IS111	Spreadsheets II	1
IS113	Desktop Publishing	3
IS120	Vector Graphics	3
IS135	Essentials of Web Interaction	2
IS137	Website Ethics and Security	3
IS148	CompTIA A+ Core 1	3
IS149	CompTIA A+ Core 2	3
IS182	Cisco CCNA I/Networking I	3
IS183	Cisco CCNA II	3
IS184	Cisco CCNA III	3
IS201	Database I	1
IS202	Database II	1
IS224	Networking II	3
IS228	Database Structures	3
IS240	Fundamentals of Network Security	3
IS250	Project Management	3
IS252	Social Media Platform	3
IS264	JavaScript	3

Cancer Registry Social Science Option - AAS

Course	Title	Credits
PS100	General Psychology ▶	3
PS100H	Honors General Psychology ▶	3
PS101	Human Relations	3

PS102	Human Growth and Development ▶	3
PS102H	Honors Human Growth and Development ▶	3
SO100	Fundamentals of Sociology ▶	3
SO100H	Honors Fundamentals of Sociology ▶	3

Communication Option-Graphic Arts Technology - AAS

Course	Title	Credits
BU109	Business Communications ▶	3
EN100	English Composition IB ▶	3
EN101	English Composition IA ▶	3
SH101	Public Speaking ▶	3

Communications Options - AAS

Course	Title	Credits
BU109	Business Communications ▶	3
EN100	English Composition IB ▶	3
EN101	English Composition IA ▶	3
EN102	English Composition II ▶	3
EN107	Business English Grammar & Composition	3
EN108	Career and Technical Writing	3
SH101	Public Speaking ▶	3
SH210	Interpersonal Communication ▶	3

Communications Options-Ag Diesel John Deere Pathway - AAS

Course	Title	Credits
SH101	Public Speaking ▶	3
SH210	Interpersonal Communication ▶	3

Communications Options-BAT Office Support - CERT

Course	Title	Credits
BU109	Business Communications ▶	3
EN100	English Composition IB ▶	3
EN101	English Composition IA ▶	3
EN107	Business English Grammar & Composition	3

EN108	Career and Technical Writing	3
SH101	Public Speaking ▶	3

Composition Options - CERT

Course	Title	Credits
EN100	English Composition IB ▶	3
EN101	English Composition IA ▶	3
EN107	Business English Grammar & Composition	3
EN108	Career and Technical Writing	3

Composition Options-Ag Diesel John Deere Pathway - AAS

Course	Title	Credits
EN107	Business English Grammar & Composition	3
EN108	Career and Technical Writing	3

Computer Drafting Capstone Options - AAS

Course	Title	Credits
DR216	Computer Drafting Internship	3
DR220	Computer Drafting Capstone	3

Computer Drafting Communication Options - AAS

Course	Title	Credits
BU109	Business Communications ▶	3
BU109H	Honors Business Communications	3
EN100	English Composition IB ▶	3
EN101	English Composition IA ▶	3
EN108	Career and Technical Writing	3

Computer Drafting Electives - AAS

Course	Title	Credits
DR101	Technical Drafting	3
DR107	Construction Drafting	3
DR129	Parametric Modeling: PTC Creo	3
DR201	Tool Design and Drafting	3


DR208	Commercial Architectural Drafting	3
DR214	Advanced CAD Applications	3
IS250	Project Management	3
JP118	Introduction to Digital Imagery--Photoshop	3
MC110	Bench Work	1
MC115	Machining I	3
MC117	CNC Operations	3

Computer Drafting Math Options - AAS

Course	Title	Credits
MA106	College Algebra ▶	3
MA107	Plane Trigonometry ▶	3
MA110	Calculus ▶	3
MA111	Analytical Geometry and Calculus I ▶	5
MA117	Contemporary Math ▶	3

Computer Support Specialist Electives - AAS

Course	Title	Credits
AR134	Introduction to Digital Imagery--Photoshop	3
AR135	Advanced Digital Imagery--Photoshop	3
BU100	Small Business Accounting	3
BU105	Introduction to Business ▶	3
BU118	Introduction to Leadership ▶	3
BU121	Customer Service/Professional Image	3
BU151	Introduction to Entrepreneurship	1
BU152	Marketing Applications for Entrepreneurs	1
BU153	Financial Management for Entrepreneurs	1
BU154	Business Management for Entrepreneurs	1
BU156	Developing the Business Plan	1
BU203	Management ▶	3
BU204	Small Business Management	3
CS104	Computers in Healthcare	3
CS106	Computer Engineering	4

CS121L	Programming Language Lab	1
CS200	Problem Solving and Programming 	4
CS203	Discrete Structures	3
CS206	Data Structures and Algorithms	3
IS105	Advanced Microcomputer Applications	3
IS113	Desktop Publishing	3
IS120	Vector Graphics	3
IS137	Website Ethics and Security	3
IS211	Computer Support Internship II	3
IS215	Web Development Platform	3
IS250	Project Management	3
IS264	JavaScript	3
JP118	Introduction to Digital Imagery--Photoshop	3
JP119	Advanced Digital Imagery--Photoshop	3
TR120	Work Ethics	2

Computer Support Specialist Technical Electives - CERT

Course	Title	Credits
AR134	Introduction to Digital Imagery--Photoshop	3
AR135	Advanced Digital Imagery--Photoshop	3
BU120	Job Search/Retention	1
CS106	Computer Engineering	4
CS121L	Programming Language Lab	1
CS200	Problem Solving and Programming 	4
CS203	Discrete Structures	3
IS105	Advanced Microcomputer Applications	3
IS113	Desktop Publishing	3
IS120	Vector Graphics	3
IS137	Website Ethics and Security	3
IS225	Website Coding	2
IS228	Database Structures	3
IS235	Elements of Linux	3
IS237	Server Operating Systems and Virtualization	3

IS240	Fundamentals of Network Security	3
IS250	Project Management	3
IS264	JavaScript	3
JP118	Introduction to Digital Imagery--Photoshop	3
JP119	Advanced Digital Imagery--Photoshop	3
PS101	Human Relations	3
TR120	Work Ethics	2

Cosmetology Electives - AAS

Course	Title	Credits
AR101	Art Appreciation ▶	3
BU100	Small Business Accounting	3
BU101	Accounting I ▶	3
BU101H	Honors Accounting I ▶	3
BU105	Introduction to Business ▶	3
BU105H	Honors Introduction to Business ▶	3
BU109	Business Communications ▶	3
BU109H	Honors Business Communications	3
BU111	Quickbooks	3
BU118	Introduction to Leadership ▶	3
BU118H	Honors Introduction to Leadership ▶	3
BU121	Customer Service/Professional Image	3
BU141	Sales Management	3
BU142	Retailing	3
BU145	Advertising	3
BU151	Introduction to Entrepreneurship	1
BU152	Marketing Applications for Entrepreneurs	1
BU153	Financial Management for Entrepreneurs	1
BU154	Business Management for Entrepreneurs	1
BU156	Developing the Business Plan	1
BU202	Marketing ▶	3
BU203	Management ▶	3
BU203H	Honors Management	3

Credit for Prior Learning - AAS

Course	Title	Credits
--------	-------	---------

EN101 English Composition IA or EN107 Business English Grammar - AAS

Course	Title	Credits
--------	-------	---------

EN101	English Composition IA ▶	3
-----------------------	--------------------------	---

EN107	Business English Grammar & Composition	3
-----------------------	--	---

English Composition I Options - AAS

Course	Title	Credits
--------	-------	---------

EN100	English Composition IB ▶	3
-----------------------	--------------------------	---

EN101	English Composition IA ▶	3
-----------------------	--------------------------	---

Farm & Ranch Mgmt Science Options - AAS

Course	Title	Credits
--------	-------	---------

BI101	General Biology ▶	4
-----------------------	-------------------	---

BI101H	Honors General Biology ▶	4
------------------------	--------------------------	---

BI104	Biology I ▶	5
-----------------------	-------------	---

CH101	General Chemistry ▶	5
-----------------------	---------------------	---

CH105	Chemistry I ▶	5
-----------------------	---------------	---

PY110	Physical Science ▶	5
-----------------------	--------------------	---

Farm & Ranch Mgmt. Options - AAS

Course	Title	Credits
--------	-------	---------

AG102	Introduction to Food Science	3
-----------------------	------------------------------	---

AG106	Animal Evaluation I	1
-----------------------	---------------------	---

AG107	Animal Evaluation II	1
-----------------------	----------------------	---

AG108	Principles of Meat Evaluation	2
-----------------------	-------------------------------	---

AG112	Unmanned Aerial Systems	3
-----------------------	-------------------------	---

AG130	Bovine Artificial Insemination	1
-----------------------	--------------------------------	---

AG140	Sales Management	2
-----------------------	------------------	---

AG201	Soils	4
-----------------------	-------	---

AG202	Fundamentals of Nutrition	3
AG203	Principles of Feeding	3
AG203L	Principles of Feeding Lab	0
AG204	Range Management	3
AG213	Animal Evaluation III	1
AG214	Animal Evaluation IV	1
AP101	Introduction to Ag Power	6
AP101L	Introduction to Ag Power Lab	0
AP102	Hay and Seeding Systems	2
AP102L	Hay and Seeding Systems Lab	0
AP104	Ag Air Conditioning	2
AP104L	Ag Air Conditioning Lab	0
AP107	Ag Equipment Hydraulics	6
AP107L	Ag Equipment Hydraulics Lab	0
AP115	Small Engine Chain Saw Repair	3
AP120	CDL Entry Level Driver Operations	3
AP121	Ag Equipment Electricity	3
AP122	Combine Operation and Repair	2
AP122L	Combine Operation and Repair Lab	0
AP125	Agriculture Equipment Technology & Optimization	1
AP203	Ag Equipment Powertrains	7
AP203L	Ag Equipment Powertrains Lab	0
AP206	Dealership Operations and Procedures	1
AP207	Advanced Ag Equipment Hydraulics	4
AP207L	Advanced Ag Equipment Hydraulics Lab	0
AP221	Advanced Ag Equipment Electricity	4
AP221L	Advanced Ag Equipment Electricity Lab	0
AP222	Transverse and Axial Combines	4
AP222L	Transverse and Axial Combines Lab	0
AP225	Advanced Ag Equipment Systems	4
AP225L	Advanced Ag Equipment Systems Lab	0
BU100	Small Business Accounting	3
BU105	Introduction to Business 	3

BU105H	Honors Introduction to Business ▶	3
BU107	Personal Finance ▶	3
BU107H	Honors Personal Finance	3
BU118	Introduction to Leadership ▶	3
BU118H	Honors Introduction to Leadership ▶	3
BU141	Sales Management	3
BU156	Developing the Business Plan	1
FM110	Crop and Weed Identification I	1
FM111	Pesticide Applications	1
FM114	Crop and Weed Identification II	1
FM120	Farm and Ranch Management Internship	4
FM203	Crop and Weed Identification III	1
FM204	Crop and Weed Identification IV	1
WE100	Basic Welding	3
WE104	Shielded Metal Arc Welding	3
WE110	Gas Metal Arc Welding	3

Fire Science Electives - AAS

Course	Title	Credits
EM131	Cardiac Care (CPR)	0.5
FS105	Fire Attack	1
FS107	Basic Confined Space Rescue I	1.5
FS108	Rope Rescue I	1.5
FS109	Rope Rescue II	1.5
FS122	Incident Command System	1
FS124	Wildland Firefighter Internship I	2
FS125	Fire Service Internship I	1
FS130	Introduction to Fire Ground Strategy and Tactics	3
FS136	Fire Science Practicum I	3
FS137	Fire Science Practicum II	3
FS141	Fire Dynamics	3
FS145	Firefighter Fitness and Conditioning I	1
FS146	Firefighter Fitness and Conditioning II	1

FS153	Engine Company Operations	1
FS155	Ice Rescue Operations	1.5
FS156	Ice Rescue Technician	1
FS160	Rapid Intervention Team	1
FS161	Fire Rescue Special Operations	1
FS205	Arson Investigation	5
FS206	Fire Apparatus Driver/Operator	4
FS209	Fire Instructor I	3
FS210	Fire Safety Officer	3
FS211	Fire Officer I	3
FS212	Fire Officer II	3

Fire Science Electives - CERT

Course	Title	Credits
EM131	Cardiac Care (CPR)	0.5
FS105	Fire Attack	1
FS107	Basic Confined Space Rescue I	1.5
FS108	Rope Rescue I	1.5
FS109	Rope Rescue II	1.5
FS122	Incident Command System	1
FS124	Wildland Firefighter Internship I	2
FS125	Fire Service Internship I	1
FS141	Fire Dynamics	3
FS145	Firefighter Fitness and Conditioning I	1
FS146	Firefighter Fitness and Conditioning II	1
FS153	Engine Company Operations	1
FS155	Ice Rescue Operations	1.5
FS156	Ice Rescue Technician	1
FS160	Rapid Intervention Team	1
FS161	Fire Rescue Special Operations	1
FS205	Arson Investigation	5
FS206	Fire Apparatus Driver/Operator	4
FS209	Fire Instructor I	3

General Education Options - AAS

Course	Title	Credits
AR101	Art Appreciation ▶	3
AR104	Art History: Paleolithic to Medieval ▶	3
AR105	Art History: Renaissance to Modern ▶	3
AR106	Art in the Elementary Classroom ▶	3
AR110	Drawing I ▶	3
BI100	Basic Concepts for Allied Health Studies	1
BI101	General Biology ▶	4
BI102	Ecology of Environmental Problems ▶	3
BI103	Human Anatomy and Physiology ▶	6
BI104	Biology I ▶	5
BI105	Biology II ▶	5
BI112	General Microbiology ▶	4
BI115	Basic Radiation Biology	2
BU105	Introduction to Business ▶	3
BU107	Personal Finance ▶	3
BU108	Business Mathematics	3
BU109	Business Communications ▶	3
BU118	Introduction to Leadership ▶	3
CH101	General Chemistry ▶	5
CH105	Chemistry I ▶	5
CH106	Chemistry II ▶	5
CH108	Principles of Organic and Biochemistry ▶	5
CH201	Organic Chemistry I ▶	5
CH202	Organic Chemistry II ▶	5
EC100	Macroeconomics ▶	3
EC101	Microeconomics ▶	3
ED105	Success Seminar/College Orientation	1
ED201	Introduction to Education ▶	3
ED201L	Introduction to Education Practicum ▶	1

EN100	English Composition IB	3
EN101	English Composition IA	3
EN102	English Composition II	3
EN107	Business English Grammar & Composition	3
EN108	Career and Technical Writing	3
EN120	Children's Literature	3
EN121	World Mythology	3
EN128	Introduction to Creative Writing	3
EN201	Introduction to Literature	3
EN202	British Literature I	3
EN203	British Literature II	3
EN204	American Literature I	3
EN205	American Literature II	3
EN207	Introduction to Shakespeare	3
EN214	Introduction to Cultural Studies: Fairy Tales	3
GE101	World Geography	3
GO100	American Government	3
GO101	State and Local Government	3
GO102	International Relations	3
GO110	Introduction to Political Science	3
GO110H	Honors Introduction to Political Science	3
HI101	American History 1492-1865	3
HI102	American History 1865-Present	3
HI103	World History to 1600	3
HI104	World History Since 1600	3
HI122	Film History of World War II	3
HI201	Topics in History	3
IS103	Microcomputer Literacy	2
IS104	Microcomputer Applications	3
JL101	Introduction to Mass Communications	3
LE101	Introduction to Criminal Justice	3
MA106	College Algebra	3
MA107	Plane Trigonometry	3

MA108	Elements of Statistics ▶	3
MA110	Calculus ▶	3
MA111	Analytical Geometry and Calculus I ▶	5
MA113	Analytical Geometry and Calculus II ▶	5
MA117	Contemporary Math ▶	3
MA201	Analytical Geometry and Calculus III	5
MA206	Differential Equations ▶	3
MU101	Music Appreciation ▶	3
MU106	Music Theory I ▶	3
MU107	Music Theory II ▶	3
MU127	Introduction To Jazz/Jazz Rock	3
MU206	Music Theory III	3
MU207	Music Theory IV	3
PE105	Personal and Community Health ▶	3
PE122	Rhythms I	2
PE123	Rhythms II	2
PE126	Conditioning and Fitness Concepts I	1
PE127	Conditioning and Fitness Concepts II	1
PE173	Fitness for Life	1
PL101	Introduction to Philosophy ▶	3
PL103	Logic and Critical Thinking ▶	3
PL104	Ethics ▶	3
PL105	Death and Dying	3
PS100	General Psychology ▶	3
PS101	Human Relations	3
PS102	Human Growth and Development ▶	3
PS201	Psychology of Personality	3
PS202	Abnormal Psychology	3
PY102	Weather and Climate	3
PY103	Physical Geology ▶	3
PY104L	Physical Geology Lab ▶	1
PY110	Physical Science ▶	5
PY112	General Physics I ▶	5

PY113	General Physics II ▶	5
PY201	Engineering Physics I ▶	5
PY202	Engineering Physics II ▶	5
RE101	New Testament Literature ▶	3
RE102	Old Testament Literature ▶	3
RE106	Introduction to World Religions ▶	3
SH101	Public Speaking ▶	3
SH103	Oral Interpretation	3
SH122	Voice and Diction ▶	3
SH210	Interpersonal Communication ▶	3
SO100	Fundamentals of Sociology ▶	3
SO101	Marriage and Family ▶	3
SO103	Stress Management	1
SO104	Assertiveness Training	2
SO111	Cultural Anthropology ▶	3
SO113	Cultural Diversity ▶	3
SO122	Introduction to Social Work ▶	3
SO201	Social Problems ▶	3
SP100	Workplace Spanish	2
SP101	Elementary Spanish I ▶	5
SP102	Elementary Spanish II ▶	5
TH115	Theatre Appreciation ▶	3
TH116	Acting I ▶	3
TH118	Stagecraft ▶	3
TH119	Stage Makeup	3
TH121	Acting II ▶	3
TH122	Voice and Diction ▶	3
TH123	Theatre Practicum I ▶	1
TR100	Technical Math	3
TR120	Work Ethics	2

General Education Options-Ag Diesel John Deere Pathway - AAS

BU105	Introduction to Business ▶	3
BU107	Personal Finance ▶	3
BU118	Introduction to Leadership ▶	3
PE173	Fitness for Life	1
SO103	Stress Management	1

General Education Options-Graphic Arts Technology - AAS

Course	Title	Credits
AR101	Art Appreciation ▶	3
JL101	Introduction to Mass Communications ▶	3
PS100	General Psychology ▶	3
PS101	Human Relations	3
TR120	Work Ethics	2

General Electives (Any College Level Course) - AAS

Course	Title	Credits
--------	-------	---------

Graphic Arts Technology Capstone Options - AAS

Course	Title	Credits
IS255	Graphic Arts Technology Capstone	3
JL220	Journalism & Graphic Arts Technology Internship I	2
JL221	Journalism & Graphic Arts Technology Internship II	2
JL222	Journalism & Graphic Arts Technology Internship III	2
MP212	Video Editing and Post-Production II	3

Graphic Arts Technology Electives - AAS

Course	Title	Credits
AR110	Drawing I ▶	3
AR122	2-D Design ▶	3
AR124	Color Theory	3
JL104	Publications Lab I	1
JL105	Publications Lab II	1
JL203	Publications Lab III	1
JL204	Publications Lab IV	1

JL205	Introduction to Magazine Production	2
JL206	Magazine Production and Planning	2
JL210	Publication Manager I	1
JL211	Publication Manager II	1
JP110	Basic Photography	3

Graphic Arts Technology Electives - CERT

Course	Title	Credits
BU105	Introduction to Business ▶	3
IS252	Social Media Platform	3
JL102	Multimedia Writing	3
MP113	Video Editing and Post-Production I	3

HE202 Nutrition or HR105 Medical Terminology - CERT

Course	Title	Credits
HE202	Nutrition ▶	3
HR105	Medical Terminology ▶	3

Health Information Management Composition Options - AAS

Course	Title	Credits
EN101	English Composition IA ▶	3
EN107	Business English Grammar & Composition	3

HIM Communication Option - AAS

Course	Title	Credits
BU109	Business Communications ▶	3
BU109H	Honors Business Communications	3
EN108	Career and Technical Writing	3
SH101	Public Speaking ▶	3
SH210	Interpersonal Communication ▶	3

HIM Social Science Option - AAS

Course	Title	Credits
PS100	General Psychology ▶	3

PS100H	Honors General Psychology ▶	3
PS101	Human Relations	3
PS102	Human Growth and Development ▶	3
PS102H	Honors Human Growth and Development ▶	3
SO100	Fundamentals of Sociology ▶	3
SO100H	Honors Fundamentals of Sociology ▶	3

Humanities Options - AAS

Course	Title	Credits
AR101	Art Appreciation ▶	3
AR104	Art History: Paleolithic to Medieval ▶	3
AR105	Art History: Renaissance to Modern ▶	3
AR106	Art in the Elementary Classroom ▶	3
AR110	Drawing I ▶	3
AR113	Painting I	3
AR116	Ceramics I	3
AR120	Printmaking I	3
AR126	Jewelry Design I	3
AR134	Introduction to Digital Imagery--Photoshop	3
EN120	Children's Literature ▶	3
EN121	World Mythology	3
EN128	Introduction to Creative Writing ▶	3
EN201	Introduction to Literature ▶	3
EN202	British Literature I	3
EN203	British Literature II	3
EN204	American Literature I ▶	3
EN205	American Literature II ▶	3
EN207	Introduction to Shakespeare	3
EN214	Introduction to Cultural Studies: Fairy Tales	3
EN217	Podcast Fiction	3
HI101	American History 1492-1865 ▶	3
HI102	American History 1865-Present ▶	3
HI103	World History to 1600 ▶	3

HI104	World History Since 1600 ▶	3
HI122	Film History of World War II	3
HI201	Topics in History	3
JP118	Introduction to Digital Imagery--Photoshop	3
MU101	Music Appreciation ▶	3
MU106	Music Theory I ▶	3
MU107	Music Theory II ▶	3
MU110	Class Piano I ▶	1
MU127	Introduction To Jazz/Jazz Rock	3
MU132	Symphonic Band I	1
MU133	Concert Choir I	1
MU139	Concert Jazz Band I	1
MU148	Vocal Jazz/Sonance I	1
MU149	Vocal Jazz/Sonance II	1
MU150	Vocal Jazz/Sonance III	1
MU151	Vocal Jazz/Sonance IV	1
MU158	Pep Band I	1
MU159	Pep Band II	1
MU161	Pep Band III	1
MU162	Pep Band IV	1
MU163	Symphonic Band II	1
MU164	Symphonic Band III	1
MU165	Symphonic Band IV	1
MU166	Concert Choir II	1
MU167	Concert Choir III	1
MU168	Concert Choir IV	1
MU183	Concert Jazz Band II	1
MU184	Concert Jazz Band III	1
MU185	Concert Jazz Band IV	1
MU204	Aural Skills IV	1
MU206	Music Theory III	3
MU207	Music Theory IV	3
PL101	Introduction to Philosophy ▶	3

PL103	Logic and Critical Thinking ▶	3
PL104	Ethics ▶	3
PL105	Death and Dying	3
SP100	Workplace Spanish	2
SP101	Elementary Spanish I ▶	5
SP102	Elementary Spanish II ▶	5
TH115	Theatre Appreciation ▶	3

HVAC Technical Electives - CERT

Course	Title	Credits
AE105	Industrial Wiring	3
AE200	Variable Frequency Drives and Electric Motors	3
AE202	Actuator/Sensor Systems	3
AE205	Intermediate Programmable Logic Controllers	3
AE250	Distributed/Integrated Control Systems	3
AE252	Control Systems Development	3
AE255	Industrial Robotics	3
ME106	Industrial Fluid Power	3
ME114	Renewable Energy Technology	3
ME118	Renewable Energy Technology Systems Analysis	4
ME124	Renewable Energy Technology Maintenance	4
ME125	Engineering Technology Internship	3
ME129	Mechanical Maintenance Skills	3
TR120	Work Ethics	2
WE100	Basic Welding	3
WE101	Welding Safety	1
WE102	Welding Blueprint Reading	3
WE104	Shielded Metal Arc Welding	3
WE105	Shielded Metal Arc Welding II	3
WE106	Cutting Processes for Welding	2
WE110	Gas Metal Arc Welding	3
WE111	Gas Metal Arc Welding II	3
WE112	Gas Tungsten Arc Welding	3

WE113	Gas Tungsten Arc Welding II	3
WE128	Welding Metallurgy	2
WE209	Welding Fabrication Processes	4

Industrial Electronics Technical Electives - CERT

Course	Title	Credits
AE205	Intermediate Programmable Logic Controllers	3
AE250	Distributed/Integrated Control Systems	3
AE252	Control Systems Development	3
AE255	Industrial Robotics	3
ME112	Heating System Fundamentals	3
ME114	Renewable Energy Technology	3
ME115	HVAC Fundamentals	4
ME116	Commercial Refrigeration	4
ME117	Commercial Heating and Air Conditioning	4
ME118	Renewable Energy Technology Systems Analysis	4
ME124	Renewable Energy Technology Maintenance	4
ME125	Engineering Technology Internship	3
ME129	Mechanical Maintenance Skills	3
ME131	EPA 608	1
ME132	HVAC Load Calculations	1
ME133	HVAC Duct Sizing	1
ME134	HVAC Code Requirements	1
ME140	Low Pressure Boilers	3

Industrial Safety Electives - AAS

Course	Title	Credits
TR121	General Industrial Safety/OSHA10	1

Industrial Safety Electives - CERT

Course	Title	Credits
TR121	General Industrial Safety/OSHA10	1

IS182 Cisco CCNA I or IS212 Networking I - AAS

Course	Title	Credits
IS182	Cisco CCNA I/Networking I	3

IS182 Cisco CCNA I or IS212 Networking I - CERT

Course	Title	Credits
IS182	Cisco CCNA I/Networking I	3

IS228 Database Structures or IS137 Website Ethics & Security - AAS

Course	Title	Credits
IS137	Website Ethics and Security	3
IS228	Database Structures	3

IS228 Database Structures or IS264 JavaScript - AAS

Course	Title	Credits
IS228	Database Structures	3
IS264	JavaScript	3

IS250 Project Mgmt or IS210 Computer Support Internship - AAS

Course	Title	Credits
IS210	Computer Internship I	3
IS250	Project Management	3

Keyboarding Options-BAT Office Support - CERT

Course	Title	Credits
BU127	Beginning Keyboarding	3
BU128	Intermediate Keyboarding	3
BU129	Production Keyboarding	3

MA106 College Algebra or MA117 Contemporary Math - AAS

Course	Title	Credits
MA106	College Algebra ▶	3
MA117	Contemporary Math ▶	3

Machine Technology Communication Options - AAS

Course	Title	Credits
BU109	Business Communications ▶	3
EN100	English Composition IB ▶	3
EN101	English Composition IA ▶	3
EN107	Business English Grammar & Composition	3
EN108	Career and Technical Writing	3

Machine Technology Math Options - AAS

Course	Title	Credits
BU108	Business Mathematics	3
MA106	College Algebra ▶	3
MA117	Contemporary Math ▶	3
TR100	Technical Math	3

Machine Technology Social Science Options - AAS

Course	Title	Credits
PS100	General Psychology ▶	3
PS100H	Honors General Psychology ▶	3
PS101	Human Relations	3
TR120	Work Ethics	2

Machine Technology Technical Options - AAS

Course	Title	Credits
AE100	AC/DC Circuits	4
AE105	Industrial Wiring	3
AE150	Programmable Logic Controls (PLCs)	3
AE155	Electrical Maintenance	3
AE200	Variable Frequency Drives and Electric Motors	3
AE202	Actuator/Sensor Systems	3
AE205	Intermediate Programmable Logic Controllers	3
AE250	Distributed/Integrated Control Systems	3
AE252	Control Systems Development	3
AE255	Industrial Robotics	3

BU100	Small Business Accounting	3
BU105	Introduction to Business ▶	3
BU105H	Honors Introduction to Business ▶	3
BU107	Personal Finance ▶	3
BU107H	Honors Personal Finance	3
BU127	Beginning Keyboarding	3
BU141	Sales Management	3
BU151	Introduction to Entrepreneurship	1
BU152	Marketing Applications for Entrepreneurs	1
BU153	Financial Management for Entrepreneurs	1
BU154	Business Management for Entrepreneurs	1
BU156	Developing the Business Plan	1
BU203	Management ▶	3
DR100	Computer Aided Drafting I	3
DR101	Technical Drafting	3
DR102	Machine Drafting	5
DR102H	Honors Machine Drafting	5
DR119	Parametric Modeling I: Autodesk Inventor	3
DR211	Computer Aided Drafting II	3
DR212	Architectural Drafting I	3
DR213	Architectural Drafting II	3
DR215	Civil Drafting	3
DR219	Parametric Modeling II: Autodesk Inventor	3
DR220	Computer Drafting Capstone	3
IS103	Microcomputer Literacy	2
IS104	Microcomputer Applications ▶	3
ME106	Industrial Fluid Power	3
ME110	Fundamentals of Motor Controls	3
ME112	Heating System Fundamentals	3
ME114	Renewable Energy Technology	3
ME116	Commercial Refrigeration	4
ME117	Commercial Heating and Air Conditioning	4
ME118	Renewable Energy Technology Systems Analysis	4

ME119	Solar PV Fundamentals	3
ME122	Solar PV Intermediate	3
ME124	Renewable Energy Technology Maintenance	4
ME125	Engineering Technology Internship	3
ME129	Mechanical Maintenance Skills	3
ME131	EPA 608	1
ME132	HVAC Load Calculations	1
ME133	HVAC Duct Sizing	1
ME134	HVAC Code Requirements	1
ME136	Solar PV Advanced	3
ME140	Low Pressure Boilers	3
ME141	Solar Battery Fundamentals	3
ME142	Solar Battery Intermediate	3
WE100	Basic Welding	3
WE102	Welding Blueprint Reading	3
WE104	Shielded Metal Arc Welding	3
WE105	Shielded Metal Arc Welding II	3
WE106	Cutting Processes for Welding	2
WE110	Gas Metal Arc Welding	3
WE111	Gas Metal Arc Welding II	3
WE112	Gas Tungsten Arc Welding	3
WE113	Gas Tungsten Arc Welding II	3
WE115	Welding Layout and Calculations	2
WE116	Flux Cored Arc Welding	2
WE117	Welding Inspection and Qualification I	2
WE118	Industrial Robotic Welding	2
WE128	Welding Metallurgy	2

Manufacturing Engineering Technology Contextual Options - AAS

Course	Title	Credits
AE205	Intermediate Programmable Logic Controllers	3
AE250	Distributed/Integrated Control Systems	3
AE252	Control Systems Development	3

AE255	Industrial Robotics	3
AM101	Power Plant Theory	4
AM102	Electrical I	3
AM103	Electrical II	5
AM104	Brakes I	3
AM105	Brakes II	2
AM201	Suspension & Steering I	3
AM202	Engine Performance I	3
AM203	Drive Train	4
AM204	Heating and Air Conditioning Theory	4
AM205	Suspension and Steering II	1
AM206	Engine Performance II	2
DR100	Computer Aided Drafting I	3
DR101	Technical Drafting	3
DR102	Machine Drafting	5
DR102L	Machine Drafting Lab	0
DR107	Construction Drafting	3
DR119	Parametric Modeling I: Autodesk Inventor	3
DR211	Computer Aided Drafting II	3
DR212	Architectural Drafting I	3
DR212H	Honors Architectural Drafting I	3
DR213	Architectural Drafting II	3
DR214	Advanced CAD Applications	3
DR215	Civil Drafting	3
DR216	Computer Drafting Internship	3
DR219	Parametric Modeling II: Autodesk Inventor	3
DR220	Computer Drafting Capstone	3
IS103	Microcomputer Literacy	2
IS104	Microcomputer Applications ▶	3
MC101	Introduction to Machine Technology	3
MC104	Machine Technology Math	2
MC106	Basic Manufacturing Skills	8
MC110	Bench Work	1

MC111	Print Reading	3
MC112	Quality Control and Inspection	1
MC113	Metallurgy	1
MC114	Machine Tool Processes	1
MC115	Machining I	3
MC116	Machining II	3
MC117	CNC Operations	3
MC118	Safety (OSHA)	1
MC202	Inspection and Quality Control	3
MC204	Machine Practices I	3
MC205	Machine Practices II	3
ME112	Heating System Fundamentals	3
ME114	Renewable Energy Technology	3
ME116	Commercial Refrigeration	4
ME117	Commercial Heating and Air Conditioning	4
ME118	Renewable Energy Technology Systems Analysis	4
ME119	Solar PV Fundamentals	3
ME122	Solar PV Intermediate	3
ME124	Renewable Energy Technology Maintenance	4
ME125	Engineering Technology Internship	3
ME129	Mechanical Maintenance Skills	3
ME131	EPA 608	1
ME132	HVAC Load Calculations	1
ME133	HVAC Duct Sizing	1
ME134	HVAC Code Requirements	1
ME136	Solar PV Advanced	3
ME140	Low Pressure Boilers	3
ME141	Solar Battery Fundamentals	3
ME142	Solar Battery Intermediate	3
WE100	Basic Welding	3
WE101	Welding Safety	1
WE102	Welding Blueprint Reading	3
WE104	Shielded Metal Arc Welding	3

WE105	Shielded Metal Arc Welding II	3
WE106	Cutting Processes for Welding	2
WE110	Gas Metal Arc Welding	3
WE111	Gas Metal Arc Welding II	3
WE112	Gas Tungsten Arc Welding	3
WE113	Gas Tungsten Arc Welding II	3
WE128	Welding Metallurgy	2
WE209	Welding Fabrication Processes	4

Manufacturing Engineering Technology Mathematics Options - AAS

Course	Title	Credits
MA106	College Algebra ▶	3
MA117	Contemporary Math ▶	3
TR100	Technical Math	3

Manufacturing Engineering Technology Social Science Options - AAS

Course	Title	Credits
PS100	General Psychology ▶	3
PS100H	Honors General Psychology ▶	3
PS101	Human Relations	3
SO100	Fundamentals of Sociology ▶	3
SO100H	Honors Fundamentals of Sociology ▶	3

Manufacturing Engineering Technology Speech Options - AAS

Course	Title	Credits
SH101	Public Speaking ▶	3
SH210	Interpersonal Communication ▶	3

Math Options-Ag Diesel John Deere Pathway - AAS

Course	Title	Credits
FM101	Agricultural Mathematics	3
TR100	Technical Math	3

Math Options-Automotive Technology - AAS

Course	Title	Credits
BU108	Business Mathematics	3
MA106	College Algebra ▶	3
MA117	Contemporary Math ▶	3
TR100	Technical Math	3

Math Options-BAT Accounting Services - CERT

Course	Title	Credits
BU108	Business Mathematics	3
MA106	College Algebra ▶	3

Math Options-Farm & Ranch Management - AAS

Course	Title	Credits
FM101	Agricultural Mathematics	3
MA106	College Algebra ▶	3
MA107	Plane Trigonometry ▶	3
MA110	Calculus ▶	3
MA111	Analytical Geometry and Calculus I ▶	5
MA117	Contemporary Math ▶	3

Math Options-Graphic Arts Technology - AAS

Course	Title	Credits
BU108	Business Mathematics	3
MA106	College Algebra ▶	3
MA117	Contemporary Math ▶	3
TR100	Technical Math	3

Media & Film Production Communication Options - CERT

Course	Title	Credits
EN100	English Composition IB ▶	3
EN101	English Composition IA ▶	3
SH101	Public Speaking ▶	3

Media & Film Production Electives - CERT

Course	Title	Credits
AG112	Unmanned Aerial Systems	3
AN105	Visual Effects and Compositing	3
IS252	Social Media Platform	3
JP118	Introduction to Digital Imagery--Photoshop	3
JP119	Advanced Digital Imagery--Photoshop	3
MP108	Live Event Production	3
MP109	Audio Production I	3
MP111	Audio/Video Scriptwriting	3
MP212	Video Editing and Post-Production II	3
MP214	Applied Production Logistics	3
MP220	Media and Film Production Internship I	2

Media & Film Production Non-Tiered Electives - AAS

Course	Title	Credits
AN103	Storyboard Techniques	3
AR106	Art in the Elementary Classroom ▶	3
AR110	Drawing I ▶	3
AR111	Drawing II	3
AR113	Painting I	3
AR116	Ceramics I	3
AR122	2-D Design ▶	3
AR124	Color Theory	3
BU118	Introduction to Leadership ▶	3
BU120	Job Search/Retention	1
EN217	Podcast Fiction	3
IS103	Microcomputer Literacy	2
IS108	Word Processing I	1
IS110	Spreadsheets I	1
IS113	Desktop Publishing	3
JL102	Multimedia Writing	3
JL104	Publications Lab I	1
JL105	Publications Lab II	1

JL201	Newspaper Production I	3
JL202	Newspaper Production II	3
JL204	Publications Lab IV	1
JL205	Introduction to Magazine Production	2
JL206	Magazine Production and Planning	2
JP110	Basic Photography	3
JP113	Advanced Photography	3
MP262	Digital Cinematography	3
MU157	Introduction to the Music Recording Studio	1
TH114	Introduction to Theatrical Design	3
TH119	Stage Makeup	3
TH122	Voice and Diction T	3
TH130	Costume Design and Construction	3
TH201	Stage/Television Lighting	3

Media & Film Production Technical Electives - AAS

Course	Title	Credits
AG112	Unmanned Aerial Systems	3
AN101	Digital Animation I	3
AN105	Visual Effects and Compositing	3
AN202	Digital Animation II	3
AN204	Character Animation	3
AN220	Game Concept Design	3
AN222	Animation Portfolio Capstone	3
AR141	Graphic Design	3
BU100	Small Business Accounting	3
BU101	Accounting I T	3
BU101H	Honors Accounting I T	3
BU105	Introduction to Business T	3
BU110	Records Management	2
BU141	Sales Management	3
BU142	Retailing	3
BU145	Advertising	3

BU156	Developing the Business Plan	1
BU202	Marketing ▶	3
BU203	Management ▶	3
BU204	Small Business Management	3
BU205	Business Law I ▶	3
CS111	Visual Basic Programming ▶	3
IS100	Cybersecurity Application	3
IS120	Vector Graphics	3
IS135	Essentials of Web Interaction	2
IS252	Social Media Platform	3
JL110	Multimedia Editing	3
JP118	Introduction to Digital Imagery--Photoshop	3
JP119	Advanced Digital Imagery--Photoshop	3
MP108	Live Event Production	3
MP157	Introduction to the Media Recording Set	1
MP209	Audio Production II	3
MU202	Music Technology I	2

Media or Music Track Options - CERT

Course	Title	Credits
MP112	Studio and Field Production	3
MP113	Video Editing and Post-Production I	3
MP218	Media and Film Production Capstone	2
MP220	Media and Film Production Internship I	2
MU106	Music Theory I ▶	3
MU107	Music Theory II ▶	3
MU202	Music Technology I	2

Microsoft Office Software Options-BAT Office Support - CERT

Course	Title	Credits
BU214	Word Processing: Microsoft Word for Windows	3
BU217	Spreadsheet Management	3
BU218	Database Management	3

Networking Concentration Block - CERT

Course	Title	Credits
BU120	Job Search/Retention	1
CS111	Visual Basic Programming ▶	3
CS203	Discrete Structures	3
IS104	Microcomputer Applications ▶	3
IS137	Website Ethics and Security	3
IS184	Cisco CCNA III	3
IS235	Elements of Linux	3
IS237	Server Operating Systems and Virtualization	3
IS240	Fundamentals of Network Security	3

Networking Elective Options - AAS

Course	Title	Credits
BU118	Introduction to Leadership ▶	3
BU118H	Honors Introduction to Leadership ▶	3
BU120	Job Search/Retention	1
BU121	Customer Service/Professional Image	3
BU203	Management ▶	3
BU203H	Honors Management	3
CS106	Computer Engineering	4
CS200	Problem Solving and Programming ▶	4
CS203	Discrete Structures	3
ED105	Success Seminar/College Orientation	1
ED105H	Honors Success Seminar/College Orientation	1
IS105	Advanced Microcomputer Applications	3
IS137	Website Ethics and Security	3
IS183	Cisco CCNA II	3
IS184	Cisco CCNA III	3
IS210	Computer Internship I	3
IS211	Computer Support Internship II	3
IS215	Web Development Platform	3
IS225	Website Coding	2

IS228	Database Structures	3
IS250	Project Management	3
IS252	Social Media Platform	3
IS264	JavaScript	3
IS264H	Honors JavaScript	3
IS280	Computer Forensics	3
IS281	Control Systems Security	3
IS282	Secure Coding	3
TR120	Work Ethics	2

Nursing-RN Traditional Human A&P Prerequisite Option Block - AAS

Course	Title	Credits
BI100	Basic Concepts for Allied Health Studies	1
BI101	General Biology ▶	4
BI101H	Honors General Biology ▶	4
BI104	Biology I ▶	5
BI112	General Microbiology ▶	4

Option I: Select Two Certificate A's from the Specific List of Options - AAS

Course	Title	Credits
--------	-------	---------

Option II: Select one Certificate B from the Specific List of Options - AAS

Course	Title	Credits
--------	-------	---------

Paralegal Electives - CERT

Course	Title	Credits
BU100	Small Business Accounting	3
BU214	Word Processing: Microsoft Word for Windows	3
HR107	Legal and Ethical Issues in Healthcare	3
IS104	Microcomputer Applications ▶	3
LA114	Paralegal Internship	3
LA132	Elder Law	3
LA150	Employment Law	3
LA230	E-discovery and Litigation	3

LA234	Administrative Law	3
LA239	Bankruptcy Law	3
LA240	Immigration Law	3
LA241	Interviews and Investigations	3
LA247	Intellectual Property	3

Paralegal Options - AAS

Course	Title	Credits
BU107	Personal Finance ▶	3
HR107	Legal and Ethical Issues in Healthcare	3
LA114	Paralegal Internship	3
LA132	Elder Law	3
LA150	Employment Law	3
LA230	E-discovery and Litigation	3
LA234	Administrative Law	3
LA239	Bankruptcy Law	3
LA240	Immigration Law	3
LA241	Interviews and Investigations	3
LA247	Intellectual Property	3

Paramedic General Education Options - AAS

Course	Title	Credits
EN108	Career and Technical Writing	3
PS100	General Psychology ▶	3
SH101	Public Speaking ▶	3
SH210	Interpersonal Communication ▶	3
SO100	Fundamentals of Sociology ▶	3

Paramedic Mathematics Options - AAS

Course	Title	Credits
BU108	Business Mathematics	3
MA106	College Algebra ▶	3
MA107	Plane Trigonometry ▶	3

MA108	Elements of Statistics ▶	3
MA110	Calculus ▶	3
MA111	Analytical Geometry and Calculus I ▶	5
MA117	Contemporary Math ▶	3

Physical Therapy Assistant Math Options - AAS

Course	Title	Credits
MA106	College Algebra ▶	3
MA107	Plane Trigonometry ▶	3
MA110	Calculus ▶	3
MA111	Analytical Geometry and Calculus I ▶	5

Police Science Communications Options - AAS

Course	Title	Credits
SH101	Public Speaking ▶	3
SH210	Interpersonal Communication ▶	3

Police Science Communications Options - CERT

Course	Title	Credits
SH101	Public Speaking ▶	3
SH210	Interpersonal Communication ▶	3

Police Science Composition Options - AAS

Course	Title	Credits
EN100	English Composition IB ▶	3
EN101	English Composition IA ▶	3
EN107	Business English Grammar & Composition	3
EN108	Career and Technical Writing	3

Police Science Composition Options - CERT

Course	Title	Credits
EN100	English Composition IB ▶	3
EN101	English Composition IA ▶	3
EN107	Business English Grammar & Composition	3

Police Science Electives - AAS

Course	Title	Credits
BU108	Business Mathematics	3
LE102	Criminology	3
LE117	Law Enforcement Operations & Procedures Lab	1
LE118	Law Enforcement Wellness	1
LE121	Firearms Safety and Marksmanship	1
LE122	Firearms I	1
LE130	Police Science Orientation	1
LE201	Introduction to Corrections	3
LE209	Investigating a Homicide	1
LE210	Police Science Internship	2
LE217	Police Science Capstone	1
PE173	Fitness for Life	1

Police Science Electives - CERT

Course	Title	Credits
BU108	Business Mathematics	3
LE102	Criminology	3
LE117	Law Enforcement Operations & Procedures Lab	1
LE118	Law Enforcement Wellness	1
LE121	Firearms Safety and Marksmanship	1
LE122	Firearms I	1
LE130	Police Science Orientation	1
LE201	Introduction to Corrections	3
LE209	Investigating a Homicide	1
LE210	Police Science Internship	2
LE217	Police Science Capstone	1
PE173	Fitness for Life	1

Police Science Social Science Options - AAS

Course	Title	Credits
PS100	General Psychology ▶	3
PS100H	Honors General Psychology ▶	3
PS101	Human Relations	3
SO100	Fundamentals of Sociology ▶	3
SO100H	Honors Fundamentals of Sociology ▶	3
SO113	Cultural Diversity ▶	3

Police Science Social Science Options - CERT

Course	Title	Credits
PS100	General Psychology ▶	3
PS100H	Honors General Psychology ▶	3
PS101	Human Relations	3
SO100	Fundamentals of Sociology ▶	3
SO100H	Honors Fundamentals of Sociology ▶	3
SO113	Cultural Diversity ▶	3

PS100 General Psychology OR PS101 Human Relations - CERT

Course	Title	Credits
PS100	General Psychology ▶	3
PS101	Human Relations	3

PS100 General Psychology or SO100 Fundamentals of Sociology - AAS

Course	Title	Credits
PS100	General Psychology ▶	3
PS100H	Honors General Psychology ▶	3
SO100	Fundamentals of Sociology ▶	3
SO100H	Honors Fundamentals of Sociology ▶	3

Radiology Necessary Skills Options - AAS

Course	Title	Credits
BU120	Job Search/Retention	1
HR105	Medical Terminology ▶	3

Renewable Energy Technology Contextual Electives - CERT

Course	Title	Credits
AE200	Variable Frequency Drives and Electric Motors	3
AE205	Intermediate Programmable Logic Controllers	3
AE250	Distributed/Integrated Control Systems	3
AE252	Control Systems Development	3
AE255	Industrial Robotics	3
DR100	Computer Aided Drafting I	3
DR101	Technical Drafting	3
DR102	Machine Drafting	5
DR102L	Machine Drafting Lab	0
DR107	Construction Drafting	3
DR119	Parametric Modeling I: Autodesk Inventor	3
DR211	Computer Aided Drafting II	3
DR212	Architectural Drafting I	3
DR212H	Honors Architectural Drafting I	3
DR213	Architectural Drafting II	3
DR214	Advanced CAD Applications	3
DR215	Civil Drafting	3
DR216	Computer Drafting Internship	3
DR219	Parametric Modeling II: Autodesk Inventor	3
DR220	Computer Drafting Capstone	3
MC101	Introduction to Machine Technology	3
MC104	Machine Technology Math	2
MC106	Basic Manufacturing Skills	8
MC110	Bench Work	1
MC111	Print Reading	3
MC112	Quality Control and Inspection	1
MC113	Metallurgy	1
MC114	Machine Tool Processes	1
MC115	Machining I	3

MC116	Machining II	3
MC117	CNC Operations	3
MC118	Safety (OSHA)	1
MC202	Inspection and Quality Control	3
MC204	Machine Practices I	3
MC205	Machine Practices II	3
ME116	Commercial Refrigeration	4
ME117	Commercial Heating and Air Conditioning	4
ME119	Solar PV Fundamentals	3
ME122	Solar PV Intermediate	3
ME125	Engineering Technology Internship	3
ME129	Mechanical Maintenance Skills	3
ME131	EPA 608	1
ME132	HVAC Load Calculations	1
ME133	HVAC Duct Sizing	1
ME134	HVAC Code Requirements	1
ME136	Solar PV Advanced	3
ME140	Low Pressure Boilers	3
ME141	Solar Battery Fundamentals	3
ME142	Solar Battery Intermediate	3
WE100	Basic Welding	3
WE101	Welding Safety	1
WE102	Welding Blueprint Reading	3
WE104	Shielded Metal Arc Welding	3
WE105	Shielded Metal Arc Welding II	3
WE106	Cutting Processes for Welding	2
WE110	Gas Metal Arc Welding	3
WE111	Gas Metal Arc Welding II	3
WE112	Gas Tungsten Arc Welding	3
WE113	Gas Tungsten Arc Welding II	3
WE128	Welding Metallurgy	2
WE209	Welding Fabrication Processes	4

Respiratory Care Math Options - AAS

Course	Title	Credits
MA106	College Algebra ▶	3
MA117	Contemporary Math ▶	3

Security Emphasis Electives - CERT

Course	Title	Credits
CS111	Visual Basic Programming ▶	3
CS200	Problem Solving and Programming ▶	4
CS200H	Honors Problem Solving and Programming	4
IS104	Microcomputer Applications ▶	3
IS137	Website Ethics and Security	3
IS183	Cisco CCNA II	3
IS184	Cisco CCNA III	3
IS240	Fundamentals of Network Security	3

Security Foundation Electives - CERT

Course	Title	Credits
IS280	Computer Forensics	3
IS281	Control Systems Security	3
IS282	Secure Coding	3

SH101 Public Speaking OR SH210 Interpersonal Communication - AAS

Course	Title	Credits
SH101	Public Speaking ▶	3
SH210	Interpersonal Communication ▶	3

Social Science Options - AAS

Course	Title	Credits
EC100	Macroeconomics ▶	3
EC101	Microeconomics ▶	3
GE101	World Geography ▶	3
GO100	American Government ▶	3

GO101	State and Local Government ▶	3
GO102	International Relations ▶	3
GO110	Introduction to Political Science ▶	3
GO110H	Honors Introduction to Political Science ▶	3
PS100	General Psychology ▶	3
PS101	Human Relations	3
PS102	Human Growth and Development ▶	3
PS201	Psychology of Personality	3
PS202	Abnormal Psychology	3
SO100	Fundamentals of Sociology ▶	3
SO101	Marriage and Family ▶	3
SO111	Cultural Anthropology ▶	3
SO113	Cultural Diversity ▶	3
SO122	Introduction to Social Work ▶	3
SO201	Social Problems ▶	3

Social Science Options-Automotive Technology - AAS

Course	Title	Credits
PS100	General Psychology ▶	3
PS100H	Honors General Psychology ▶	3
PS101	Human Relations	3
TR120	Work Ethics	2

Sociology/Nutrition Options - AAS

Course	Title	Credits
HE202	Nutrition ▶	3
SO100	Fundamentals of Sociology ▶	3
SO100H	Honors Fundamentals of Sociology ▶	3

Sociology/Nutrition Options - AAS

Course	Title	Credits
HE202	Nutrition ▶	3
SO100	Fundamentals of Sociology ▶	3

Soils & Range Mgmt Option - AAS

Course	Title	Credits
AG201	Soils	4
AG204	Range Management	3
AG204H	Honors Range Management	3

Surgical Technology Allied Health Electives - AAS

Course	Title	Credits
HE202	Nutrition ▶	3
HR212	Pathophysiology	4
IS104	Microcomputer Applications ▶	3
PS102	Human Growth and Development ▶	3
PS102H	Honors Human Growth and Development ▶	3

Web Development Technical Electives - AAS

Course	Title	Credits
AR134	Introduction to Digital Imagery--Photoshop	3
AR135	Advanced Digital Imagery--Photoshop	3
CS121L	Programming Language Lab	1
ED105	Success Seminar/College Orientation	1
ED105H	Honors Success Seminar/College Orientation	1
IS100	Cybersecurity Application	3
IS120	Vector Graphics	3
IS149	CompTIA A+ Core 2	3
IS182	Cisco CCNA I/Networking I	3
IS183	Cisco CCNA II	3
IS184	Cisco CCNA III	3
IS201	Database I	1
IS202	Database II	1
IS210	Computer Internship I	3
IS211	Computer Support Internship II	3

IS224	Networking II	3
IS237	Server Operating Systems and Virtualization	3
IS240	Fundamentals of Network Security	3
IS250	Project Management	3
IS252	Social Media Platform	3
IS280	Computer Forensics	3
IS281	Control Systems Security	3
IS282	Secure Coding	3
JP118	Introduction to Digital Imagery--Photoshop	3
JP118H	Honors Introduction to Digital Imagery--Photoshop	3
JP119	Advanced Digital Imagery--Photoshop	3

Welding Certificate A Option Block - AAS

Course	Title	Credits
TR121	General Industrial Safety/OSHA10	1
WE101	Welding Safety	1

Welding Certificate B Option Block - AAS

Course	Title	Credits
WE116	Flux Cored Arc Welding	2
WE118	Industrial Robotic Welding	2

Welding Contextual Options - AAS

Course	Title	Credits
BU100	Small Business Accounting	3
BU105	Introduction to Business ▶	3
BU105H	Honors Introduction to Business ▶	3
BU107	Personal Finance ▶	3
BU107H	Honors Personal Finance	3
BU202	Marketing ▶	3
BU202H	Honors Marketing	3
BU203	Management ▶	3
BU203H	Honors Management	3

DR100	Computer Aided Drafting I	3
DR119	Parametric Modeling I: Autodesk Inventor	3
IS104	Microcomputer Applications ▶	3
MC101	Introduction to Machine Technology	3
WE100	Basic Welding	3
WE116	Flux Cored Arc Welding	2
WE118	Industrial Robotic Welding	2
WE209	Welding Fabrication Processes	4

Welding Options Certificate A - CERT

Course	Title	Credits
TR121	General Industrial Safety/OSHA10	1
WE101	Welding Safety	1

Welding Options Certificate B - CERT

Course	Title	Credits
WE116	Flux Cored Arc Welding	2
WE118	Industrial Robotic Welding	2

Welding Options Certificate C - CERT

Course	Title	Credits
WE116	Flux Cored Arc Welding	2
WE118	Industrial Robotic Welding	2

Welding Safety Options - CERT

Course	Title	Credits
TR121	General Industrial Safety/OSHA10	1
WE101	Welding Safety	1

Welding Social Science Options - AAS

Course	Title	Credits
PS100	General Psychology ▶	3
PS100H	Honors General Psychology ▶	3
PS101	Human Relations	3

SO100	Fundamentals of Sociology ▶	3
TR120	Work Ethics	2

Welding Written Communication Options - AAS

Course	Title	Credits
BU109	Business Communications ▶	3
BU109H	Honors Business Communications	3
EN100	English Composition IB ▶	3
EN101	English Composition IA ▶	3
EN107	Business English Grammar & Composition	3
EN108	Career and Technical Writing	3

Written Communication Options-Automotive Technology - AAS

Course	Title	Credits
BU109	Business Communications ▶	3
EN100	English Composition IB ▶	3
EN101	English Composition IA ▶	3
EN107	Business English Grammar & Composition	3
EN108	Career and Technical Writing	3

Written Communications Options - AAS

Course	Title	Credits
BU109	Business Communications ▶	3
EN100	English Composition IB ▶	3
EN101	English Composition IA ▶	3
EN107	Business English Grammar & Composition	3
EN108	Career and Technical Writing	3

Written Communications Options for AET AAS - AAS

Course	Title	Credits
BU109	Business Communications ▶	3
EN100	English Composition IB ▶	3
EN101	English Composition IA ▶	3
EN108	Career and Technical Writing	3

Courses

(CDL) Commercial Truck Driving

AP120	CDL Entry Level Driver Operations	3.00 credits
<p>Basic operations, processes, and safety requirements for Entry Level Driver Training (ELDT) to operate a commercial vehicle to successfully complete the written test to secure a state learner's permit for a Commercial Driver's License (CDL) <i>Prerequisites: Departmental Consent.</i></p>		
AP131	CDL Road and Range Driving	2.00 credits
<p>Instruction and practice in a commercial motor vehicle (CMV) to meet the requirements of Kansas Department of Transportation and Federal Motor Carrier Safety Administration rules and regulations in order to test for a Commercial Driver's License. <i>Prerequisites: Departmental Consent.</i></p>		
TR121	General Industrial Safety/OSHA10	1.00 credits
<p>Job/site safety and precautions for job/site hazards; uses of personal protective equipment (PPE); safety equipment and procedures related to safe work practices and environment; fire prevention and protection techniques; and Hazardous Communications (HazCom) including Safety Data Sheets (SDS).</p>		

Agricultural Diesel Mechanics

AP101	Introduction to Ag Power	6.00 credits
<p>Operation of diesel, gasoline and LPG engines with emphasis on multi-cylinder engine design; disassembling, measuring, evaluating and reassembling the engine.</p>		
AP101L	Introduction to Ag Power Lab	0.00 credits
<p>See AP101 Introduction to Agri-Power for course information.</p>		
AP102	Hay and Seeding Systems	2.00 credits
<p>Fundamentals of operating, adjusting and reconditioning new and used harvesting, tillage, planting, spraying and agriculture equipment.</p>		
AP102L	Hay and Seeding Systems Lab	0.00 credits
<p>See AP102 Hay and Seeding Systems for course information.</p>		
AP104	Ag Air Conditioning	2.00 credits
<p>Inspecting, diagnosing, adjusting, troubleshooting and servicing mobile agriculture air conditioning units.</p>		
AP104L	Ag Air Conditioning Lab	0.00 credits
<p>See AP104 Agri-Air Conditioning for course information.</p>		
AP105	Field Study and Conference Internship	4.00 credits
<p>Planned program of work experience consisting of a minimum of 10 weeks or 400 work hours.</p>		
AP107	Ag Equipment Hydraulics	6.00 credits
<p>Principles of hydraulics, hydraulic components and the application of hydraulics to agriculture equipment, including troubleshooting and servicing hydraulic systems.</p>		

AP107L	Ag Equipment Hydraulics Lab	0.00 credits
AP115	Small Engine Chain Saw Repair	3.00 credits
	Theory of operation, maintenance and overhauling of small engines and chain saws.	
AP120	CDL Entry Level Driver Operations	3.00 credits
	Basic operations, processes, and safety requirements for Entry Level Driver Training (ELDT) to operate a commercial vehicle to successfully complete the written test to secure a state learner's permit for a Commercial Driver's License (CDL) <i>Prerequisites: Departmental Consent.</i>	
AP121	Ag Equipment Electricity	3.00 credits
	Fundamentals of operation and techniques of troubleshooting and servicing agriculture equipment and electrical systems with emphasis on charging systems, starter systems, electro hydraulics, lights and accessories.	
AP122	Combine Operation and Repair	2.00 credits
	Theory of operation and proper adjustments of farm combines with emphasis on conventional and rotary machines; adjusting and checking field losses of a combine in actual field operating conditions; repairing combines and making them field ready in the shop.	
AP122L	Combine Operation and Repair Lab	0.00 credits
AP125	Agriculture Equipment Technology & Optimization	1.00 credits
	Introduction to the wheeled tractor systems including power shift transmissions, hydraulic systems and electrical systems.	
AP203	Ag Equipment Powertrains	7.00 credits
	Diesel fuel system components and diagnosis with emphasis on injectors and fuel injection pumps; power transmission fundamentals including the theory of gear transmissions, hydraulic assist transmissions, hydrostatic transmissions, final drives and clutches. <i>Prerequisites: AP101 Introduction to Ag Power.</i>	
AP203L	Ag Equipment Powertrains Lab	0.00 credits
	See AP203 Complete Tractor Overhaul for course information.	
AP206	Dealership Operations and Procedures	1.00 credits
	Various departments of agricultural equipment dealerships and their importance to the dealership owner and dealership customers; the role various jobs and personnel have within the dealership structure.	
AP207	Advanced Ag Equipment Hydraulics	4.00 credits
	Complex hydraulic and electro-hydraulic systems of tractors and combines including testing open-center and variable pressure/variable flow hydraulic systems using the hydraulic flow meter and pressure gauges. <i>Prerequisites: AP107 Ag Equipment Hydraulics.</i>	
AP207L	Advanced Ag Equipment Hydraulics Lab	0.00 credits
AP221	Advanced Ag Equipment Electricity	4.00 credits
	Fundamentals of DC electricity, measurement of electrons, electronic components theory and design, electrical safety, storage batteries and test instrument operation used on agricultural equipment.	
AP221L	Advanced Ag Equipment Electricity Lab	0.00 credits
AP222	Transverse and Axial Combines	4.00 credits

Advanced repair techniques for transverse and axial combines.

Prerequisites: AP122 Combiner Operation and Repair.

AP222L Transverse and Axial Combines Lab 0.00 credits

AP225 Advanced Ag Equipment Systems 4.00 credits

Inspecting, diagnosing, adjusting, troubleshooting and servicing wheeled tractors.

Prerequisites: AP125 Ag Equipment Technology & Optimization.

AP225L Advanced Ag Equipment Systems Lab 0.00 credits

See AP225 Advanced Wheeled Tractor Systems for course information.

AP227 Ag Diesel Diagnostics 3.00 credits

Analyzing the latest materials to determine component failures, calibrations and GPS usage on agricultural equipment.

Prerequisites: AP107 Ag Equipment Hydraulics, and AP221 Advanced Ag Equipment Electricity.

AP227L Ag Diesel Diagnostics Lab 0.00 credits

Laboratory portion of Top Tech.

JD101 John Deere Introduction to Ag Power 6.00 credits

Operate diesel, gasoline, and LPG engines with emphasis on multi-cylinder engine design; disassembling, measuring, evaluating and reassembling the engine.

JD101L John Deere Introduction to Ag Power Lab 0.00 credits

See JD101 John Deere Introduction to Ag Power for course information.

JD102 John Deere Hay and Seeding Systems 2.00 credits

Learn fundamentals of operating, adjusting, and reconditioning new and used harvesting, tillage, planting, spraying and agriculture equipment.

JD104 John Deere Ag Air Conditioning 2.00 credits

Inspect, diagnose, adjust, troubleshoot and service mobile agriculture air conditioning units.

JD104L John Deere Ag Air Conditioning Lab 0.00 credits

See JD104 John Deere Agri-Air Conditioning for course information.

JD106L John Deere Technical Training Lab III 0.00 credits

Examine air conditioning principles and how heating, ventilation and air conditioning systems function on John Deere equipment using John Deere courses and hands on learning.

JD107 John Deere Ag Equipment Hydraulics 6.00 credits

Identify principles of hydraulics, hydraulic components and application of hydraulics to agriculture equipment, including troubleshooting and servicing hydraulic systems.

JD107L John Deere Ag Equipment Hydraulics Lab 0.00 credits

Principles of hydraulics, hydraulic components, and application of hydraulics to agriculture equipment, including troubleshooting and servicing hydraulic systems.

JD108L	John Deere Technical Training Lab I	0.00 credits
<p>Examine John Deere equipment hydraulics utilizing John Deere courses and hands-on training. Evaluate the purpose, operating principles, and common repairs for each type of hydraulic and hydrostatic systems. Identify system components.</p>		
JD121	John Deere Ag Equipment Electricity	3.00 credits
<p>Identify fundamentals of operation and techniques of troubleshooting and servicing agriculture equipment and electrical systems with emphasis on charging systems, starter systems, electro hydraulics, lights and accessories.</p>		
JD121L	John Deere Technical Training Lab II	0.00 credits
<p>Examine fundamentals of electrical and electronic systems on John Deere ag equipment utilizing John Deere courses and hands-on training. Knowledge of how these systems provide performance expected from highly productive John Deere equipment. Apply fundamentals to diagnose and repair basic electrical/electronic circuit failures.</p>		
JD122	John Deere Combine Operation and Repair	2.00 credits
<p>Identify theory of operation and proper adjustments of farm combines with emphasis on conventional and rotary machines; adjusting and checking field losses of a combine in actual field operating conditions; repairing combines and making them field ready in the shop.</p>		
JD122L	John Deere Combine Operation and Repair Lab	0.00 credits
<p>Theory of operation and proper adjustments of farm combines with emphasis on conventional and rotary machines; adjusting and checking field losses of a combine in actual field operating conditions; repairing combines and making them field ready in the shop.</p>		
JD125	John Deere Ag Equipment Technology & Optimization	1.00 credits
<p>Identify wheeled tractor systems including power shift transmissions, hydraulic systems, and electrical systems.</p>		
JD203	John Deere Ag Equipment Powertrains	7.00 credits
<p>Examine diesel fuel system components and diagnosis with emphasis on injectors and fuel injection pumps; power transmission fundamentals including theory of gear transmissions, hydraulic assist transmissions, hydrostatic transmissions, final drives, and clutches.</p>		
JD203L	John Deere Ag Equipment Powertrains Lab	0.00 credits
<p>Diesel fuel system components and diagnosis with emphasis on injectors and fuel injection pumps; power transmission fundamentals including theory of gear transmissions, hydraulic assist transmissions, hydrostatic transmissions, final drives, and clutches.</p>		
JD204L	John Deere Technical Training Lab IV	0.00 credits
<p>Introduction to ag equipment drivetrains and John Deere diesel engines utilizing John Deere courses and hands-on training. Examine maintenance, service points and common repairs for components. Disassemble and reassemble major power train components. Identify John Deere engine operating principles and the role each plays producing maximum performance while meeting emission standards. Identify engine components and their function.</p>		
JD206	John Deere Dealership Operations and Procedures	1.00 credits
<p>Various departments of agricultural equipment dealerships and their importance to the dealership owner and dealership customers; the role various jobs and personnel have within the dealership structure. A minimum score of 8-% is required for the John Deere Technical Training lab work and tests.</p>		
JD206L	John Deere Technical Training Lab V	0.00 credits
<p>Build knowledge, skills and abilities needed to serve as a professional ag service technician utilizing John Deere courses and hands-on training. Learn to apply best practices for preventative maintenance, job prioritization, work sequencing, safety, time management</p>		

and other workplace operations. Know the functions of various departments in John Deere ag dealerships and their role in supplying customers with support.

JD207 John Deere Advanced Ag Equipment Hydraulics 4.00 credits

Examine complex hydraulic and electro-hydraulic systems of tractors and combines including testing open-center and variable pressure/variable flow hydraulic systems using the hydraulic flow meter and pressure gauges.

JD207L John Deere Advanced Ag Equipment Hydraulics Lab 0.00 credits

Examine complex hydraulic and electro-hydraulic systems of tractors and combines including testing open-center and variable pressure/variable flow hydraulic systems using the hydraulic flow meter and pressure gauges.

JD208L John Deere Technical Training Lab VII 0.00 credits

Utilize John Deere courses and hands-on training to become proficient at inspecting, servicing and repairing hydraulic components (pumps, valve bodies and cylinders). Know procedures and abilities to diagnose hydraulic and hydrostatic systems.

JD222 John Deere Transverse and Axial Combines 4.00 credits

Examine advanced repair techniques for transverse and axial combines.

JD222L John Deere Transverse and Axial Cominbes Lab 0.00 credits

Advanced repair techniques for transverse and axial combines.

JD225 John Deere Advanced Ag Equipment Systems 4.00 credits

Inspecting, diagnosing, adjusting, troubleshooting, and servicing wheeled tractors.

JD225L John Deere Advanced Ag Equipment Systems Lab 0.00 credits

Inspecting, diagnosing, adjusting, troubleshooting and servicing wheeled tractors.

JD226L John Deere Technical Training Lab VIII 0.00 credits

Utilize computers, connection tools and multimeter to gain experience using John Deere diagnostic software. Practice troubleshooting electrical systems to balance time, expenses to identify root cause for error. Perform parasitic loss tests, open circuit load tests and intermittent circuit problems test in John Deere videos and hands-on training. Expand knowledge diagnosing drivetrain issues.

JD227 John Deere Ag Diesel Diagnostics 3.00 credits

Analyzing the latest materials to determine component failures, calibrations, and GPS usage on agricultural equipment.

JD227L John Deere Ag Diesel Diagnostics Lab 0.00 credits

Analyzing the latest materials to determine component failures, calibrations and GPS usage on agricultural equipment.

JD228L John Deere Technical Training Lab VI 0.00 credits

Study of the operating principles of fuel systems, after-treatment emission systems and how they make John Deere diesel engines have superior performance using John Deere courses and hands-on training. Explain the difference between common rail and plunger type fuel systems while identifying the components. Completely diagnose advanced engine systems.

JD229L John Deere Technical Training Lab IX 0.00 credits

Practice procedures to competently diagnose and repair John Deere air conditioning and heating systems.

AG101	Agriculture Orientation	1.00 credits
	The historical development of modern-day U.S. agriculture, projected trends with implications for the future; orientation to the curriculum, faculty and programs; appreciation of the basic sciences in professional agriculture.	
AG102	Introduction to Food Science	3.00 credits
	Survey of food raw materials and their methods of handling, manufacturing, distribution, and consumption.	
AG103	Principles of Animal Science	3.00 credits
	Basic principles which apply to the broad field of animal agriculture; survey of the industry; types, purposes and products of livestock; principles of breeding, selection, nutrition, lactation, reproduction, management and marketing.	
AG104	Plant Science	4.00 credits
	Principles of production of economic plants, including morphology, taxonomy, physiology, ecology, propagation, preservation, storage and utilization.	
AG104L	Plant Science Lab	0.00 credits
	See AG104 Plant Science for course information.	
AG105	Principles of Agricultural Economics	3.00 credits
	Economic principles and their application to the solution of problems encountered in the operation of farms and agri-business firms as well as problems of the agricultural industry in its relationship to other sectors of the economy.	
AG106	Animal Evaluation I	1.00 credits
	Evaluation of breeding livestock along with any appropriate performance data and market livestock data including a comparison of live animals and the resulting carcass.	
AG107	Animal Evaluation II	1.00 credits
	Meat animal selection and evaluation of economically important traits.	
AG108	Principles of Meat Evaluation	2.00 credits
	This course is an in-depth evaluation of beef, pork, and lamb products/carcasses. The USDA grading techniques and standards will be used to determine meat value. Emphasis will be placed on grading and evaluation of wholesale, primal and retail cuts of meat.	
AG112	Unmanned Aerial Systems	3.00 credits
	Principles of flight in fixed-wing and multi-rotor unmanned aerial systems (UAS) to gain experience in flying commercial grade UAS. Prepared to pass the FAA Part 107 Remote Pilot Exam.	
AG130	Bovine Artificial Insemination	1.00 credits
	Theory and practice of modern animal artificial insemination and basic reproduction management.	
AG140	Sales Management	2.00 credits
	The management of various types of sales involving agricultural products including consignment auctions, purebred livestock and commercial livestock sales; direct involvement in the advertising, marketing and management of each type of sales.	
AG201	Soils	4.00 credits
	Chemical, physical and biological properties of soils; their formation, fertility and management.	

Prerequisites: CH101 General Chemistry, or CH105 Chemistry I.

AG201L	Soils Lab	0.00 credits
<p>Chemical, physical and biological properties of soils; their formation, fertility and management. <i>Prerequisites: CH101 General Chemistry, or CH105 Chemistry I.</i></p>		
AG202	Fundamentals of Nutrition	3.00 credits
<p>Elementary principles of comparative nutrition of farm animals. <i>Prerequisites: CH101 General Chemistry, or CH105 Chemistry I.</i></p>		
AG203	Principles of Feeding	3.00 credits
<p>Guidelines for feeding beef cattle, sheep and swine; feed stuff evaluation; nutrient requirements; ration formulation and practical feeding problems.</p>		
AG203L	Principles of Feeding Lab	0.00 credits
<p>See AG203 Principles of Feeding for course information.</p>		
AG204	Range Management	3.00 credits
<p>Fundamental ecological principles of production, conservation and utilization of grasslands; applications of principles to range management practices.</p>		
AG213	Animal Evaluation III	1.00 credits
<p>Continuation of AG106 Animal Evaluation I and AG107 Animal Evaluation II; livestock performance, data, livestock judging and criteria. <i>Prerequisites: AG107 Animal Evaluation II.</i></p>		
AG214	Animal Evaluation IV	1.00 credits
<p>Continuation of AG106 Animal Evaluation I, AG107 Animal Evaluation II and AG213 Animal Evaluation III emphasizing livestock selection methods for beef, sheep and swine plus basic selection of dairy cattle and horses.</p>		
FM101	Agricultural Mathematics	3.00 credits
<p>Review of real numbers, factoring, percentages, interest, depreciation, area, volume, rates, land descriptions, percent of margining, inventory turns, cost realization, rations, fertilizer and ag-chemical rates and volumes and use of charts and mechanical aids for computations.</p>		
FM102	Farm Crop Production	4.00 credits
<p>Principles of plant science applied to the growth and development of farm crops and the broad area of crop production.</p>		
FM105	Farm Management	3.00 credits
<p>Basic concepts for successfully managing a farm including management records, their analysis and use in making decisions and farm management concepts dealing with credit, land, machinery, capital, crops and livestock enterprises and labor.</p>		
FM105H	Honors Farm Management	3.00 credits
<p>Basic concepts for successfully managing a farm including management records, their analysis and use in making decisions and farm management concepts dealing with credit, land, machinery, capital, crops and livestock enterprises and labor.</p>		
FM109	Livestock Management	3.00 credits

Principles of livestock production and management; practical application of breeding, selection, reproduction, health and marketing systems and techniques; emphasis on management systems of raising, growing and finishing beef, sheep and swine; information on horse production and management.

FM110 Crop and Weed Identification I 1.00 credits

Fundamentals of plant identification with emphasis on economic crops and weeds.

FM111 Pesticide Applications 1.00 credits

Common pests; proper storage, use, handling and disposal of pesticides and pesticide containers; pesticide labels, pesticide safety and environmental protection.

FM114 Crop and Weed Identification II 1.00 credits

Continuation of FM110 Crop and Weed Identification I; further develop the identification of economic crops and weeds with some identification of crop insects and diseases.

FM120 Farm and Ranch Management Internship 4.00 credits

A planned program of work experience requiring a minimum of 180 clock hours.

FM202 Agriculture Marketing 3.00 credits

Marketing options of farm production by commodity groups and an overview of the supply marketing system, marketing services and efficiencies.

FM203 Crop and Weed Identification III 1.00 credits

Advanced plant identification with emphasis on economic crops and weeds.

FM204 Crop and Weed Identification IV 1.00 credits

Continuation of FM203 Crop and Weed Identification III to further develop the identification of economic crops and weeds with some identification of crop insects and diseases.

Allied Health

AL131 Geriatric Aide--CNA 4.50 credits

Fundamental knowledge of the aging process with emphasis on meeting the physical needs requirements of geriatric residents of health care facilities including ethics, communication, normal and aging body system functions, nutrition, diseases, observation skills, documentation, personal care skills and their adequate performance.

AL132 Medication Aide--CMA 4.50 credits

Fundamental knowledge of medications, their use, actions, side effects and dosage; documentation; wound management; and supervision skills for geriatric aides.

Prerequisites: Allied Health Permission, or Accuplacer Next Generation Reading Score of 231 or above, or Accuplacer Writing Score of 40 to 120, and ACT Reading of 14+.

AL134 Medication (CMA) Update 1.00 credits

Refresher course on responsible administration of medications, drug interactions and legal implications associated with administering medication.

Prerequisites: AL132 Medication Aide, and Allied Health Permission.

AL137 Home Health Aide 2.00 credits

Assessing, measuring and estimating vehicle damage. Aligned with industry standards. Analysis of structural damage and diagnosis of vehicle damage using manufacturers' electronic measuring devices and frame machines.

AB119 Advanced Estimating and Blueprinting 2.00 credits

Assessing, measuring and estimating damage to conventional and unitized vehicles using industry-standard measuring devices and damage reporting processes. Analysis of material damage caused by hail, theft and vandalism; exterior panel damage; and restraint system damage. Strategies for planning and improving collision job process times using quality inspection of repairs.

AB120 Structural Analysis and Damage Repair I 2.00 credits

Through a variety of classroom and/or lab/shop learning and assessment activities, students in this course will: identify measuring procedures; analyze the basic structural damage conditions; identify the safety requirements pertaining to structural damage repair; analyze frame repair methods; analyze unibody inspection and measurement and identify procedures of welding for structural repair.

AB121 Structural Analysis and Damage Repair II 2.00 credits

Apply safety requirements related to structural damage repair; analyze frame inspection and repair procedures; determine direct and indirect damage for structural repair; analyze unibody inspection, measurement and repair procedures. Perform welding techniques for structural repair; and identify cutting procedures for structural repair.

AB122 Structural Analysis and Damage Repair III 3.00 credits

Apply safety requirements related to structural damage repair; perform welding and cutting techniques for structural repair; diagnose unibody direct and indirect damage; apply unibody inspection, measurement and repair procedures; apply frame inspection, measurement and repair procedures; remove fixed glass.

AB124 Mechanical and Electrical Components 3.00 credits

Through classroom and/or lab/shop learning and assessment activities, in this course students will: determine how to diagnose steering and suspension; diagnose electrical concerns; complete headlamp and fog/driving lamp assemblies and repairs; demonstrate self-grounding procedures for handling electronic components; determine diagnosis, inspection and service needs for brake system hydraulic components; examine components of heating and air conditioning systems; determine the inspection, service and repair needs for collision damaged cooling system components; distinguish between the under car components and systems; and determine the diagnosis, inspection and service requirements of active and passive restraint systems.

Auto Mechanics

AM101 Power Plant Theory 4.00 credits

Types and forms of energy, internal and external combustion engines, operation of two-stroke and four-stroke cycle engines; preparing work area, disassembling engine, inspecting and reassembling the engine.

AM102 Electrical I 3.00 credits

In this course students will complete service work orders; describe the relationship between voltage, ohms and amperage; perform basic electrical circuit repairs; identify electrical system faults; identify basic wiring diagram symbols, components, and legend information; perform basic electrical circuit measurements using a DVOM; describe basic circuit characteristics of series, parallel and series parallel circuits through a variety of classroom and shop learning and assessment activities.

AM103 Electrical II 5.00 credits

Identify current flow on starting and charging system diagrams. Perform battery diagnosis and service. Perform starting systems diagnosis and repair. Perform charging system diagnosis and repair.

AM104 Brakes I 3.00 credits

This course is a thorough and detailed study of brake system theory and functional operation and principles of hydraulic systems as it applies to braking system operation. Practical applications of all phases of brake work including complete system service of disc and drum brake systems, parking brake systems, power assist devices and machining of brake disc and drum.

Operation, application, maintenance and troubleshooting of electrical equipment including transformers, relays, motor controls and wiring with emphasis on diagnostic troubleshooting.

Prerequisites: AE100 AC/DC Circuits.

AE200 Variable Frequency Drives and Electric Motors 3.00 credits

This class is designed for any person requiring a general knowledge and understanding of Variable Frequency Drives (VFDs), electric motors and DC drives.

Prerequisites: ME110 Fundamentals of Motor Controls.

AE202 Actuator/Sensor Systems 3.00 credits

Contemporary control methods in process control and programmable logic control systems including multi-loop systems, open data systems, fuzzy logic and fieldbus technology.

Prerequisites: AE155 Electrical Maintenance.

AE205 Intermediate Programmable Logic Controllers 3.00 credits

Hands-on experience with modular PLC"s in developing advanced ladder logic programs and routines including applications, advanced PLC instructions, programming and troubleshooting ladder logic for discreet and analog systems.

Prerequisites: AE150 Programmable Logic Controllers.

AE250 Distributed/Integrated Control Systems 3.00 credits

Study of distributed and PC-based control systems; integration of process and programmable logic control systems into central control, data gathering and report generating systems.

Prerequisites: AE200 Variable Frequency Drives & Electric Motors, or AE205 Industrial PLCs.

AE252 Control Systems Development 3.00 credits

Practical application of problems in control systems technology, application of studied concepts toward the development of a control solution by evaluating the problem definition and providing the control system to solve that problem.

Prerequisites: AE200 Variable Frequency Drives & Electric Motors, or AE205 Industrial PLCs.

AE255 Industrial Robotics 3.00 credits

This course examines types, applications and troubleshooting of industrial robots and subsystems, including the programming of industrial robotic control software.

Prerequisites: AE150 Programmable Logic Controllers.

AE256 Servo Motion Control 3.00 credits

How and when to install motion control schemes, as well as programming, maintenance, and troubleshooting of motion control systems in an industrial environment.

Prerequisites: AE200 Variable Frequency Drives & Electric Motors, and AE205 Industrial PLCs.

Barbering

BR100 Barbering I 3.00 credits

Theory and practice of basic barbering hair design decisions, cutting, and styling.

BR102 Barbering II 1.00 credits

Application of haircutting methods with focus on maintaining safe working environment and portrayal of professionalism as a barber.

Prerequisites: BR100 Barbering I, or Departmental Consent.

BR110 Sanitation, Tools, & Haircutting 3.00 credits

Haircutting fundamentals including barber instruments, haircutting, sanitation and sterilization.

BR111	Trichology & Histology of Hair	1.50 credits
	Science of hair formation, growth, and structure with benefits of proper shampooing and scalp massage.	
BR112	History of Barbering	0.50 credits
	History of barbering industry and industry resurgence of barbering.	
BR120	Hair Coloring	3.50 credits
	Theory and principles of hair coloring, including hair characteristics and fundamentals of hair color and lighteners.	
BR121	Chemistry & Pharmacology of Hair Services	1.50 credits
	Theory and practice of barbering chemistry, pharmacology, and chemical texturizing.	
BR160	Barbershop Services & Operations	1.00 credits
	Professional management of a barbershop business including sales, equipment, sterilization, and selection of proper barber products for various hair types and textures.	
BR161	Barbershop Service Techniques	0.50 credits
	Haircutting methods to build barbering skills with the addition of nail care and manicures.	
BR170	Kansas Laws, Licensing, & Ethics	1.00 credits
	Successful barbershop operation and compliance with Kansas laws related to barbering. Preparation for career application upon licensure completion.	
BR180	Clinical Experience Foundations	3.00 credits
	Conducting barbershop business including caring for hair, interacting with clientele, and practicing lab techniques in a live setting.	
BR200	Barbering III	1.00 credits
	Theory and practice of barbering including skin, skin care, facials, as well as the scalp and hair and their common disorders. <i>Prerequisites: BR102 Barbering II, or Departmental Consent.</i>	
BR202	Barbering IV	0.50 credits
	Barbering applications including head, face, and neck anatomy and electricity. <i>Prerequisites: BR200 Barbering III, or Departmental Consent.</i>	
BR211	Men's & Women's Hair Design	1.50 credits
	Artistic application of mens and womens hair styling in accordance with various clientele needs and requests. <i>Prerequisites: BR110 Sanitation, Tools, & Haircutting, or Departmental Consent.</i>	
BR220	Advanced Hair Techniques	3.50 credits
	Application of advanced mens and womens haircutting as well as hair replacement systems for men. <i>Prerequisites: BR110 Sanitation, Tools, & Haircutting, or Departmental Consent.</i>	
BR260	Barbering Services	0.50 credits
	Control of infection with knowledge of bacteriology. Exploration of additional barbershop options with singeing and hair tonics.	

Prerequisites: BR160 Barbershop Services & Operations, or Departmental Consent.

BR270	Shaving	3.00 credits
Proper techniques of shaving and professional maintenance of shaving tools. Prerequisites: BR110 Sanitation, Tools, & Haircutting, or Departmental Consent.		
BR280	Client Services	2.50 credits
Conducting barbershop business including caring for hair, interacting with clientele, and practicing barbering techniques in a live setting. Prerequisites: BR180 Clinical Experience Foundations, or Departmental Consent.		
BR282	Clinical Experience Precision	3.00 credits
Management of the client salon experience through administration of proper procedures in reception, consultation, salesmanship, and application Prerequisites: BR280 Client Services, or Departmental Consent.		
BR284	Advanced Client Services	2.00 credits
Refinement of customer service, goal setting, and client retention to support accuracy, time, and precision in barbershop services. Prerequisites: BR282 Clinical Experience Precision, or Departmental Consent.		
BR286	Barbering Clinical Experience	1.00 credits
Application of barber services with polish and professionalism. This course also includes mock practice for state licensure examination preparation. Prerequisites: BR284 Advanced Client Services, or Departmental Consent.		

Biology

BI100	Basic Concepts for Allied Health Studies	1.00 credits
Basic anatomical and physiological terminology; fundamental chemical concepts with an emphasis on organic macromolecules, pH, buffers, electrolytes, and solutions; introduction to cellular structure and function.		
BI101	General Biology COURSE ▶ TRANSFER	4.00 credits
Basic biological principles and their relationship to humans. General education course for non-science majors. Not open to students with credit in any other college biology course except with department recommendation. This course is not recommended for individuals with an interest in majoring in science. Lecture and lab.		
BI101L	General Biology Lab	0.00 credits
Laboratory portion of BI101 General Biology Lecture. Students will develop an understanding of the scientific method as it applies to microscopy, organic molecules, enzyme activity, cellular characteristics and division, genetics and genetic engineering, evolution, population dynamics, and ecology.		
BI102	Ecology of Environmental Problems COURSE ▶ TRANSFER	3.00 credits
Impact of science and technology on the environment, components of a balanced environment, identification of environmental problems and possible solutions.		
BI103	Human Anatomy and Physiology COURSE ▶ TRANSFER	6.00 credits
Basic structure and function of the human body. Four hours lecture and four hours laboratory per week. Prerequisites: BI100 or BI101 or BI104 or BI105 or BI112 w/Grade of C.		

BI103L	Human Anatomy & Physiology Lab		0.00 credits
	Laboratory portion of BI103 Anatomy and Physiology. <i>Prerequisites: BI100 or BI101 or BI104 or BI105 or BI112 w/Grade of C.</i>		
BI104	Biology I	COURSE ▶ TRANSFER	5.00 credits
	Fundamental concepts of biology as they apply to all living things including cell structures and function, energy transfer, classical genetics, nature of the gene and evolution as genetic change in populations. Lecture and lab. <i>Prerequisites: CH101 General Chemistry, or CH105 Chemistry I with a C or Higher.</i>		
BI104L	Biology I Lab		0.00 credits
	Laboratory portion of BI104 Biology I.		
BI105	Biology II	COURSE ▶ TRANSFER	5.00 credits
	Continuation of BI104 Biology I; classification, evolutionary relationships, ecological interactions of organisms, and comparative organ systems. Lecture and lab. <i>Prerequisites: BI101 General Biology, or Departmental Consent, or BI104 Biology I.</i>		
BI105L	Biology II Lab		0.00 credits
	Laboratory portion of BI105 Biology II. <i>Prerequisites: BI101 General Biology, or Departmental Consent, or BI104 Biology I.</i>		
BI107	Human Anatomy and Physiology I	COURSE ▶ TRANSFER	4.00 credits
	Understand the structure and function of the human body. This course is the first in a two-semester sequence and will cover biochemistry, cellular organization, cell function, and histology. Gross anatomy, microscopic anatomy, and physiology of the Integumentary, Skeletal, Muscular, and Nervous systems will be covered.		
BI107L	Human Anatomy and Physiology I Lab		0.00 credits
	Laboratory portion of BI107 Human Anatomy and Physiology I.		
BI108	Human Anatomy and Physiology II	COURSE ▶ TRANSFER	4.00 credits
	Understand the structure and function of the human body. This course is the second in a two-semester sequence. Gross anatomy, microscopic anatomy, and physiology of the endocrine, cardiovascular, lymphatic/immune, respiratory, digestive, urinary, and reproductive systems will be covered. <i>Prerequisites: BI107 Human Anatomy and Physiology I.</i>		
BI108L	Human Anatomy and Physiology II Lab		0.00 credits
	Lab portion of BI108 Human Anatomy and Physiology II.		
BI112	General Microbiology	COURSE ▶ TRANSFER	4.00 credits
	Microbiological principles; introduction to eukaryotic and prokaryotic microbes and viruses, growth and control, microbial genetics, mechanisms of infection, and host defenses with selected microbial diseases addressed; support of concepts examined in lecture provided by lab emphasizing aseptic technique, safe handling and manipulation of microbes and survey of representative microorganisms. Lecture and lab. <i>Prerequisites: (BI101, BI103, BI104, BI105) BI107 is not a valid prereq code.</i>		
BI112L	General Microbiology Lab		0.00 credits
	Laboratory portion of BI112 General Microbiology. <i>Prerequisites: BI101 or BI103 or BI104 or BI105, or BI107 Human Anatomy and Physiology I.</i>		

BI115 **Basic Radiation Biology** **2.00 credits**

Effects of ionizing radiation in biological systems and background for understanding the public right to minimal radiation exposure.
Prerequisites: BI103 Human A&P.

Building Trades

BT102 **Concrete Flatwork and Finishing** **3.00 credits**

Exposure to concrete mixes, slab-forming techniques, screeding, placing concrete, floating, hand troweling, curing, edging, jointing, sawing, vibrating, reinforcing, pinning, finish treatments, safety and codes.

BT103 **Foundation Forming and Erecting** **3.00 credits**

Prepare footing forms, setting foundation wall forms and pouring. Install steel re-bar reinforcements. Erect manufactured wall forms. Constructing block-outs, installing window openings, brick ledge, anchor bolts, stripping forms, form care and storage, foundation waterproofing, drainage systems. Identify concrete terminology and mixes, safety and codes.

BT104 **Cabinet Construction and Installation** **4.00 credits**

Cabinet design, construction and installation. Estimating materials, appliance requirements, cabinet layout, countertop cutting, joining and wood joints techniques. Shelves, special features surface preparation, staining, finishing, door and hinge design. Hardware application.

BT105 **Electrical and Mechanical Systems** **2.00 credits**

Installation of electrical and mechanical systems according to code and safety requirements: power panels, 220-v circuits, 120-v circuits, fixtures, telephone circuits, cable TV, heating supplies, mechanical hook ups, fireplaces.

BT106 **Drywall Installation, Insulation and Ventilation** **2.00 credits**

Prepare walls for drywall, estimate materials, layout and hanging procedures, joint taping and filling, joint finishing and sealing. Ceiling treatments. Proper selection and installation of insulation along with identifying ventilation requirements.

BT107 **Exterior Finish** **2.00 credits**

Siding installation, exterior painting. Installation of exterior trim, shingles, cornices, roof trim and insulation.

BT108 **Roof & Framing** **3.00 credits**

Spacing and layout, ceiling joists, rafter layout and cutting, roof design, codes safety, stick framing, pre-fab trusses, use of framing square, roof sheathing, valleys, hips, gables, soffits, ventilation.

BT109 **Floors, Walls and Ceiling Framing** **4.00 credits**

Floor joists, sub-floor, wall layout and assembly, wall components, ceiling construction, framing procedures, straightening, waterproofing, codes.

BT110 **Interior Finish and Trim Installation** **3.00 credits**

Students will prepare surfaces, including application of wood stains, filler, and finishes; polish using various techniques; paint/install interior doors and trim, interior window trim, closet treatments, hardware, wall treatments; and prepare surfaces for floor covering and installation.

Prerequisites: Departmental Consent.

BT112 **Hard Surface Installation** **2.00 credits**

Construction of countertops, floor underlayment, hard surface fitting and installation, ceramic floor tile, ceramic wall tile.

BT120	Introductory Craft Skills	2.00 credits
Introductory skills for carpentry careers including basic safety, construction math, hand and power tools, construction drawings, basic rigging, materials handling and employability and communication skills.		
BT121	Construction Safety	1.00 credits
Safety procedures on construction sites emphasizing compliance with OSHA regulations.		
BT125	Electrical I	4.00 credits
Introduction to residential electricity, including electrical safety, theory, codes, blueprint interpretation and basic installation, tools and equipment.		
BT126	Plumbing I	5.00 credits
Installation and service of piping systems, water heaters and fuel gas systems, and plumbing fixtures, valves and faucets. Includes related math and interpretation of commercial drawings.		
BT131	Construction Basics	2.00 credits
Introduction to construction drawings, basic rigging, communication skills, employability skills, material handling.		
BT134	Windows, Doors and Stairs	3.00 credits
Installation of windows and doors; construction and installation of stairs.		
BT180	Carpentry I	4.00 credits
Build general carpentry skills through NCCER General Carpentry curriculum. Orientation to carpentry focusing on building materials and fasteners, construction plans and documents, principles of site and building layout. Combined with the Carpentry II course, be prepared to take and pass the General Carpentry exam to earn the NCCER General Carpentry credential.		
BT210	Carpentry II-A	3.00 credits
Build general carpentry skills through NCCER General Carpentry curriculum with a specific focus on floor systems, wall systems and roof framing. Combined with the Carpentry I course, prepare to take and pass the General Carpentry exam to earn the NCCER General Carpentry credential.		
BT211	Carpentry II-B	3.00 credits
Build general carpentry skills through NCCER General Carpentry curriculum with a specific focus on basic stair layout and building envelope systems.		

Business

BU100	Small Business Accounting	3.00 credits
Fundamentals of small business record keeping: double entry, adjusting and closing entries, preparation of financial statements, payroll records.		
BU101	Accounting I COURSE ▶ TRANSFER	3.00 credits
Accounting fundamentals as applied to single proprietorships including accounting cycle, financial statements, inventory, notes, depreciation and accounting principles and concepts.		
BU102	Accounting II COURSE ▶ TRANSFER	3.00 credits

Continuation of BU101 Accounting I; principles and problems of business, including partnership, corporations, manufacturing and department cost accounting; financial statement analysis studied from the managerial viewpoint.

Prerequisites: BU101 Accounting I with a grade of C or better, or BU101H Honors Accounting I with a Grade of C or Higher, or BA101 Accounting I with a grade of C or better.

BU105 **Introduction to Business** **COURSE ▶ TRANSFER** **3.00 credits**

Economic environment, organization, management, labor, marketing, finance and career opportunities available in business; for both non-business and business majors.

BU106 **Calculating Machines** **1.00 credits**

Operation of electronic printing and display calculators designed to develop proficiency in performing applications to business problems.

BU107 **Personal Finance** **COURSE ▶ TRANSFER** **3.00 credits**

Personal and family financial planning emphasizing budgeting, consumer protection, credit, home buying, income taxes, insurance and investments.

BU108 **Business Mathematics** **3.00 credits**

Consumer and business mathematics emphasizing calculations involving checking accounts, invoices and discounts, markups and markdowns, payroll, simple interest and promissory notes, compound interest and present value, consumer and business credit, and mortgages.

BU109 **Business Communications** **COURSE ▶ TRANSFER** **3.00 credits**

Practice in writing business letters and business reports; using business vocabulary; verbal, non-verbal, and interpersonal communications; listening and oral reporting.

BU110 **Records Management** **2.00 credits**

Effective records management for manual and computerized records systems as applied to alphabetic, numeric, subject and geographic filing methods.

BU111 **Quickbooks** **3.00 credits**

Application of accounting principles and concepts using cloud-based databases to establish and maintain accounting systems and records for proprietorships. Supports service and merchandising business use of integrated accounting software.

Prerequisites: BU100 Small Business Accounting, or BU101 Accounting I.

BU118 **Introduction to Leadership** **COURSE ▶ TRANSFER** **3.00 credits**

Introduction to the concept of leadership that provides an opportunity to develop essential leadership skills through study, observation and application.

BU120 **Job Search/Retention** **1.00 credits**

Job-search skills and career development including topics such as completing an application form and resume, developing interviewing techniques, developing job leads, and investigating career opportunities, job requirements and career ladders.

BU121 **Customer Service/Professional Image** **3.00 credits**

Development of professional image and service attitude; business etiquette; conflict resolution; communications; adding value to customer relations.

BU122 **Presentation Software** **1.00 credits**

Presentation software for business applications.

BU126	Introduction to Keyboarding	1.00 credits
Utilization of the touch system on the standard keyboard and manipulation of operative parts of keyboard with emphasis on accuracy, not speed.		
BU127	Beginning Keyboarding	3.00 credits
Touch system on standard keyboard with emphasis on accuracy in business letters, tabulation and straight copy.		
BU128	Intermediate Keyboarding	3.00 credits
Keyboarding with speed and accuracy, letters, tabulations, rough drafts and business papers and forms.		
BU129	Production Keyboarding	3.00 credits
Decision making, production speed, and accuracy in office applications.		
BU141	Sales Management	3.00 credits
Fundamental skills of selling including sales approaches, sales presentations and demonstrations, overcoming objections, suggestive selling and closing sales; personal motivation and human relations as they relate to selling; analysis of the techniques of selling.		
BU142	Retailing	3.00 credits
Aspects of retailing such as consumer behavior, product development, location, layout, retail math and other related topics with special emphasis placed on buying goods for resale.		
BU145	Advertising	3.00 credits
Techniques of effective, efficient, and ethical advertising in multiple media for various sizes of organizations.		
BU147	Internship I	2.00 credits
On-the-job experiences under the supervision of work site manager and course instructor.		
BU148	Internship II	2.00 credits
Continuation of BU147 Internship I; on-the-job experiences under the supervision of work site manager and course instructor.		
BU149	Internship III	2.00 credits
Continuation of BU148 Internship II; on-the-job experiences under the supervision of the work site manager and the course instructor.		
BU151	Introduction to Entrepreneurship	1.00 credits
Introduction to entrepreneurship and venture management as well as elements of success and failure in new ventures; identifying new opportunities and sources of data; the emphasis placed on the importance of development of a business plan.		
BU152	Marketing Applications for Entrepreneurs	1.00 credits
Market analysis, defining target markets and setting marketing objectives for a new or existing small business; specific strategies for achieving marketing objectives and identifying relevant aspects of product, price, place and promotion.		
BU153	Financial Management for Entrepreneurs	1.00 credits
Basics of financial management for a small business including financial statements, cash flow projections, methods of financing a small business and record keeping systems for the small business.		

BU154	Business Management for Entrepreneurs		1.00 credits
	Operational aspects of setting up and managing a small business including forms of legal ownership, personnel policies, purchasing, inventory control, leadership styles and other management considerations.		
BU156	Developing the Business Plan		1.00 credits
	Developing a comprehensive business plan for a small business venture with guidance and assistance from the instructor in the completion of the business plan.		
BU201	Managerial Accounting	COURSE ▶ TRANSFER	3.00 credits
	Accounting as an instrument of management control with emphasis on the use of accounting as a basis for management decisions in planning and controlling a firm's activities; concepts of accounting, cost accounting, applications, budgeting and accounting reports to management. <i>Prerequisites: BU102 with a C or higher or BA102 with a C or higher.</i>		
BU201H	Honors Managerial Accounting	COURSE ▶ TRANSFER	3.00 credits
	Accounting as an instrument of management control with emphasis on the use of accounting as a basis for management decisions in planning and controlling a firm's activities; concepts of accounting, cost accounting, applications, budgeting and accounting reports to management. <i>Prerequisites: BU102 with a C or higher or BA102 with a C or higher.</i>		
BU202	Marketing	COURSE ▶ TRANSFER	3.00 credits
	The scope and development of the modern marketing including marketing research, forecasting, consumer buying behavior and consumer motivation with emphasis on the marketing manager's implementation of the marketing mix: product, price, promotion and place.		
BU203	Management	COURSE ▶ TRANSFER	3.00 credits
	Skills and processes needed to effectively, efficiently, and ethically manage people, projects, and tasks.		
BU204	Small Business Management		3.00 credits
	Comprehensive look at the skills needed to successfully open and operate a new or existing business; business objectives; planning; organizing; staffing; financial statements; budgets; analysis of potential markets; financing of the business; location; layout; and legal forms of ownership. <i>Prerequisites: BU100 Small Business Accounting, or Departmental Consent, or BU101 Accounting I.</i>		
BU205	Business Law I	COURSE ▶ TRANSFER	3.00 credits
	Law of contracts, real property, personal property, bailments, sales and secured transactions with emphasis on the Uniform Commercial Code.		
BU214	Word Processing: Microsoft Word for Windows		3.00 credits
	Word processing on the microcomputer using Microsoft Word software.		
BU217	Spreadsheet Management		3.00 credits
	Use of spreadsheet software to demonstrate competencies in using formatting techniques, features and functions with hands-on experience; managing and auditing multiple worksheets and workbooks; working with formulas and functions; charting and graphic capabilities; developing lists and Pivot Tables; creating and using templates; collaborating with work groups; creating and editing macros; using data tables, scenario management and solver; importing and exporting data.		
BU218	Database Management		3.00 credits

BU110	Records Management	2.00 credits
Effective records management for manual and computerized records systems as applied to alphabetic, numeric, subject and geographic filing methods.		
BU111	Quickbooks	3.00 credits
Application of accounting principles and concepts using cloud-based databases to establish and maintain accounting systems and records for proprietorships. Supports service and merchandising business use of integrated accounting software. <i>Prerequisites: BU100 Small Business Accounting, or BU101 Accounting I.</i>		
BU118	Introduction to Leadership	3.00 credits
	COURSE TRANSFER	
Introduction to the concept of leadership that provides an opportunity to develop essential leadership skills through study, observation and application.		
BU120	Job Search/Retention	1.00 credits
Job-search skills and career development including topics such as completing an application form and resume, developing interviewing techniques, developing job leads, and investigating career opportunities, job requirements and career ladders.		
BU121	Customer Service/Professional Image	3.00 credits
Development of professional image and service attitude; business etiquette; conflict resolution; communications; adding value to customer relations.		
BU122	Presentation Software	1.00 credits
Presentation software for business applications.		
BU127	Beginning Keyboarding	3.00 credits
Touch system on standard keyboard with emphasis on accuracy in business letters, tabulation and straight copy.		
BU128	Intermediate Keyboarding	3.00 credits
Keyboarding with speed and accuracy, letters, tabulations, rough drafts and business papers and forms.		
BU129	Production Keyboarding	3.00 credits
Decision making, production speed, and accuracy in office applications.		
BU201	Managerial Accounting	3.00 credits
	COURSE TRANSFER	
Accounting as an instrument of management control with emphasis on the use of accounting as a basis for management decisions in planning and controlling a firm's activities; concepts of accounting, cost accounting, applications, budgeting and accounting reports to management. <i>Prerequisites: BU102 with a C or higher or BA102 with a C or higher.</i>		
BU214	Word Processing: Microsoft Word for Windows	3.00 credits
Word processing on the microcomputer using Microsoft Word software.		
BU217	Spreadsheet Management	3.00 credits
Use of spreadsheet software to demonstrate competencies in using formatting techniques, features and functions with hands-on experience; managing and auditing multiple worksheets and workbooks; working with formulas and functions; charting and graphic capabilities; developing lists and Pivot Tables; creating and using templates; collaborating with work groups; creating and editing macros; using data tables, scenario management and solver; importing and exporting data.		

BU218 Database Management 3.00 credits

Relational database skills including creating, using and modifying tables, queries, forms, reports, data access pages and macros; importing, exporting and managing the database; designing, restructuring and/or creating data bases; setting relationships; validating records; analyzing data; creating reports for management.

BU224 Human Resources Basics 3.00 credits

Hiring practices, termination and retention policies, reward systems, compensation methods and records retention for use in the Human Resources office.

Chemistry

CH101 General Chemistry COURSE TRANSFER 5.00 credits

Theory, principles and history of chemistry. Lecture and lab.
Prerequisites: MA106 College Algebra, or MA117 Contemporary Math, or MA108 Elements of Statistics.

CH101L General Chemistry Lab 0.00 credits

Laboratory portion of CH101 General Chemistry.
Prerequisites: MA106 College Algebra, or MA117 Contemporary Math, or MA108 Elements of Statistics.

CH105 Chemistry I COURSE TRANSFER 5.00 credits

Atomic theory, chemical bonding, chemical reactions, energy, gasses, solids, liquids, and solutions. Laboratory experiments include analysis, synthesis and acquisition of quantitative data. Lecture and lab.
Prerequisites: ACT Math Score of 21 or higher, or MA105 or higher math, or Accuplacer NextGen QuantReason, Alg,Stats Score 263 or Above, or Accuplacer Math Score of 81+.

CH105L Chemistry I Lab 0.00 credits

Laboratory portion of CH105 Chemistry I.
Prerequisites: ACT Math Score of 21 or higher, or MA105 or higher math, or Accuplacer NextGen QuantReason, Alg,Stats Score 263 or Above, or Accuplacer Math Score of 81+.

CH106 Chemistry II COURSE TRANSFER 5.00 credits

Continuation of CH105 Chemistry I focusing on solutions and colloids, thermodynamics, kinetics, ionic equilibria and electrochemistry with laboratory experiences including quantitative experiments from the above areas plus visible spectroscopy and brief qualitative analyses. Lecture and lab.
Prerequisites: CH105 Chemistry I with a C or Higher.

CH106L Chemistry II Lab 0.00 credits

Laboratory portion of CH106 Chemistry II.
Prerequisites: CH105 Chemistry I with a C or Higher.

CH108 Principles of Organic and Biochemistry COURSE TRANSFER 5.00 credits

Study of the important groups of organic compounds, their properties, and reactions. Lecture and lab.
Prerequisites: CH105 Chemistry I, or Departmental Consent.

CH108L Principles of Organic & Biochemistry Lab 0.00 credits

Laboratory portion of CH108 Principles of Organic and Biochemistry.
Prerequisites: CH105 Chemistry I, or Departmental Consent.

CH201 Organic Chemistry I COURSE TRANSFER 5.00 credits

DR107	Construction Drafting	3.00 credits
<p>Development of a complete set of residential house drawings including floor plans, foundation plans, elevations, wall sections, and construction details. <i>Prerequisites: DR100 Computer Aided Drafting I.</i></p>		
DR119	Parametric Modeling I: Autodesk Inventor	3.00 credits
<p>Utilization of parametric modeling software to develop 3D models of mechanical parts and assemblies as well as 2D detail drawings for manufacture.</p>		
DR129	Parametric Modeling: PTC Creo	3.00 credits
<p>Utilization of PTC Creo Parametric software to develop 3D models of mechanical parts and assemblies as well as 2D detail drawings for manufacture.</p>		
DR201	Tool Design and Drafting	3.00 credits
<p>Design of jigs and fixtures used in manufacturing processes; emphasis on the creation of 3D models and 2D drawings using CAD/Parametric Modeling software. <i>Prerequisites: DR219 Parametric Modeling II: Autodesk Inventor, or Departmental Consent.</i></p>		
DR208	Commercial Architectural Drafting	3.00 credits
<p>Development of 3D models and construction documentation for a commercial construction project. Emphasis on structural design and MEP (Mechanical Electrical Plumbing) networks. <i>Prerequisites: DR212 Architectural Drafting I.</i></p>		
DR211	Computer Aided Drafting II	3.00 credits
<p>Advanced features of CAD software. Emphasis on annotation tools, dynamic block creation, attributes, external references, 3D modeling, CAD standards, and user interface customization. <i>Prerequisites: DR100 Computer Aided Drafting I.</i></p>		
DR212	Architectural Drafting I	3.00 credits
<p>Utilization of BIM (Building Information Modeling) software to develop 3D models of residential houses as well as detail drawings for construction.</p>		
DR213	Architectural Drafting II	3.00 credits
<p>Utilization of advanced BIM (Building Information Modeling) tools to further develop architectural models with an emphasis on roofs, site plans, BIM content creation, visualization, and animation. <i>Prerequisites: DR212 Architectural Drafting I.</i></p>		
DR214	Advanced CAD Applications	3.00 credits
<p>Programming and customizing AutoCAD to develop tools for engineering CAD applications.</p>		
DR215	Civil Drafting	3.00 credits
<p>Utilization of CAD software to develop 3D models and working drawings for civil engineering projects with an emphasis on survey data, surfaces, profiles, alignments, corridors, grading plans, and pipe networks. <i>Prerequisites: DR100 Computer Aided Drafting I.</i></p>		
DR216	Computer Drafting Internship	3.00 credits
<p>A partnership with industry and the college computer drafting program which provides students with actual on-the-job work experience; required minimum of 45 clock hours work at the assigned business for each credit hour enrolled.</p>		

Prerequisites: DR119 Parametric Modeling I: Autodesk Inventor, or Departmental Consent, and DR212 Architectural Drafting I.

DR219 **Parametric Modeling II: Autodesk Inventor** **3.00 credits**

Using advanced modeling tools to create complex parametric models, assemblies, engineering drawings and presentation drawings.
Prerequisites: DR119 Parametric Modeling I: Autodesk Inventor.

DR220 **Computer Drafting Capstone** **3.00 credits**

Development of working drawings of architectural and/or mechanical designs for external clients. Emphasis on teamwork, leadership building, communication, time management, problem solving, and presentation skills.
Prerequisites: DR119 Parametric Modeling I: Autodesk Inventor, or Departmental Consent, and DR212 Architectural Drafting I.

Computer Science

CS104 **Computers in Healthcare** **3.00 credits**

Computer use within the healthcare industry: includes computer hardware, software, databases, security, privacy, storage and other computer related systems. Focus is on health information technicians, administrative and clinical systems as well as Electronic Health Records (EHRs).

CS106 **Computer Engineering** **4.00 credits**

An introduction to digital design concepts including: number systems, Boolean algebra fundamentals, Karnaugh maps, gates, flip-flops, shift registers, memories, etc.; basic engineering aspects of computer architecture; introduction to hardware description languages and imbedded systems.

CS111 **Visual Basic Programming** **COURSE TRANSFER** **3.00 credits**

Programming in Visual Basic focusing on structured, procedural, and object-oriented techniques, event-driven design, and application development including user interface, error handling, and data processing.

CS121L **Programming Language Lab** **1.00 credits**

Reinforce computer programming techniques previously covered through the use of a new programming language. Languages rotate from semester to semester to further the understanding and application of programming.
Prerequisites: CS111 Visual Basic Programming, or CS200 Problem Solving and Programming.

CS200 **Problem Solving and Programming** **COURSE TRANSFER** **4.00 credits**

An exploration of algorithm design principles and their application in procedural programming, focusing on state, control structures, functions, and modularity. Topics include patterns of conditional and iterative control structures, program testing techniques, and an introduction to data structures, classes, and objects. Students will engage in programming projects that emphasize problem analysis, solution design, and the development of well-structured programs.
Prerequisites: MA106 College Algebra, or Departmental Consent, and CS111 Visual Basic Programming.

CS203 **Discrete Structures** **3.00 credits**

This course will cover the techniques used in problem solving and mathematical reasoning. Students will learn the framework for basic programming algorithms, and the roles discrete objects play in basic computations required in logical programming practices.
Prerequisites: MA106 College Algebra with a grade of C or higher.

CS206 **Data Structures and Algorithms** **3.00 credits**

A study of common data and program structures together with associated algorithms. Topics include interfaces, and introduction of the concept of data abstraction and information hiding, design patterns, arrays, stacks, queues, lists, trees, heaps, hash tables, recursion, binary search, and tree traversals. Experience with both use and implementation of these structures and algorithms using a modern programming language. Discussion of tradeoffs involving performance and software maintainability.
Prerequisites: CS200 Problem Solving and Programming.

Computer Support Specialist

IS100	Cybersecurity Application	3.00 credits
<p>Investigate the threats, vulnerabilities and risks in the cyber environment. Implement multiple cybersecurity technologies, processes, and procedures. Develop appropriate strategies to mitigate potential cybersecurity problems.</p>		
IS103	Microcomputer Literacy	2.00 credits
<p>Study of microcomputer including word processing, spreadsheets, database, necessary hardware concepts and terminology.</p>		
IS104	Microcomputer Applications	3.00 credits
<p>COURSE TRANSFER</p> <p>Microcomputers and various software applications; hardware and software selection, integration, and implementation; fundamentals of operating systems, word processing, spreadsheets, databases, and computer problem solving.</p>		
IS105	Advanced Microcomputer Applications	3.00 credits
<p>Extension of basic knowledge of microcomputers and various software applications and operating systems using advanced features of word processing, spreadsheets, database, and presentation graphics to properly solve real world problems. <i>Prerequisites: IS104 Microcomputer Applications.</i></p>		
IS108	Word Processing I	1.00 credits
<p>Word processing skills including basic formatting features, editing methods, managing and maintaining documents and basic enhancement of documents.</p>		
IS109	Word Processing II	1.00 credits
<p>Word processing skills that include how to add visual appeal; mail merge, tables and columns; enhance presentation of text with charts; use macros; create and apply styles. <i>Prerequisites: IS108 Word Processing I.</i></p>		
IS110	Spreadsheets I	1.00 credits
<p>Use of spreadsheet software to demonstrate competencies in using formatting techniques, features and functions with hands-on experience; managing financial statements; working with formulas and functions; developing professional-looking worksheets; charting and graphic capabilities.</p>		
IS111	Spreadsheets II	1.00 credits
<p>Continuation of IS110 Spreadsheets I with use of advanced features of spreadsheets, lists and PivotTables, managing and auditing multiple worksheets and workbooks, collaborating with workgroups and creating and editing macros. <i>Prerequisites: IS110 Spreadsheets I with a grade of C or better.</i></p>		
IS113	Desktop Publishing	3.00 credits
<p>Basic tools in desktop publishing software to create layouts for print publications and interactive documents such as stationery sets, flyer, brochure and booklet designs.</p>		
IS116	Spreadsheets III	1.00 credits
<p>Continuation of IS111 Spreadsheets II with use of advanced features of spreadsheets application using projects and importing and exporting data. <i>Prerequisites: IS111 Spreadsheets II.</i></p>		
IS120	Vector Graphics	3.00 credits

Creating vector art files for projects such as logo and t-shirt design using the tools and options available in the Adobe Illustrator program.

IS135 **Essentials of Web Interaction** **2.00 credits**

Principles of effective web interaction to create and maintain an effective web presence. This includes exploration of the primary design elements of proximity, alignment, repetition, and contract, in addition to the impact of color, images, page layout and typography on an intended audience. Web terminology and structure are explored as are web driven interactions such as blogs and social media.

IS137 **Website Ethics and Security** **3.00 credits**

Study of ethical, legal and security issues as they relate to the web including copyright laws/fair use, cyber ethics, moral responsibilities of the web designer, web privacy, censorship, web accessibility laws, spam, virus protection and internet attacks.

IS148 **CompTIA A+ Core 1** **3.00 credits**

Fundamentals of IT (Information Technology) supports skills in hardware, networking, mobile devices, virtualization and cloud computing, hardware and network troubleshooting, and operating systems.

IS149 **CompTIA A+ Core 2** **3.00 credits**

Advanced IT (Information Technology) supports skills in operating system configurations, security, software troubleshooting, and operational procedures.

Prerequisites: IS148 CompTIA A+ Core 1 with grade of C or better.

IS160 **Cloud Computing** **3.00 credits**

Application of cloud networking, storage, maintenance, and security in a vendor-independent computing environment. Experience in entirely virtualized software-defined environments.

Prerequisites: IS182 Cisco CCNA I/Networking I, or Departmental Consent.

IS182 **Cisco CCNA I/Networking I** **3.00 credits**

Connection of architectures, models, protocols, and networking elements that connect users, devices, applications and data through the Internet and across modern computer networks-including IP addressing and Ethernet fundamentals. Build simple local area networks (LANs) that integrate IP addressing schemes, foundational network security, and perform basic configurations for routers and switches.

IS183 **Cisco CCNA II** **3.00 credits**

Concepts of switching technologies and router operations that support small-to-medium business networks and includes wireless local area networks (WLANs) and security. Involves key switching and routing concepts as well as performing basic network configuration and troubleshooting, identifying and mitigating LAN security threats, and configuring and securing a basic WLAN.

Prerequisites: IS182 Cisco CCNA I/Networking I.

IS184 **Cisco CCNA III** **3.00 credits**

Network architecture considerations related to designing, securing, operating, and troubleshooting enterprise networks. Wide area network (WAN) technologies and quality of service (QoS) mechanisms used for secure remote access along with the introduction of software-defined networking, virtualization, and automation concepts that support the digitalization of networks. Configuration and troubleshooting of enterprise networks while building skills to identify and protect against cybersecurity threats. Introduction to network management tools and key concepts of software-defined networking, including controller-based architectures and how application programming interfaces (APIs) enable network automation.

Prerequisites: IS183 Cisco CCNA II.

IS201 **Database I** **1.00 credits**

Introduction to relational database concepts and terminology; basic database skills including creating, using and modifying tables, queries, forms and reports.

IS202	Database II	1.00 credits
<p>Advanced database skills including importing and exporting; creating advanced queries, forms, reports, data access pages and macros; managing the database.</p> <p><i>Prerequisites: IS201 Database I with a grade of C or better.</i></p>		
IS210	Computer Internship I	3.00 credits
<p>On-the-job training offered in conjunction with the Computer Support Specialist program.</p> <p><i>Prerequisites: Departmental Consent, and a GPA of 2.5 or higher, and IS149 CompTIA A+ Core 2.</i></p>		
IS211	Computer Support Internship II	3.00 credits
<p>On-the-job training offered in conjunction with the Computer Support Specialist program.</p> <p><i>Prerequisites: IS210 Computer Internship I.</i></p>		
IS215	Web Development Platform	3.00 credits
<p>Explore the dynamic world of web development with PHP and MySQL. An introduction to server-side scripting using PHP and the powerful database management capabilities of MySQL. Through hands-on exercises and projects, create dynamic, interactive web applications that can handle user input, manipulate data, and respond dynamically to user interactions. Learn skills to build robust web applications that leverage the synergy between PHP and MySQL, setting you on the path to becoming a proficient web developer.</p> <p><i>Prerequisites: IS228 Data Base Structures, or Departmental Consent.</i></p>		
IS224	Networking II	3.00 credits
<p>Extensive coverage of common LAN, WAN schema with emphasis on development of Technology Plan for small business networks with procedures for installation, maintenance and support with in-depth, hands-on application.</p> <p><i>Prerequisites: IS182 Cisco CCNA I/Networking I.</i></p>		
IS225	Website Coding	2.00 credits
<p>Explore the use of HTML and CSS in basic website design and development, according to best practices, by way of coding with a text-based editor without the assistance of graphical user interfaces. This includes developing skills for troubleshooting.</p> <p><i>Prerequisites: IS135 Essentials of Web Interaction, or Departmental Consent.</i></p>		
IS228	Database Structures	3.00 credits
<p>This course includes fundamentals of database architecture and database systems. Principles and methodologies of database design, and techniques for database application development will be covered using Standard Query Language (SQL). Prerequisites: IS226 Website Management</p>		
IS235	Elements of Linux	3.00 credits
<p>Installing, configuring, administrating and troubleshooting the Linux operating system in a vendor neutral environment; a hybrid between survey and practicum with attention given to basic commands of the Linux operating system in addition to file, device and directory management; exposure to networking and system services as well as in-depth understanding of the structural organization of the file system.</p>		
IS237	Server Operating Systems and Virtualization	3.00 credits
<p>Comprehensive study of server operating systems and virtualization, with a primary focus on Windows Server, Linux Server, and virtual hypervisors. Students will define the installation, configuration, management, and troubleshooting of server environments within virtualized contexts. Emphasis will be on industry best practices, server deployment, resource allocation, and the use of virtualization technology to optimize performance and scalability across server platforms.</p> <p><i>Prerequisites: IS235 Elements of Linux, or Departmental Consent, and IS182 Cisco CCNA I/Networking I.</i></p>		
IS240	Fundamentals of Network Security	3.00 credits

CO100	Cosmetology I	3.00 credits
	Theory and practice of cosmetology including hair design, styling, and technique/tool decisions to achieve desired outcomes.	
CO102	Cosmetology II	1.00 credits
	Hair removal techniques including different types of waxing and appropriate use of each variety, hair growth patterns, and proper sanitation. Comparison of men's and women's haircutting services, including clipper knowledge and sanitation as well as basic men's forms used in haircutting. <i>Prerequisites: CO100 Cosmetology I.</i>	
CO110	Haircutting	3.50 credits
	Fundamentals of haircutting with four basic forms: solid, graduated, increased layer, and uniform layer cuts. Proper practices for sectioning of hair for each haircut, use and care of tools, and cutting of four basic forms.	
CO111	Trichology & Shampoo Techniques	1.00 credits
	Theory and practice of cosmetology including trichology, shampooing, and scalp treatments. Methods to identify different scalp disorders, sanitize and drape clients for different services, and perform a relaxing scalp massage on clients.	
CO120	Hair Coloring	3.50 credits
	Evaluation and application of all elements of hair coloring, including slicing and weaving highlighting techniques, virgin lightener, and color applications, the difference between demi-permanent and permanent hair colors, when and how to use toners and fillers, and when to use specific techniques based on client needs and wants.	
CO121	Chemistry & Chemical Texturizing	1.50 credits
	Theory and practice of the science of cosmetology, chemical texturizing, and permanent waving.	
CO125	Modern Hair Trends	2.00 credits
	New trends and techniques in hair design. Demonstration of latest cutting, coloring, and styling applications. Main focus includes new ombre, balayage, and foiling techniques. Mixing of four basic forms of haircutting to create combination cuts including bobs, long bobs, and freehand layering. Exhibit creativity in color formulas, applications, and haircuts.	
CO126	Salon Success	1.00 credits
	Successful salon operation with consideration of client relations, communication, and satisfaction, including classroom integration, preparation for work on the clinic floor, and importance of building relationships with clients and coworkers.	
CO160	Salon Services and Operations	1.00 credits
	Theory and practice of cosmetology, including professionalism, salon ecology, and the salon as a business. Short- and long-term goal planning and steps for first years upon program completion. Examination of different types of bacteria and viruses as well as disease-spread prevention methods in salons.	
CO161	Salon Service Techniques	2.00 credits
	Study of nails and practice of manicuring and pedicuring with classroom and clinic experience. Identification of different nail diseases and conditions. Practice with safe and sanitary manicure and pedicure procedures.	
CO170	Kansas Laws, Licensing, and Ethics	1.50 credits
	Theory and practice of compliance with Kansas laws related to cosmetology and infection-control procedures, licensing, and salon operation.	
CO180	Clinical Experience Foundations	3.00 credits

Hands-on experience in conducting salon business including caring for hair, interacting with clientele, and practicing lab techniques in a live setting.

Prerequisites: CO102 Cosmetology II.

CO181 Clinical Operations 3.00 credits

Practice of cosmetology skills including haircutting, waxing, and other techniques in a live clinic floor setting while demonstrating progress in an ideal client experience.

Prerequisites: CO180 Clinical Experience Foundations.

CO183 Clinical Experience Precision 2.50 credits

Management of the salon experience through administration of proper procedures in reception, consultation, salesmanship, and application.

Prerequisites: CO180 Clinical Experience Foundations.

CO200 Cosmetology III 2.00 credits

Theory and practice of cosmetology including hair anatomy and physiology, skin care, facials, and makeup application. Safe electrical practices in salons and use of electricity in facials. Demonstration of proper facial procedures and product use to meet client skincare needs.

Prerequisites: CO102 Cosmetology II.

CO211 Men's and Women's Hair Design 0.50 credits

Hands-on experience with advanced methods in hair services, including haircuts varying in length as well as beard trimming and shaping practices.

Prerequisites: CO102 Cosmetology II.

CO265 Wigs and Long Hair Design 2.50 credits

Cosmetology practices for wigs, hair additions, and long hair design, including application of various styles as well as care and uses of wigs and other hair additions. Demonstration of proper braiding, formal hairstyles, and fillers/additives used in up-dos.

CO266 Advanced Cosmetology Services 1.00 credits

Theory and practice of hair texturing with perms, wraps, and relaxers, including the application of different types of chemicals, their effects on the hair, and methods for maintaining hair after a relaxer service.

Prerequisites: CO121 Chemistry & Chemical Texturizing.

CO275 Advanced Nails 0.50 credits

Classroom and clinical experience in nail enhancements and creative use of nail art. Practice using acrylic and gel products on nails in a safe and sanitary manner. Study methods to complete the acrylic nail portion of the licensing practical exam.

Prerequisites: CO161 Salon Service Techniques.

CO276 Cosmetology IV 0.50 credits

Culminating review for Kansas Board of Cosmetology licensing examination, including preparation for both written and practical portions through recommended study methods and mock demonstrations.

Prerequisites: CO265 Wigs and Long Hair Design.

CO280 Client Services 2.50 credits

Experience delivering cosmetology services with focus on increased accuracy, safety, assessment, customer service, and satisfaction.

Prerequisites: CO181 Clinical Operations, and CO183 Clinical Experience Precision.

CO281 Salon Clinical Experience 3.00 credits

Refinement of customer service, goal setting, and client retention to support accuracy, time, and precision in salon services.

Prerequisites: CO280 Client Services.

CO283 **Complete Cosmetology Operations** **3.00 credits**

Culmination of customer service, client consultations, and applications for salon business success.

Prerequisites: CO280 Client Services.

CO290 **Cosmetology Teaching Skills and Methodology** **4.00 credits**

Employ instruction methods, learning motivation, classroom management, materials use, assessment techniques and evaluation for the ideal learning environment to become a professional cosmetology instructor. Kansas Board of Cosmetology required instructor licensure content is covered in this curriculum.

Prerequisites: Departmental Consent.

CO292 **Cosmetology Teaching Practicum I** **3.50 credits**

Hands-on experience shadowing in a classroom and salon floor; participating in classroom observations, demonstrations, and assessments.

Prerequisites: CO290 Cosmetology Teaching Skills and Methodology, and Departmental Consent.

CO295 **Cosmetology Teaching Practicum II** **4.50 credits**

Practical application of teaching theory and practices, including preparation, learning motivation, methods, management, teaching materials, and assessment of the cosmetology learning environment. Teaching in both classroom and clinic floor settings.

Prerequisites: CO290 Cosmetology Teaching Skills and Methodology, and Departmental Consent.

Criminal Justice

LE101 **Introduction to Criminal Justice** **COURSE** ▶ **TRANSFER** **3.00 credits**

The historical development and the internal and external issues of the various components of the criminal justice system including police, corrections and the courts and how these interrelated components result in the administration of justice today.

LE102 **Criminology** **3.00 credits**

Theories of causation of crime and their relationship to social structure and culture.

LE104 **Agency Administration** **3.00 credits**

Conducts a practical analysis of modern administration theory and supervisory, management principles and their application to the unique operating problems of criminal justice organizations.

LE107 **Criminal Justice Interview and Report Writing** **3.00 credits**

Focuses on the unique types of writing required in a criminal justice career. Students are required to gather pertinent information and then record that information by writing a variety of report narratives representative of those prepared by individuals working in a profession within the criminal justice system.

LE111 **Professional Responsibility in Criminal Justice** **3.00 credits**

Explores the major components involved in the study of ethics, particularly as it applies to the field of criminal justice. Focus is placed on the code of conduct and ethics of the criminal justice profession and the standards held to in their professional role. The aim of the course is to produce professionals who are not only critical thinkers, but who have the skills necessary to pursue sound ethics in their day-to-day decisions and activities.

LE115 **Juvenile Delinquency and Justice** **3.00 credits**

Examines the historical precedents and philosophical reasons for treating juveniles differently from adults. Reviews empirical evidence about child development that can illuminate the reasons for their special status within the system. It will study the major theories that have been proposed as explanations of delinquent behavior. The course will also provide a detailed overview of the juvenile justice system, from its beginnings to the current state of the institution.

LE116 Law Enforcement Operations and Procedures 3.00 credits

Examines the role of police in society and the application of key concepts to policing scenarios. Students identify, discuss and assess critical police practices and processes to include deployment, arrest procedures, search strategies and other operational considerations.

LE117 Law Enforcement Operations & Procedures Lab 1.00 credits

Law enforcement application and integration through simulated reality-based scenarios involving the criminal justice system and agencies.

LE118 Law Enforcement Wellness 1.00 credits

Exploration of the four pillars of personal wellness: physical, mental, emotional, and spiritual. Development of self-care tools needed with emphasis on changes a person experiences and unique stress of a law enforcement career.

LE120 KLETC or Appropriate Law Enforcement Academy Trng. 12.00 credits

This course meets the needs of the Criminal Justice alignment project and serves as the equivalency to the 560-hour basic law enforcement training curriculum, approved by the Kansas Commission on Peace Officers' Standards and Training and the Director of the Kansas Law Enforcement Training center or other equivalent law enforcement certification agencies.

LE121 Firearms Safety and Marksmanship 1.00 credits

Function and components of common types of firearms and ammunition. Federal and state law regarding ownership, possession of firearms, laws, and responsibilities of using deadly force. Firearms specific instruction in gun safety rules for field stripping, cleaning, and proper shooting techniques.

Prerequisites: Departmental Consent.

LE122 Firearms I 1.00 credits

Practical application of legal, procedural and ethical actions during scenarios involving use of force situations.

LE130 Police Science Orientation 1.00 credits

Experiences designed to provide insight into the police science professional through in-class discussions, assignments/exercises, and guest speakers

LE201 Introduction to Corrections 3.00 credits

Introductory study of the field of corrections; correctional process of probation, institutions, and parole; survey of correction careers and correction theories.

LE205 Criminal Law COURSE TRANSFER 3.00 credits

History, scope and nature of law; parties to a crime; classification of offenses; criminal acts and intent; the capacity to commit crime; and criminal defenses; elements of misdemeanor and felony crimes.

LE206 Criminal Procedures 3.00 credits

Introduces basic court system procedures and the jurisdiction of the courts. It also focuses on the constitutional and other legal requirements that affect law enforcement practices and procedures. Specific topics include confessions and interrogations, identification procedures, arrest, search and seizure, and admissibility of evidence.

LE207	Criminal Investigation	3.00 credits
<p>Explores issues including the effective interview and interrogation techniques, crime scene management and lab processes, crime scene documentation methods, case preparation and court presentation.</p>		
LE209	Investigating a Homicide	1.00 credits
<p>A simulation homicide case involving a step-by-step investigation needed to solve the crime. <i>Prerequisites: LE207 Criminal Investigation.</i></p>		
LE210	Police Science Internship	2.00 credits
<p>Law enforcement administration observation and supervised tasks related to operation at a criminal justice agency.</p>		
LE217	Police Science Capstone	1.00 credits
<p>Application and integration of previous program course material through simulated reality-based scenarios involving criminal justice system and agencies.</p>		

Digital Animation

AN101	Digital Animation I	3.00 credits
<p>3D tools for film, game, and architectural development using construction, painting, and animation of 3D objects, characters, and cameras inside a 3D environment.</p>		
AN103	Storyboard Techniques	3.00 credits
<p>The graphical representation of storytelling based upon the organization, layout, content, theme, action, and timing of conceptual designs for multimedia projects.</p>		
AN105	Visual Effects and Compositing	3.00 credits
<p>Using animations, film footage, digital images, graphics, text, audio (music) and special effects to create a video composition.</p>		
AN202	Digital Animation II	3.00 credits
<p>Advanced processes of creating model geometry, materials, lighting, particle systems, wiring parameters, bone systems, inverse kinematics rigs, and character animations. <i>Prerequisites: AN101 Digital Animation I.</i></p>		
AN204	Character Animation	3.00 credits
<p>The creation of three dimensional characters using various digital modeling techniques. Included are rigging, skinning and animation techniques. <i>Prerequisites: AN101 Digital Animation I.</i></p>		
AN210	Stop Motion Animation	1.00 credits
<p>Animation that deals with physically manipulating objects and capturing frames using photography. This class will cover animating stop motion characters, props, and creating sets. Students will use a mix of physical assets, video editing and VFX to create the final rendered animations. <i>Prerequisites: AN101 Digital Animation I, or MP112 Studio and Field Production.</i></p>		
AN220	Game Concept Design	3.00 credits
<p>Create a design document and concept art for game environments and characters while exploring elements of level design and world building through creation of a basic game level. <i>Prerequisites: AN202 Digital Animation II.</i></p>		

AN222 **Animation Portfolio Capstone** **3.00 credits**

Knowledge and skills to create audience driven 3D animation for assembly into a professional portfolio and demo reel.
Prerequisites: AN220 Game Concept Design, or Departmental Consent, and AN204 Character Animation.

Drama-Theatre

TH114 **Introduction to Theatrical Design** **3.00 credits**

An exploration of the four areas of stage design-sets, lights, costumes, and sound-including examination of relevant history and technology in these areas. Emphasis is placed on the design process and design development.

TH115 **Theatre Appreciation** **COURSE > TRANSFER** **3.00 credits**

A study of the background of the theatre including, but not limited to, a historical overview of the theatre, selected play script readings from historical periods, surveys of playwrights and their times and critical analyses of play scripts read.

TH116 **Acting I** **COURSE > TRANSFER** **3.00 credits**

For the beginning actor, using physical and vocal exercises, improvisation, study of acting methods and theories, and selected roles and scenes; techniques for relaxation, total concentration, dedication and research for role analysis; critical analysis of the genre of theatre stressed.

TH118 **Stagecraft** **COURSE > TRANSFER** **3.00 credits**

Construction of technical aspects of departmental theatre productions, including design considerations of properties, sound, scenery, lighting, special effects and stage management with emphasis on practical results through crew work on the public performances of each production.

TH119 **Stage Makeup** **3.00 credits**

Study and practice of the basic application of stage makeup including character analysis, anatomy, materials and special makeup techniques and problems.

TH121 **Acting II** **COURSE > TRANSFER** **3.00 credits**

A continued development of methods and techniques begun in TH116 Acting I with emphasis placed on script analysis and scene preparation, acting styles from period plays and contemporary vocal and movement techniques.

Prerequisites: TH116 Acting I with a grade of C or better.

TH122 **Voice and Diction** **COURSE > TRANSFER** **3.00 credits**

Improving the speaking voice by gaining control over articulation and pronunciation; anatomy of speaking mechanism, the International Phonetic Alphabet and nuances of regional or foreign accents and dialects; performance-oriented but practical for non-performing students who wish to improve their speaking abilities.

TH123 **Theatre Practicum I** **COURSE > TRANSFER** **1.00 credits**

Participation in main stage theatre productions with crew lead responsibilities.

TH126 **Theatre Performance I** **1.00 credits**

Performance in main stage theatre productions during the school year.

TH127 **Theatre Performance II** **1.00 credits**

A continuation of TH126, performance in main stage theatre productions during the school year.

Prerequisites: TH126 Theatre Performance I.

TH128	Theatre Performance III		1.00 credits
<p>A continuation of TH127, performance in main stage theatre productions during the school year. <i>Prerequisites: TH127 Theatre Performance II.</i></p>			
TH129	Theatre Performance IV		1.00 credits
<p>A continuation of TH128, performance in main stage theatre productions during the school year. <i>Prerequisites: TH128 Theatre Performance III.</i></p>			
TH130	Costume Design and Construction		3.00 credits
<p>The role of the Costume Designer in the production process including script analysis, application of design elements and principles to the design of theatrical costumes and the study and research of fashion history.</p>			
TH132	Theatre Practicum II	COURSE ▶ TRANSFER	1.00 credits
<p>A continuation of TH123, participation in main stage theatre productions with crew lead responsibilities. <i>Prerequisites: TH123 Theatre Practicum I.</i></p>			
TH133	Theatre Practicum III	COURSE ▶ TRANSFER	1.00 credits
<p>A continuation of TH132, participation in main stage theatre productions with crew lead responsibilities. <i>Prerequisites: TH132 Theatre Practicum II.</i></p>			
TH134	Theatre Practicum IV	COURSE ▶ TRANSFER	1.00 credits
<p>A continuation of TH133, participation in main stage theatre productions with crew lead responsibilities. <i>Prerequisites: TH133 Theatre Practicum III.</i></p>			
TH201	Stage/Television Lighting		3.00 credits
<p>Elements of lighting design for theater and/or television/film/video applications, theatrical lighting equipment, control systems and creation of corresponding technical schedules and drawings necessary for design and control.</p>			
TH250	Theatre Capstone		2.00 credits
<p>Conceptual and technical culmination of the Associate of Fine Arts. Integration of previous theatre course material through creation of project and portfolio.</p>			

Early Childhood Education

CC101	Introduction to Early Childhood Education	COURSE ▶ TRANSFER	3.00 credits
<p>Introduction to the field of early childhood education with emphasis on historical perspectives, overview of child development, NAEYC ethics and standards, and environment and curriculum planning.</p>			
CC102	Creative Activities I		2.00 credits
<p>Activities that stimulate learning including art, science, pre-number concepts, dramatic play, language, fine and gross motor skills.</p>			
CC104	Nutrition, Health, and Safety		3.00 credits
<p>Basic factors which affect the health, safety and nutrition of young children. Current state regulations and national standards will be examined.</p>			
CC105	Infant and Toddler Development	COURSE ▶ TRANSFER	3.00 credits
<p>Behaviors and growth patterns particular to children.</p>			

CC110 **Observation & Assessment of Young Children** **3.00 credits**

A study of the role of observation to assess and monitor the development of children aged birth to five, as well as learn appropriate techniques for interacting with young children.

CC201 **Child Care Lab I** **4.00 credits**

Supervised lab experiences involving the assistance in an ongoing curriculum for preschoolers. One hour lecture and nine hours lab experience per week. Background validation required.

CC202 **Child Care Lab II** **4.00 credits**

Supervised lab experiences involving planning, teaching, supervising and evaluating preschool activities. One hour lecture and nine hours lab experience per week. Background validation required.

CC204 **Child Care Center Administration** **3.00 credits**

Management skills and responsibilities associated with the administration of a child care center.

CC206 **Building Family and Community Relations** **3.00 credits**

This course is designed for teachers of young children. Special emphasis is given to creating respectful, reciprocal relationships that support and empower families, and involve families in the child's development and learning. Topics covered include the history of child-rearing methods, types of families, parenting styles and strategies, parent fears and concerns, purposes of child behavior, community support systems, and effective communication techniques.

CC207 **Teaching Young Children with Special Needs** **3.00 credits**

An overview of the guiding philosophies in working with children with disabilities and their families to provide interventions and support. This class will provide students in the early childhood education program knowledge of special needs children in the areas of development, health, genetics, assessment and effects of environments.

CC212 **Creative Experiences** **3.00 credits**

Construct and maintain an environment for young children that fosters aesthetic sensitivity and creativity. Creative activities will include visual arts, dance, music, and dramatic play.

Economics

EC100 **Macroeconomics** COURSE ▶ TRANSFER **3.00 credits**

Fundamental macroeconomic ideas including incentives, opportunity cost, supply and demand, macroeconomic indicators, aggregate economy, and fiscal and monetary policies.

EC101 **Microeconomics** COURSE ▶ TRANSFER **3.00 credits**

Fundamental microeconomic ideas including incentives, opportunity cost, supply and demand, elasticity, market structures, profit-maximizing output, market failures, consumer choice, and behavioral economics.

Education

ED105 **Success Seminar/College Orientation** **1.00 credits**

Experiences designed to help with the transition into college life; exploration of essential techniques for success as a college student.

ED105H **Honors Success Seminar/College Orientation** **1.00 credits**

Experiences designed to help with the transition into college life; exploration of essential techniques for success as a college student.

ED110	Career Decision Making		1.00 credits
	Development of awareness of interest, abilities, values and resources one uses in making career decisions.		
ED115	College Orientation and Career Exploration		2.00 credits
	An introduction to college success strategies including college-level study skill techniques, goal setting, and healthy lifestyles as well as identification of one's interests, values, skills and personality to assist in making career choices.		
ED126	Psychology of Happiness		2.00 credits
	Historical and cultural exploration of the concept of happiness and field of positive psychology through analysis of scientific research. Examination of practices including gratitude, showing kindness to others, mindfulness, and acts of altruism.		
ED201	Introduction to Education	COURSE ▶ TRANSFER	3.00 credits
	Examination of professional education for students considering a career in teaching including diversity, curriculum, effective teaching practices, history and philosophy of education, legal and ethical issues, governance and finance issues. <i>Prerequisites: a GPA of 2.5 or higher, and PS100 General Psychology.</i>		
ED201H	Honors Introduction to Education	COURSE ▶ TRANSFER	3.00 credits
	Examination of professional education for students considering a career in teaching including diversity, curriculum, effective teaching practices, history and philosophy of education, legal and ethical issues, governance and finance issues. <i>Prerequisites: a GPA of 2.5 or higher.</i>		
ED201L	Introduction to Education Practicum	COURSE ▶ TRANSFER	1.00 credits
	Practical experience observing and working as a student aide in a public school classroom using skills and theories addressed in ED201 Introduction to Education; development of a general understanding of the teaching profession through observation and practice which will provide a foundation for subsequent courses in education, and a career in education. <i>Prerequisites: a GPA of 2.5 or higher, and PS100 General Psychology.</i>		
ED205	Educating Exceptional Students	COURSE ▶ TRANSFER	3.00 credits
	Introduction to exceptional students with various special needs. The course examines public laws and mandates governing accessibility, identification, and placement; major historical influences in special education; classroom challenges; instructional strategies and available resources that will benefit regular classroom teachers. <i>Prerequisites: ED201 Introduction to Education with a grade of C or higher.</i>		
ED206	Technology for Teachers	COURSE ▶ TRANSFER	3.00 credits
	Current educational technologies and effective strategies for integrating technology in the classroom. Explore and demonstrate how educational technology can support teaching and learning and enhance personal and professional productivity in the 21st Century.		
ED207	Elementary School PE & Health	COURSE ▶ TRANSFER	3.00 credits
	Understand the importance and the content of a developmentally appropriate physical education program and a comprehensive health education program.		
ED218H	Honors Directed Studies		1.00 credits
	Directed study in specialized areas of study under the supervision of a faculty mentor.		

Electrical Apprenticeship

EE115	National Electrical Code I		4.00 credits
	An introductory course on the use of and interpretation of the current national electrical code (NEC chapters 1-4).		

EE116	Electrical Fundamentals	4.00 credits
	Concepts of voltage, current, resistance, electrical hazards, parallel circuits and series circuits.	
EE117	Conduit Fabrication	1.00 credits
	Principles of different conduit types, how to calculate bends, and how to perform various conduit bends.	
EE125	Residential Wiring I	4.00 credits
	An introductory course on residential wiring methods that includes practical applications and hands on experience in implementing code requirements.	
EE126	NEC Codeology	1.00 credits
	Navigation of structure and organization of National Electrical Code codebook chapters and tables.	
EE127	AC/DC Circuits I	4.00 credits
	AC/DC Circuits address the basics of direct and alternating current circuits.	
EE128	Arc Flash Safety	1.00 credits
	Principles of NFPA 70E Arc Flash Safety, including hazard identification, proper Personal Protective Equipment, and Arc Flash boundaries.	
EE135	National Electrical Code II	4.00 credits
	A continuation of the National Electrical Code I course on the use and interpretation of the current national electric code (NEC Chapters 5-9).	
EE136	Rigging	1.00 credits
	Placement of rigging equipment for a load to be lifted, types of rigging hardware, and techniques for signaling.	
EE137	Commercial Wiring	4.00 credits
	An introductory course on commercial wiring methods that includes practical applications and hands-on experience in implementing code requirements.	
EE138	Blueprints	1.00 credits
	Use and application of construction blueprints utilized by electricians.	
EE245	National Electrical Code III	4.00 credits
	Advance use and interpretation of current national electric code for special use situations. Use and application of the NEC tables.	
EE246	Electric Motors	1.00 credits
	Various types and functions of electric motors and their components.	
EE247	Print Reading	2.00 credits
	Students learn to read specification manuals and prints as applied to residential, commercial, and industrial buildings.	
EE248	Motor Controls I	2.00 credits
	Principles of Ladder Logic and the function of motor control components, contacts, and starters.	

Essentials of composition. Emphasis is placed on practice in writing expository paragraphs and themes and in using the techniques of research. Selected readings for models and criticism are used. In addition to the content of EN101, individual assistance is also given in areas of need.

Prerequisites: EN098 Intro to College Writing with a grade of C or higher, or Accuplacer Next Generation Writing Score of 240 to 254, or HS GPA over 2.25, or ACT English Score of 17 to 19.

EN101 **English Composition IA** **COURSE ▶ TRANSFER** **3.00 credits**

Completion of Composition 1A allows students to develop and structure writing that meets academic standards using conventions of composition with an emphasis on development, editing, peer collaboration, and responsible communication. Course covers instruction in research, documentation, and ethical integration of research. Selected readings for models and criticism are used.

Prerequisites: HS GPA over 3.0, or Accu NG Writing Score 255+ & Accu NG Reading Score 255+, and ACT Reading Score of 18 or above, or ACT English Score of 18 or above.

EN102 **English Composition II** **COURSE ▶ TRANSFER** **3.00 credits**

Composition II develops critical reading and writing skills through the exploration of literary texts in thematic units, with an emphasis on research, documentation, and rhetoric by drafting arguments appropriate for target audiences.

Prerequisites: EN101 English Composition IA with a grade of C or higher, or EN101H English Comp IA with a grade of C or higher, or EN100 English Comp IB with a grade of C or higher.

EN107 **Business English Grammar & Composition** **3.00 credits**

Build language confidence in standard English through greater fluency and accuracy using principles of grammar and mechanics of writing such as punctuation, spelling, capitalization, and sentence structure. Analyze and practice sentence construction using business-related vocabulary. Develop proofreading and editing skills. Compose effective sentences applicable to technical and business writing. Incorporate APA documentation style in research writing. This course is recommended for business and career technical education students who need more experience in business English prior to their work experience. This course does not meet English requirements for the Associate of Arts degree or Associate of Science degree.

EN108 **Career and Technical Writing** **3.00 credits**

Exploring career and professional writing through a variety of techniques, including organization and revision to produce clear communication for the professional setting.

EN120 **Children's Literature** **COURSE ▶ TRANSFER** **3.00 credits**

Exploration of the historical development and literary genres of children's literature, including analysis of themes, styles, and cultural.

EN121 **World Mythology** **3.00 credits**

The mythology of world cultures with emphasis on the Greek and Roman cultures, focusing on mythology as a shaper of human responses to the universe and as the expression in symbols and images of the most basic level of the human psyche. Course does not satisfy the English Requirement for graduation. It does satisfy the humanities requirement.

Prerequisites: EN101 English Composition IA with a grade of C or higher, or EN100 English Comp IB with a grade of C or higher.

EN128 **Introduction to Creative Writing** **COURSE ▶ TRANSFER** **3.00 credits**

Understanding and explanation of elements of the writer's craft in prose and poetry.

EN201 **Introduction to Literature** **COURSE ▶ TRANSFER** **3.00 credits**

Apply techniques of scholarly inquiry to the major literary genres, giving students a deeper understanding of literature's features, reader/writer interactions, and meanings in order to foster an awareness of how literature reflects complex and diverse human experiences.

Prerequisites: EN100 English Comp IB with a grade of C or higher, or EN101 English Composition IA with a grade of C or higher.

EN202 **British Literature I** **3.00 credits**

Building materials, their physical properties and reactions to fire; building configurations and their applicability to specific hazardous industrial operations.

FS103	Introduction to Professional Firefighting	3.00 credits
History and philosophy of fire protection; review of statistics of loss of life and property by fire; introduction to agencies involved in fire protection; current legislative developments and career orientation; current related problems; review of expanding future fire protection.		
FS105	Fire Attack	1.00 credits
Fire fighting tactics and strategies for attacking fires in both residential and commercial structures.		
FS107	Basic Confined Space Rescue I	1.50 credits
Rescue of and/or rescue support to a victim in a confined space; skills and attitudes necessary to perform basic confined-space rescue operations and building skills for subsequent courses. This course follows the guidelines in NFPA 1006-Technical Rescuer Professional Qualifications Chapter 7.1. <i>Prerequisites: FS108 Rope Rescue I, or Departmental Consent.</i>		
FS108	Rope Rescue I	1.50 credits
Basic rescue operations utilizing ropes, hardware and related equipment. This course follows the guidelines of NFPA 1006-Technical Rescuer Professional Qualifications, Chapter 6.1.		
FS109	Rope Rescue II	1.50 credits
Advanced rescue techniques using hoisting systems, stokes, traversing and ascending techniques and adverse conditions rescue. This course follows the guidelines in NFPA 1006-Technical Rescuer Professional Qualifications, Chapter 6.2. <i>Prerequisites: FS108 Rope Rescue I, or Departmental Consent.</i>		
FS110	Firefighter I	5.00 credits
Course leading to Firefighter I certification, including emergency medical care, fire behavior, firefighting equipment, fireground operations and rescue and safety procedures.		
FS113	Firefighter II	4.00 credits
A follow-up course to FS110 Firefighter I, leading to a Firefighter II certification, including fire behavior, firefighting equipment, rescue and safety procedures, fire department operations and management and emergency medical care.		
FS120	Wildland Firefighter Type II	3.00 credits
Required training for all personnel prior to certification as a Wildland Firefighter Type 2 under the Wildland Qualifications System (NWCG 310-1); entry level course for all new firefighters and refresher course for veteran firefighters.		
FS122	Incident Command System	1.00 credits
Incident Command System -features collectively identifying the unique quality of the ICS as an incident or event management system.		
FS124	Wildland Firefighter Internship I	2.00 credits
Opportunity to experience a type of firefighting usually not available in the central plains region of the United States enabling students to choose the type of department they wish to apply to upon completion of their education.		
FS125	Fire Service Internship I	1.00 credits
Opportunity for the student to acquire experience in his/her career choice through a practicum with a fire service agency with the agency providing observational experiences and supervised activities for the student.		

FS126	Portable Pumps and Water Use	1.00 credits
	Use of portable pumps and related equipment needed to carry out field operations with peak efficiency and safety; correct water usage, basic hydraulics and equipment care.	
FS127	Wildland Fire Powersaw Operations	2.00 credits
	Procedures for safe power saw operation in a wildland fire suppression setting and basic maintenance and field repairs of power saws.	
FS128	Wildland Firefighter Firing Operations	1.00 credits
	Roles and responsibilities of a Firing Boss, Single Resource (FIRB), and duties of other personnel who may engage firing operations. Discuss and illustrate common firing devices and techniques.	
FS130	Introduction to Fire Ground Strategy and Tactics	3.00 credits
	Fire ground strategy and tactics including structure, priorities and language of the emergency scene.	
FS136	Fire Science Practicum I	3.00 credits
	Beginning observation and supervised tasks through work experience with a fire service agency. <i>Prerequisites: FS110 Firefighter I, and Departmental Consent.</i>	
FS137	Fire Science Practicum II	3.00 credits
	Advanced observation and supervised tasks through work experience with a fire service agency. <i>Prerequisites: FS136 Fire Science Practicum I, and Departmental Consent.</i>	
FS141	Fire Dynamics	3.00 credits
	Study of the dynamic chemical process of fire and how to successfully extinguish it.	
FS145	Firefighter Fitness and Conditioning I	1.00 credits
	Preparation of fire science students for the physical requirements needed to pass fitness tests and the demands of a career in the fire service.	
FS146	Firefighter Fitness and Conditioning II	1.00 credits
	Continuation of FS145 Firefighter Fitness and Conditioning I; preparation of fire science students for the physical requirements needed to pass fitness tests and the demands of a career in fire service.	
FS150	Hazardous Materials Operations for First Responder	3.00 credits
	Knowledge and skills first-responding firefighters and EMS personnel need to safely respond to routine and non-routine emergencies that may involve hazardous materials. This includes knowledge and skills to understand what hazardous materials are and the risk associated with them in an incident; recognize the presence of hazardous materials in an emergency; understand the role of the emergency responder at the operations level and understand the U.S. Department of Transportation's Current Emergency Response Guidebook.	
FS153	Engine Company Operations	1.00 credits
	Training in personal protective equipment, proper hoseline deployment and advancement, and any other specialized functions of the engine crew. In addition this course emphasizes correct hoseline and nozzle selection and tactics under real-time scenarios.	
FS155	Ice Rescue Operations	1.50 credits
	Surface ice rescue support functions at the 'operations' level as set forth in NFPA 1670 including preplanning, scene and victim assessment, shore-based rescue operations and IMS.	

FS156	Ice Rescue Technician	1.00 credits
<p>Primary surface ice rescue functions at the 'technician' level as set forth in NFPA 1670 including ice rescue incident preplanning, ice rescue incident scene management, performance of ice rescue procedures utilizing equipment unique to ice rescue.</p>		
FS160	Rapid Intervention Team	1.00 credits
<p>Rapid entry team training involves training in personal protective equipment, and any specialized rescue equipment needed to rescue emergency responders that are in jeopardy. In addition, this course emphasizes techniques involved in self-rescue.</p>		
FS161	Fire Rescue Special Operations	1.00 credits
<p>Includes station life and operations related to specialized technical rescue situations, CISM, Incident Command, NFPA Standards, rules/regulations and medical treatment and assessment in technical rescue situations. Special safety concerns, and techniques applied in rescue operations, ropes, webbing, know craft, and equipment.</p>		
FS175	Intro. to Fire & Emergency Services Administration	3.00 credits
<p>In accordance with FESHE, this course introduces the student to the organization and management of a fire and emergency services department and the relationship of private organizations governmental agencies and the fire service. Emphasis is placed on fire and emergency service, ethics, and leadership from the perspective of the company officer.</p>		
FS201	Advanced Fire Administration	3.00 credits
<p>Operate within a fire department at a Fire Officer level.</p>		
FS203	Fire Hydraulics	3.00 credits
<p>Application of the laws of mathematics and physics to properties of fluid states, force, pressure and flow velocities with emphasis on applying hydraulics to firefighting problems.</p>		
FS205	Arson Investigation	5.00 credits
<p>The study of arson investigation; necessary skills to conduct legal investigations of fires.</p>		
FS206	Fire Apparatus Driver/Operator	4.00 credits
<p>Operation of apparatus equipped with fire pumps including pumpers, initial fire-attack apparatus, tenders (tankers), wildland-fire apparatus and aerial apparatus equipped with pumps.</p>		
FS209	Fire Instructor I	3.00 credits
<p>Following National Fire Protection Association (NFPA) Standard 1041, preparation to effectively deliver classroom instruction using instructional aids and evaluation instruments, considering student needs, learning styles, and a conducive learning environment.</p>		
FS210	Fire Safety Officer	3.00 credits
<p>Specific focus on the role of an Incident Safety Officer as part of being employed as a professional Fire Officer. This involves the operation of the Incident Command System (ICS as a Safety Office) and will cover response to all hazards and types of situations.</p>		
FS211	Fire Officer I	3.00 credits
<p>Introduction to the organization and management of a fire and emergency services department and the relationship of private organizations, governmental agencies, and the fire service. Emphasis is placed on fire and emergency service, ethics, and leadership from the perspective of the company officer. This course meets the Fire Officer I requirements listed in NFPA standard 1021, 2014 edition.</p>		
FS212	Fire Officer II	3.00 credits

Health Information Management

HR103	Health Information Processes	4.00 credits
Introduction to the foundational concepts of the health record including content, characteristics, requirements, and processes designed to maintain the integrity of the healthcare data and information within the health record.		
HR105	Medical Terminology COURSE TRANSFER	3.00 credits
Elements of medical language including common abbreviations. Emphasis is placed on spelling, pronunciation, correct usage, and meaning relating to body systems, medical science, and medical specialties.		
HR107	Legal and Ethical Issues in Healthcare	3.00 credits
Introduction to the U.S. legal system, laws and ethical issues and how they relate to healthcare.		
HR202	ICD-10 Coding for Long Term Care	2.00 credits
Fundamentals of ICD-10 Coding principles for the long term care setting. <i>Prerequisites: HR222 ICD-10-CM/PCS Coding I, or HIM Acceptance.</i>		
HR203	HIM Virtual Lab I	1.00 credits
Learning experience designed to give students the opportunity to practice skills learned in health information courses to help prepare students to perform technical functions required in a Health Information Department. <i>Prerequisites: HR103 Health Information Processes, and HR107 Legal Aspects of Health Information.</i>		
HR208	Quality Improvement in Healthcare	2.00 credits
Introduction to concepts in healthcare quality improvement with an emphasis on performance improvement, utilization, and risk management. <i>Prerequisites: IS104 Microcomputer Applications, or Departmental Consent.</i>		
HR210	CPT Coding	2.00 credits
Basic training and practice in the application of procedural codes from the Current Procedural Terminology (CPT) and the Healthcare Common Procedure Coding System (HCPCS) including reimbursement methodologies for physicians and facilities. <i>Prerequisites: HR105 Medical Terminology, or Departmental Consent, and HR222 ICD-10-CM/PCS Coding I.</i>		
HR211	HIM Virtual Lab II	1.00 credits
Application of health information course material designed for technical functions such as ICD-10-CM/PCS coding, CPT coding, MS-DRG assignment, quality improvement, risk management, utilization review, cancer registries, and health statistics. <i>Prerequisites: HR222 ICD-10-CM/PCS Coding I, and HR214 Health Statistics.</i>		
HR212	Pathophysiology	4.00 credits
Etiologies, signs, symptoms, courses and complications of diseases, and the modern practices of diagnosis and treatment. <i>Prerequisites: HR105 Medical Terminology, and BI103 Human A&P.</i>		
HR214	Health Statistics	2.00 credits
Health data collection including acceptable terminology, computational methodology and display of health data used in healthcare statistics. <i>Prerequisites: IS104 Microcomputer Applications, or Departmental Consent.</i>		
HR215	HIM Clinical Affiliation	2.00 credits

HR260	Cancer Registry Structure and Management	3.00 credits
Emphasize the purpose of cancer data and confidentiality different types of registries legal requirements, ethics, and professional standards.		
HR261	Cancer Registry Operations	3.00 credits
Overview of the systematic processes used in the daily operations of a cancer registry.		
HR262	Cancer Disease, Coding, and Staging	4.00 credits
Study of the development and spread of the many types of cancer, staging tumors utilizing globally recognized methods. Exposure to manuals to assign codes for topography, morphology, grade, summary stage, and extent of disease.		
HR263	Oncology Treatment and Coding	3.00 credits
Overview of oncology treatment and coding including nomenclature and classification systems.		
HR264	Follow-Up, Data Quality, and Utilization	3.00 credits
Cancer patient follow-up methodology and processes used to obtain follow-up cancer information regarding disease status, recurrence information, subsequent treatment, and development of subsequent primary cancers.		
HR265	Abstracting Methods	3.00 credits
Overview of principles and application of cancer registry with practice abstracting the major primary sites, defining abstract areas, assigning information appropriately within the abstract, identifying reports containing specific information for abstracting, and reviewing current software applications used in cancer registry management.		
HR266	Multiple Primary and Histology & Hematopoietics	3.00 credits
General and site-specific coding rules for determining the number of primary diagnoses in the presence of multiple tumors and/or histologic types including rules governing the abstracting and coding of hematopoietic and lymphoid neoplasms.		
HR267	Cancer Registry Clinical Practicum	4.00 credits
Supervised hands-on learning experience in cancer registry organization and operations with credentialed cancer registry management practitioners in an approved facility. Emphasizing independent action, practicing professionalism, and applying cancer information management theory to cancer registry practices and standards. Performing all facets of coding and abstracting of cancer data, data collection, follow-up processes, and quality assurance activities. <i>Prerequisites: Departmental Consent.</i>		

History

HI101	American History 1492-1865	COURSE ▶ TRANSFER	3.00 credits
Economic, political, social and intellectual development of the United States to the end of the Civil War with emphasis on development and decline of slavery, political parties, Indian policy, international relations and individuals responsible for the policies.			
HI102	American History 1865-Present	COURSE ▶ TRANSFER	3.00 credits
Economic, political, social and intellectual development of the United States from the Civil War to the present with emphasis on growth of democracy, free enterprise system, welfare programs, civil rights, needs and contributions of minority groups, foreign policy and national defense.			
HI103	World History to 1600	COURSE ▶ TRANSFER	3.00 credits
An exploration of world civilizations, both Western (Near East, Greece, Rome, Medieval and Renaissance Europe) and non-Western (India, China, Japan, Africa, and the Americas), which will examine important cultural, political, and economic connections throughout			

the world. Key topics will include the formation of human civilization, the rise and fall of states and empires, and the development and spread of world religions.

HI104 **World History Since 1600** **COURSE TRANSFER** **3.00 credits**

History of the world from the 17th century to the present.

HI112 **Western Civilization to 1500** **3.00 credits**

Explore the **Rise of the West** and discover the origins of Western Civilization from its beginning to the 15th century. Emphasis will be placed on major developments in politics, society, warfare, religion, economics, and cultures of ancient Greece and Rome, the Middle Ages, and the Renaissance.

HI113 **Western Civilization 1500-Present** **3.00 credits**

Explore the birth of the **Modern Age** of Western Civilization from 1500 to present. Emphasis will be placed on major developments in politics, society, warfare, religion, economics, and culture specific to the Age of Exploration, the Reformation, the French Revolution and Napoleon, the Rise of Nation States, the two World Wars, and the Cold War.

HI122 **Film History of World War II** **3.00 credits**

Analysis of the causes and a depiction of the major events of World War II, through viewing major Hollywood films.

HI122L **Film History of World War II Lab** **0.00 credits**

Lab portion of HI122 Film History of World War II.

HI201 **Topics in History** **3.00 credits**

Exploration of the historical dimension of a particular topic, period, or theme in history.

Honors Courses

BI101H **Honors General Biology** **COURSE TRANSFER** **4.00 credits**

Basic biological principles and their relationship to humans. General education course for non-science majors. Not open to students with credit in any other college biology course except with department recommendation. This course is not recommended for individuals with an interest in majoring in science. Lecture and lab.

BI105H **Honors Biology II** **COURSE TRANSFER** **5.00 credits**

Continuation of BI104 Biology I; classification, evolutionary relationships, ecological interactions of organisms, and comparative organ systems. Lecture and lab.

Prerequisites: BI101 General Biology, or Departmental Consent, or BI104 Biology I.

BU101H **Honors Accounting I** **COURSE TRANSFER** **3.00 credits**

Accounting fundamentals as applied to single proprietorships including accounting cycle, financial statements, inventory, notes, depreciation and accounting principles and concepts.

BU102H **Honors Accounting II** **COURSE TRANSFER** **3.00 credits**

Continuation of BU101 Accounting I; principles and problems of business, including partnership, corporations, manufacturing and department cost accounting; financial statement analysis studied from the managerial viewpoint.

Prerequisites: BU101 Accounting I with a grade of C or better, or BU101H Honors Accounting I with a Grade of C or Higher, or BA101 Accounting I with a grade of C or better.

BU201H **Honors Managerial Accounting** **COURSE TRANSFER** **3.00 credits**

Accounting as an instrument of management control with emphasis on the use of accounting as a basis for management decisions in planning and controlling a firm's activities; concepts of accounting, cost accounting, applications, budgeting and accounting reports to management.

Prerequisites: BU102 with a C or higher or BA102 with a C or higher.

EC100H	Honors Macroeconomics	COURSE ▶ TRANSFER	3.00 credits
Fundamental macroeconomic ideas including incentives, opportunity cost, supply and demand, macroeconomic indicators, aggregate economy, and fiscal and monetary policies.			
EC101H	Honors Microeconomics	COURSE ▶ TRANSFER	3.00 credits
Fundamental microeconomic ideas including incentives, opportunity cost, supply and demand, elasticity, market structures, profit-maximizing output, market failures, consumer choice, and behavioral economics.			
ED105H	Honors Success Seminar/College Orientation		1.00 credits
Experiences designed to help with the transition into college life; exploration of essential techniques for success as a college student.			
ED201H	Honors Introduction to Education	COURSE ▶ TRANSFER	3.00 credits
Examination of professional education for students considering a career in teaching including diversity, curriculum, effective teaching practices, history and philosophy of education, legal and ethical issues, governance and finance issues. <i>Prerequisites: a GPA of 2.5 or higher.</i>			
ED218H	Honors Directed Studies		1.00 credits
Directed study in specialized areas of study under the supervision of a faculty mentor.			
EN202H	Honors British Literature I		3.00 credits
Evaluate important works of British literature from medieval times to 1800. Distinguish literary devices in both prose and poetry, observe the interplay between literature and history, and note the connections and influences among various writers and different schools of thought. <i>Prerequisites: EN101 English Composition IA with a grade of C or higher, or EN100 English Comp IB with a grade of C or higher.</i>			
EN203H	Honors British Literature II		3.00 credits
Evaluate important works of British literature from 1800 to the present. Distinguish literary devices in both prose and poetry, observe the interplay between literature and history, and note the connections and influences among various writers and different schools of thought. <i>Prerequisites: EN101 English Composition IA with a grade of C or higher, or EN100 English Comp IB with a grade of C or higher.</i>			
EN204H	Honors American Literature I	COURSE ▶ TRANSFER	3.00 credits
Analyze representative American works in prose and poetry up to 1865. Identify major literary schools of thought; recognize the relationships between writers, texts, and their historical contexts; discuss literary devices; and evaluate representative texts. <i>Prerequisites: EN101 English Composition IA with a grade of C or higher, or EN100 English Comp IB with a grade of C or higher.</i>			
EN205H	Honors American Literature II	COURSE ▶ TRANSFER	3.00 credits
Analyze representative American works in prose and poetry from 1865 to the present. Identify major literary schools of thought; recognize the relationships between writers, texts, and their historical contexts; discuss literary devices; and evaluate representative texts. <i>Prerequisites: EN101 English Composition IA with a grade of C or higher, or EN100 English Comp IB with a grade of C or higher.</i>			
EN214H	Honors Intro to Cultural Studies: Fairy Tales		3.00 credits

Introduction to the field of cultural studies through the close analysis of classic fairy tales using theoretical approaches to enhance students' critical thinking skills as they examine both written and visual texts.

Prerequisites: EN101 English Composition IA with a grade of C or higher, or EN100 English Comp IB with a grade of C or higher.

FM105H	Honors Farm Management		3.00 credits
Basic concepts for successfully managing a farm including management records, their analysis and use in making decisions and farm management concepts dealing with credit, land, machinery, capital, crops and livestock enterprises and labor.			
GO110H	Honors Introduction to Political Science	COURSE ▶ TRANSFER	3.00 credits
Exploration of the discipline of political science, including the scientific approach to understanding politics, political systems, and governmental processes. Overview of political thought, ideologies, participation, and behavior as well as political science subfields and careers in politics.			
MU148	Vocal Jazz/Sonance I		1.00 credits
Ensemble performing primarily jazz style compositions; other contemporary vocal styles examined and possibly performed; considerable effort directed toward assimilation and performance of styles presented.			
PE105H	Honors Personal and Community Health	COURSE ▶ TRANSFER	3.00 credits
Knowledge of body functions, body care, diseases and their prevention and body abuse.			
PL101H	Honors Introduction to Philosophy	COURSE ▶ TRANSFER	3.00 credits
A survey of the main areas of philosophy, including ethics, epistemology, aesthetics, political philosophy, philosophy of religion, Eastern philosophies, and introduction to philosophical methods. Evaluation of philosophical problems, concepts, and arguments, including the problem of free will, meaning in life, and the mind/body problem. Construction and critical analysis of philosophical arguments in written form.			
PS100H	Honors General Psychology	COURSE ▶ TRANSFER	3.00 credits
A survey of the fundamental principles of behavior including physiological, perceptual, historical, methodological, learning, memory, development, motivational, emotional, social and applied perspectives.			
PS102H	Honors Human Growth and Development	COURSE ▶ TRANSFER	3.00 credits
A survey of the theories of and current research into the psychological development of individuals from birth to death focusing on the progressive changes experienced in the physical, cognitive and social-emotional domains of life. <i>Prerequisites: PS100 General Psychology.</i>			
SO100H	Honors Fundamentals of Sociology	COURSE ▶ TRANSFER	3.00 credits
Development and interaction of the individual in society with consideration of the culture, structures, functions of societies, social groups and institutions with emphasis on social interaction and its relation to personality and human action.			
SO101H	Honors Marriage and Family	COURSE ▶ TRANSFER	3.00 credits
Practical approach to mate selection, courtship and the adjustments of marriage and development of attitudes necessary for building a happy marriage.			
SO111H	Honors Cultural Anthropology	COURSE ▶ TRANSFER	3.00 credits
Anthropological approach to the study of past and present human societies.			

Journalism

JL101	Introduction to Mass Communications	COURSE ▶ TRANSFER	3.00 credits
--------------	--	--------------------------	---------------------

Introduction to various mass media (e.g., newspapers, radio, television, motion pictures, internet), their roles, and interrelationship in society.

JL101H **Honors Introduction to Mass Communications** **COURSE TRANSFER** **3.00 credits**

JL102 **Multimedia Writing** **3.00 credits**

Reporting techniques with emphasis on basic principles of journalistic writing; a history of journalism and overview of reporting, writing, editing, and using journalistic style for various media, including print, broadcast and digital.

JL104 **Publications Lab I** **1.00 credits**

Writing stories or selling and designing ads for The Collegian newspaper and the Dragon's Tale magazine.

JL105 **Publications Lab II** **1.00 credits**

Writing stories or selling and designing ads for The Collegian newspaper and the Dragon's Tale magazine.

JL110 **Multimedia Editing** **3.00 credits**

Edit copy and digital media, write headlines and cutlines while applying Associated press Style guidelines to both print and digital publications.

JL201 **Newspaper Production I** **3.00 credits**

Production of the college newspaper. Writing, copy preparation, editing, advertising, page design, and distribution through digital reporting and story enhancements including placing copy, photos, podcasts, and videos on the newspaper web site and social media.

JL202 **Newspaper Production II** **3.00 credits**

Production of the college newspaper. Includes planning individual schedules for production, writing, copy preparation, editing, advertising, distribution, and page design. Digital reporting and story enhancements include creating and uploading copy, photos, podcasts, and video on the newspaper website and The Collegian social media.

JL203 **Publications Lab III** **1.00 credits**

Writing stories or selling and designing ads for The Collegian newspaper and the Dragon's Tale magazine.

JL204 **Publications Lab IV** **1.00 credits**

Writing stories or selling and designing ads for The Collegian newspaper and the Dragon's Tale magazine.

JL205 **Introduction to Magazine Production** **2.00 credits**

An introduction to the principles of magazine production, including layout design, copy writing, ad design and computer typesetting and graphics in the production of Issue 1 and planning of Issue 2 of the Dragon's Tale magazine. Training for students interested in producing in-house magazines for businesses. Four hours laboratory and lecture.

JL206 **Magazine Production and Planning** **2.00 credits**

Continuation of JL205. Application of the principles of magazine production in the completion of Issue 2.

JL210 **Publication Manager I** **1.00 credits**

Serve as a student editor or ad manager with advanced techniques for successful publication of college newspaper or magazine.

JL211 **Publication Manager II** **1.00 credits**

Serve as a student editor or ad manager with advanced techniques for successful publication of the college newspaper or magazine.

JL220 **Journalism & Graphic Arts Technology Internship I** **2.00 credits**

Beginning work experience through a partnership with industry from journalism and/or graphic arts technology fields.

JL221 **Journalism & Graphic Arts Technology Internship II** **2.00 credits**

Intermediate work experience through a partnership with industry from journalism and/or graphic arts technology fields.
Prerequisites: JL220 Journalism & Visual Media Internship I.

JL222 **Journalism & Graphic Arts Technology Internship III** **2.00 credits**

Advanced work experience through a partnership with industry from journalism and/or graphic arts technology fields.
Prerequisites: JL221 Journalism & Graphic Arts Technology Internship II.

JP110 **Basic Photography** **3.00 credits**

Introduction to photographic principles through the use of digital cameras and equipment. Practice assignments in exposure, composition and post processing of photographic files.

JP113 **Advanced Photography** **3.00 credits**

Advanced work in the use of both manual and computer-assisted camera modes to incorporate various lighting situations. An introduction and application of studio portrait, live action, and nature photography.
Prerequisites: JP110 Basic Photography with grade of C or better.

JP118 **Introduction to Digital Imagery--Photoshop** **3.00 credits**

Explore fundamental techniques and use of basic tools in Adobe Photoshop. Acquire, enhance, and manipulate images for use in print or digital media.

JP119 **Advanced Digital Imagery--Photoshop** **3.00 credits**

Techniques in digital imagery using Adobe Photoshop to manipulate images for print and digital media while expanding the use of tools within the software program.
Prerequisites: AR134 Introduction to Digital Imagery, or JP118 Introduction to Digital Imagery.

Legal Assistant (Paralegal)

LA114 **Paralegal Internship** **3.00 credits**

On the job experiences under the supervision of the program coordinator. A laboratory class held at selected training locations with the approval of the program coordinator.

LA130 **Law and the Legal Assistant** **3.00 credits**

Emphasis on role of paralegals in the practice of law, including types of paralegals, education and licensure employment requirements, professional ethics standards, practice of law authorization, and work tasks such as preparation and use of legal briefs, memorandums, and documents used in a law office.

LA131 **Litigation** **3.00 credits**

Preparation and use of pleadings and other documents involved in the trial of a civil or criminal case with emphasis on the practice aspects associated with the trial.

LA132 **Elder Law** **3.00 credits**

Legal aspects of aging including wills, guardianships, health care, financial and estate planning, taxation, housing, social security, elder abuses and other legal matters affecting the elderly and persons with special legal needs.

LA134	Family Law	3.00 credits
<p>Role of lawyers and legal assistants as counselors with an emphasis on the general legal concepts associated with premarital agreements, marriage, annulment, separation agreements, divorce, child custody, child support, the legal rights of women and children, paternity, adoption, surrogacy and applicable torts.</p>		
LA135	Wills, Estates, and Trusts	3.00 credits
<p>Law of intestate successions, wills, trusts and future interests, with emphasis on the administration of estates under Kansas Law, including preparation of wills, trust instruments and other documents related to the probate process.</p>		
LA136	Legal Ethics	3.00 credits
<p>Overview of rules and laws governing ethical legal obligations oriented to paralegals and professional paralegal practices. Topics include confidentiality, conflicts of interests, attorney-client and work product privilege, authorized practice of law, interviewing, investigations, records collection and communication skills.</p>		
LA150	Employment Law	3.00 credits
<p>Overview of the history of labor laws and employment law oriented to paralegals. Topics include the Civil Rights of 1964, race, sex, age, disability and religious discrimination.</p>		
LA230	E-discovery and Litigation	3.00 credits
<p>Overview of evidence and E-discovery practice, the electronic courthouse, and the presentation of electronic documents in trial.</p>		
LA231	Introduction to Legal Research and Writing	3.00 credits
<p>Introduction to legal research and writing, overview of the law and how to research, simple legal research problems in case law and statutory exercises, citation form, appropriate research instruments including Westlaw and Shepard's Citations.</p>		
LA234	Administrative Law	3.00 credits
<p>Constitutional, legal, and administrative principles that regulate activities of administrative agencies at state and federal levels.</p>		
LA235	Personal Injury and Civil Wrongs	3.00 credits
<p>Personal injury law, including review of intentional torts (e.g., assault, battery, false imprisonment), negligence and strict liability (e.g., products liability) and other tortious conduct.</p>		
LA238	Real Estate Law	3.00 credits
<p>Property rights and interests in land including estates in land; the landlord-tenant relationship; real estate transactions (deeds, contracts, leases, mortgages and title practice); private and governmental control of land use through easements, covenants, nuisance law, zoning and eminent domain.</p>		
LA239	Bankruptcy Law	3.00 credits
<p>Fundamental principles and applications of debtor/creditor law, including debt collection, creditor rights and collective creditor actions drawn from Bankruptcy Reform Act of 1978.</p>		
LA240	Immigration Law	3.00 credits
<p>Role of the paralegal in assisting lawyers with policies, procedures, and practices from the Department of Homeland Security and its agencies: U.S. Citizenship and Immigration Services, U.S. Immigration and Customs Enforcement, and U.S. Customs and Border Protection.</p>		
LA241	Interviews and Investigations	3.00 credits

ME114	Renewable Energy Technology	3.00 credits
	Fundamentals of renewable energy systems, including wind, solar, geo-thermal, biomass, and hydropower, including the economic and environmental costs and benefits.	
ME115	HVAC Fundamentals	4.00 credits
	Introduction to the fundamentals of heating and air-conditioning in residential applications including system design and troubleshooting.	
ME116	Commercial Refrigeration	4.00 credits
	Introduction to refrigeration systems used for commercial applications.	
ME117	Commercial Heating and Air Conditioning	4.00 credits
	Heating and air conditioning in commercial applications including system design and troubleshooting. <i>Prerequisites: ME115 HVAC Fundamentals, and EE203 Instruments & Measurements, or ME116 Commercial Refrigeration.</i>	
ME118	Renewable Energy Technology Systems Analysis	4.00 credits
	Analyze small geothermal, solar and wind energy technologies for maximum efficiency and economy. Research related construction and installation codes and regulations. Identify installation considerations and methods. Troubleshoot and repair systems. <i>Prerequisites: ME114 Renewable Energy Technology, and AE155 Electrical Maintenance, and ME115 HVAC Fundamentals.</i>	
ME119	Solar PV Fundamentals	3.00 credits
	Essentials of solar power systems and components, design and installation, production and maintenance with consideration of safety and codes for wiring, grounding, and construction.	
ME122	Solar PV Intermediate	3.00 credits
	Intermediate principles of solar energy, a more in-depth study of inverters, residential and commercial, electrical wiring, array mounting, grounding NEC code, and calculation of system production. <i>Prerequisites: ME119 Solar PV Fundamentals.</i>	
ME124	Renewable Energy Technology Maintenance	4.00 credits
	Principles of small renewable energy installation, troubleshooting, and repair; following manufacturer warranties, local codes and national standards to install renewable energy systems; collecting and analyzing data necessary to troubleshoot and repair renewable energy systems. <i>Prerequisites: ME114 Renewable Energy Technology, and AE155 Electrical Maintenance, and ME115 HVAC Fundamentals.</i>	
ME125	Engineering Technology Internship	3.00 credits
	On-the-job training offered in conjunction with Manufacturing Engineering Technology and Electronic Engineering Technology degree and certificate programs.	
ME129	Mechanical Maintenance Skills	3.00 credits
	Basic mechanical skills required for the installation, maintenance and troubleshooting of mechanical industrial equipment as well as preventive maintenance techniques.	
ME131	EPA 608	1.00 credits
	Preparation and testing for Environmental Protection Agency (EPA) certification in safe refrigerant handling procedures.	
ME132	HVAC Load Calculations	1.00 credits

The six trigonometric functions and their inverses with emphasis on basic formulas and identities, solution of right and oblique triangles.

Prerequisites: MA106 College Algebra with a grade of C or higher, or ACT Math Score of 23 to 36.

MA108 **Elements of Statistics** **COURSE ▶ TRANSFER** **3.00 credits**

Analysis of single variable and bivariable data; probability distribution; normal probability distributions; sampling distributions; statistical inference involving one and two populations; chi-square applications. Recommended for students majoring in Social Science, Allied Health, Public and Protective Services, and Library and Information Science.

Prerequisites: HS GPA over 3.0, or Accuplacer NG QuantReason, Alg, Stats Score 255 or Above, or ACT Math Score of 19 or Higher.

MA110 **Calculus** **COURSE ▶ TRANSFER** **3.00 credits**

Limits and continuity, elementary differential and integral calculus with applications to business, economics, social science.

Prerequisites: MA106 College Algebra with a grade of C or higher, or ACT Math Score of 23 to 36, or MA109 Pre-Calculus Math with a grade of C or higher.

MA111 **Analytical Geometry and Calculus I** **COURSE ▶ TRANSFER** **5.00 credits**

Two-dimensional analytical geometry, limits, continuity, differentiation and integration with applications, trigonometric functions.

Prerequisites: MA107 Plane Trigonometry with a grade of C or higher, or ACT Math Score of 25 to 36, or MA109 Pre-Calculus Math with a grade of C or higher.

MA113 **Analytical Geometry and Calculus II** **COURSE ▶ TRANSFER** **5.00 credits**

Continuation of MA111 Analytical Geometry and Calculus I; methods of integration, exponential, logarithmic, inverse trigonometric, and hyperbolic functions, infinite series.

Prerequisites: MA111 with a grade of C or higher.

MA117 **Contemporary Math** **COURSE ▶ TRANSFER** **3.00 credits**

Development of critical thinking and quantitative reasoning skills useful in our contemporary world. Topics will include financial applications, statistics, probability, estimation and the application of mathematics to understand major issues in society. Recommended for students majoring in Arts & Humanities, Applied Arts/Sciences, English, Ag & Natural Resources, Journalism, and Communications.

MA130 **Engineering Graphics** **5.00 credits**

Using CAD hardware and software to solve problems in visualization; fundamentals of orthographic projection; auxiliary view, point view and true length of line segments, edge view and true shape of planes; graphical analysis of points, line and planes; orthographic projection of solids; pictorial and sectional views; creation of 3D models and drawing views.

MA201 **Analytical Geometry and Calculus III** **5.00 credits**

Continuation of MA113 Analytical Geometry and Calculus II; partial differentiation and multiple integrals with applications, vector analysis with applications, solid Analytic Geometry and Linear Algebra.

Prerequisites: MA113 with a grade of C or higher.

MA206 **Differential Equations** **COURSE ▶ TRANSFER** **3.00 credits**

Differential equations of first and second order, linear equations with constant coefficients, applications to geometry and physical science; solving differential equations by infinite series and the method of Laplace transforms.

Prerequisites: MA113 with a grade of C or higher.

Media Comm and Production

MP106 **Introduction to Media Technology** **3.00 credits**

Acquaintance with the theory, selection and application of production supplies and equipment used in studio and field audio/video productions, the properties of audio/video recording, and the application of federal regulations governing broadcasting. The historical and theoretical background of the industry and opportunities inside and outside broadcast will also be covered.

MP108	Live Event Production	3.00 credits
<p>Hands-on application of the tools and skills necessary to produce and manage content in the contemporary sports communication environment. Operate in multiple roles of sports/live event media production using technical and professional interpersonal skills needed for planning, scripting, shooting, and reporting on sports and other live events.</p>		
MP109	Audio Production I	3.00 credits
<p>Introduction to the fundamentals of audio production focusing on the properties of sound, conversion into electronic signals, mixing, blending and the reproduction of audio; emphasizing the application of audio as both a primary and secondary medium to enhance and compliment video.</p>		
MP111	Audio/Video Scriptwriting	3.00 credits
<p>Practice of writing and evaluating scripts for film. Using industry-standard screenplay formatting, developing vivid stories with strong characters, and creating scripts for original or adapted screenplays.</p>		
MP112	Studio and Field Production	3.00 credits
<p>In video production techniques students will hold various roles including director, producer and production crew members while handling talent, blocking scenes, dealing with composition, lighting, staging, sound scripting and sequencing of shots. Site selection, studio and location shots, production breaks, shooting schedules, various modes of production and the importance of individual reliability will also be considered.</p>		
MP113	Video Editing and Post-Production I	3.00 credits
<p>Theory and practical experience within the video/audio editing process for actual clients and various laboratory exercises including both the creative and technical aspects of Non-linear A/V editing; the use digital formats and codecs; initiation and maintenance of a professional project portfolio required.</p>		
MP157	Introduction to the Media Recording Set	1.00 credits
<p>Overview of equipment and software commonly used in various media projects. Workshops will demonstrate real-world scenarios that students will replicate through media projects. <i>Prerequisites: MP109 Audio Production I.</i></p>		
MP206	Media Law and Contracts	3.00 credits
<p>Overview of law and formation of contracts; Fire Amendment Law; elements of intellectual property law with emphasis in copyright and trademark; and ethics for creative individuals working in a professional marketplace. <i>Prerequisites: BU109 Business Communication, or EN107 Business English Grammar & Composition, or EN101 English Composition IA, or EN100 English Comp IB.</i></p>		
MP209	Audio Production II	3.00 credits
<p>Fundamental skills from MP109 Audio Production I, through various studio and field projects. Working in studio settings and utilizing field recording kits, students will produce a variety of audio tracks for processing within DAW software. <i>Prerequisites: MP109 Audio Production I.</i></p>		
MP212	Video Editing and Post-Production II	3.00 credits
<p>Application of advanced editing and post-production skills to the editing process; extending base skills from MP113 Video Editing and Post-Production I; working individually and in teams creating convergent media projects; increasing skills in color correction and video stabilization; overseeing Assistant Editors and offering guidance for client videos; further establishment of a personal portfolio; interaction with area post production facilities and professionals. <i>Prerequisites: MP113 Video Editing and Post Production I, or TC113 Video Editing & Post Production I.</i></p>		
MP213	Advanced Production Techniques	3.00 credits

The advanced application and design of video productions for field locations or studio shoots; opportunities to build on the knowledge learned in MP112 Studio and Field Production via a variety of assigned production with real industry deadlines, equipment and current industry quality control restrictions; expand usable video portfolio; introduction of new digital production and post-production techniques in the development of multi-media projects.

Prerequisites: MP112 Studio and Field Production.

MP214 Applied Production Logistics 3.00 credits

The advanced application and design of video production for field locations or studio shoots; opportunities to build on the knowledge learned in MP12 Studio and Field Production via a variety of assigned productions. Students will work extensively on projects where they create or acquire scripts, create primary production documents, scout locations, direct casting, create budgets, plan craft services, coordinate crew call sheets, and guide productions into post-production.

Prerequisites: MP112 Studio and Field Production.

MP215 Color Correction & Grading Techniques in Film 1.00 credits

This course provides an in-depth exploration of color correction and color grading techniques used in the post-production process of filmmaking. Students gain an understanding of color science and color theory in their story. Utilizing professional non-linear editing techniques, students will practice correcting exposure, white balance, and setting moods to match various genres.

MP216 Documentary Film Production 1.00 credits

This course is designed to introduce students to documentary filmmaking from concept to final delivery, while developing an understanding of the ethical responsibilities in non-fiction storytelling. Students will produce and distribute stories with technical skills in producing, writing, researching, directing, cinematography, audio, editing, and marketing.

MP218 Media and Film Production Capstone 2.00 credits

Using research skills, video analysis, communication, leadership, time management, and problem solving skills to create industry standard film reel of personal work for assembly into a professional presentation.

Prerequisites: MP213 Advanced Production Techniques, or MP214 Production Management.

MP220 Media and Film Production Internship I 2.00 credits

A partnership with industry from the Media and Film Production office designed to provide students with actual on-the-job work experience.

MP221 Media and Film Production Internship II 2.00 credits

A partnership with industry from the Media and Film Production office designed to provide students with actual on-the-job work experience.

MP262 Digital Cinematography 3.00 credits

Interpreting script and using lighting, composition, and movement to create a visual style and tone. Technical lighting fundamentals encompassing exposure, light meters, color, lighting instruments, and molding the light will be explored. Utilize technical tools to create a desired look for projects.

Prerequisites: MP112 Studio and Field Production, and MP213 Advanced Production Techniques, and MP113 Video Editing and Post Production I.

Music

MU101 Music Appreciation COURSE TRANSFER 3.00 credits

Elements of musical understanding and the study of representative compositions.

MU103 Aural Skills I 1.00 credits

Development of listening processes using the aural study of intervals and triads, sight-singing, melodic and harmonic dictation.

MU104	Aural Skills II		1.00 credits
<p>Aural Skills II builds on the knowledge gleaned from Aural Skills I and continues the development of listening processes using the aural study of fundamental intervals and triads, sight-singing, melodic and harmonic dictation. <i>Prerequisites: MU103 Aural Skills I.</i></p>			
MU106	Music Theory I	COURSE ▶ TRANSFER	3.00 credits
<p>Elementary music principles regarding scales, triads, part writing, and analysis of music from the common practice period.</p>			
MU107	Music Theory II	COURSE ▶ TRANSFER	3.00 credits
<p>Intermediate music principles regarding inversions, transposition, and harmonic analysis. <i>Prerequisites: MU106 Music Theory I.</i></p>			
MU110	Class Piano I	COURSE ▶ TRANSFER	1.00 credits
<p>Development of basic keyboard and musicianship skills, including reading music, fundamental technique, scale and chord playing, harmonization, and transposition.</p>			
MU111	Class Piano II	COURSE ▶ TRANSFER	1.00 credits
<p>Advanced keyboarding and musicianship while increasing skills in sight reading, chords, harmony and transposing. <i>Prerequisites: MU110 Class Piano I.</i></p>			
MU112	Class Piano III		1.00 credits
<p>This course is designed to develop keyboard and musicianship skills. Content includes reading music, fundamental technique, scale and chord playing, harmonization, and transposition. The course will enable the student to play more advanced music more competently than the level attained at the end of MU111. <i>Prerequisites: MU111 Class Piano II.</i></p>			
MU113	Class Piano IV		1.00 credits
<p>The course is designed to develop keyboard and musicianship skills. Content include reading music, fundamental techniques, scale and chord playing, harmonization, and transposition. The course will enable the student to play more advanced music more competently than the level attained at the end of MU112. <i>Prerequisites: MU112 Class Piano III.</i></p>			
MU122	Recital and Concert I		1.00 credits
<p>Required attendance at recitals and other performances for all music majors at the request of the music faculty.</p>			
MU123	Recital and Concert II		1.00 credits
<p>Required attendance at recitals and other performances for all music majors at the request of the music faculty. Continuation of MU122 Recital and Concert I. <i>Prerequisites: MU122 Recital and Concert I.</i></p>			
MU127	Introduction To Jazz/Jazz Rock		3.00 credits
<p>History of jazz from its beginnings to the present rock styles which utilize jazz, studied through the elements that make up all music, emphasizing the development of jazz and its contribution to American culture.</p>			
MU128	Recital and Concert III		1.00 credits
<p>Required attendance at recitals and other performances for all music majors at the request of the music faculty. <i>Prerequisites: MU123 Recital and Concert II.</i></p>			

MU129	Recital and Concert IV	1.00 credits
<p>Required attendance at recitals and other performances for all music majors at the request of the music faculty. Continuation of MU128 Recital and Concert III. <i>Prerequisites: MU128 Recital and Concert III.</i></p>		
MU132	Symphonic Band I	1.00 credits
<p>The HutchCC Symphonic Band performs traditional wind band literature.</p>		
MU133	Concert Choir I	1.00 credits
<p>Participation in Concert Choir concentrating on artistic performance of quality choral literature.</p>		
MU136	Dragonnaires	1.00 credits
<p>Performance of quality choral literature.</p>		
MU138	Jazz Combo I	1.00 credits
<p>Performance based instrumental ensemble that showcases students' abilities to improvise both individually and as a group.</p>		
MU139	Concert Jazz Band I	1.00 credits
<p>Performance based instrumental ensemble that plays big band jazz in all musical styles.</p>		
MU148	Vocal Jazz/Sonance I	1.00 credits
<p>Ensemble performing primarily jazz style compositions; other contemporary vocal styles examined and possibly performed; considerable effort directed toward assimilation and performance of styles presented.</p>		
MU149	Vocal Jazz/Sonance II	1.00 credits
<p>Continuation of MU148 Vocal Jazz/Sonance I. Ensemble performing primarily jazz style compositions; other contemporary vocal styles examined and possibly performed; considerable effort directed toward assimilation and performance of styles presented. <i>Prerequisites: MU148 Vocal Jazz/Sonance I.</i></p>		
MU150	Vocal Jazz/Sonance III	1.00 credits
<p>Continuation of MU149 Vocal Jazz/Sonance II. Ensemble performing primarily jazz styles compositions; other contemporary vocal styles examined and possibly performed; considerable effort directed toward assimilation and performance of styles presented. <i>Prerequisites: MU149 Vocal Jazz/Sonance II.</i></p>		
MU151	Vocal Jazz/Sonance IV	1.00 credits
<p>Continuation of MU150 Vocal Jazz/Sonance III. Ensemble performing primarily jazz style compositions; other contemporary vocal styles examined and possibly performed; considerable effort directed toward assimilation and performance of styles presented. <i>Prerequisites: MU150 Vocal Jazz/Sonance III.</i></p>		
MU152	Vocal Jazz/Badinage I	1.00 credits
<p>Ensemble performing primarily jazz style compositions; other contemporary vocal styles examined and possibly performed; considerable effort directed toward assimilation and performance of styles presented.</p>		
MU153	Vocal Jazz/Badinage II	1.00 credits
<p>Continuation of MU152 Vocal Jazz/Badinage I. Ensemble performing primarily jazz style compositions; other contemporary vocal styles examined and possibly performed; considerable effort directed toward assimilation and performance of styles presented. <i>Prerequisites: MU152 Vocal Jazz/Badinage I.</i></p>		

MU154	Vocal Jazz/Badinage III	1.00 credits
<p>Continuation of MU153 Vocal Jazz/Badinage II. Ensemble performing primarily jazz style compositions; other contemporary vocal styles examined and possibly performed; considerable effort directed toward assimilation and performance of styles presented. <i>Prerequisites: MU153 Vocal Jazz/Badinage II.</i></p>		
MU155	Vocal Jazz/Badinage IV	1.00 credits
<p>Continuation of MU154 Vocal Jazz/Badinage III. Ensemble performing primarily jazz style compositions; other contemporary vocal styles examined and possibly performed; considerable effort directed toward assimilation and performance of styles presented. <i>Prerequisites: MU154 Vocal Jazz/Badinage III.</i></p>		
MU157	Introduction to the Music Recording Studio	1.00 credits
<p>Overview of equipment and software commonly used in professional and home recording studios. Demonstrations and project-based learning will reinforce basic techniques for microphone placement for instruments and amplifiers and plug-ins for music processing. <i>Prerequisites: MP109 Audio Production I.</i></p>		
MU158	Pep Band I	1.00 credits
<p>Pep band is a band that plays for home football and basketball games. Literature performed consists of arrangements of standard pop and rock tunes.</p>		
MU159	Pep Band II	1.00 credits
<p>A continuation of MU158, Pep Band II is a band that plays for home football and basketball games. Literature performed consists of arrangements of standard pop and rock tunes.</p>		
MU161	Pep Band III	1.00 credits
<p>A continuation of MU159, Pep Band III is a band that plays for home football and basketball games. Literature performed consists of arrangements of standard pop and rock tunes.</p>		
MU162	Pep Band IV	1.00 credits
<p>A continuation of MU161, Pep Band IV is a band that plays for home football and basketball games. Literature performed consists of arrangements of standard pop and rock tunes.</p>		
MU163	Symphonic Band II	1.00 credits
<p>Continuation of MU132 Symphonic Band I. The HutchCC Symphonic Band performs traditional wind band literature. <i>Prerequisites: MU132 Symphonic Band I.</i></p>		
MU164	Symphonic Band III	1.00 credits
<p>Continuation of MU163 Symphonic Band II. The HutchCC Symphonic Band performs traditional wind band literature. <i>Prerequisites: MU163 Symphonic Band II.</i></p>		
MU165	Symphonic Band IV	1.00 credits
<p>Continuation of MU164 Symphonic Band III. The HutchCC Symphonic Band performs traditional wind band literature. <i>Prerequisites: MU164 Symphonic Band III.</i></p>		
MU166	Concert Choir II	1.00 credits
<p>Continuation of MU133 Concert Choir I. Participation in Concert Choir concentrating on artistic performance of quality choral literature. <i>Prerequisites: MU133 Concert Choir I.</i></p>		
MU167	Concert Choir III	1.00 credits

Prerequisites: MU206 Music Theory III.

MU229	Applied Music V-Voice	1.00 credits
Continuation of MU182 Applied Music IV--Voice for study and development of healthy vocal techniques and performance skills for the singing voice. <i>Prerequisites: Departmental Consent.</i>		
MU230	Applied Music VI-Voice	1.00 credits
Continuation of MU229 Applied Music V--Voice for study and development of healthy vocal techniques and performance skills for the singing voice. <i>Prerequisites: Departmental Consent.</i>		
MU231	Applied Music VII-Voice	1.00 credits
Continuation of MU230 Applied Music VI--Voice for study and development of healthy vocal techniques and performance skills for the singing voice. <i>Prerequisites: Departmental Consent.</i>		
MU232	Applied Music VIII-Voice	1.00 credits
Continuation of MU231 Applied Music VII--Voice for study and development of healthy vocal techniques and performance skills for the singing voice. <i>Prerequisites: Departmental Consent.</i>		
MU233	Applied Music V-Instrumental	1.00 credits
Continuation of MU174 Applied Music IV Instrumental with the intent to provide the student with a method to improve competency and technical playing as well as intonation and general musicianship. <i>Prerequisites: Departmental Consent.</i>		
MU234	Applied Music VI-Instrumental	1.00 credits
Continuation of MU233 Applied Music V Instrumental with the intent to provide the student with a method to improve competency and technical playing as well as intonation and general musicianship. <i>Prerequisites: Departmental Consent.</i>		
MU235	Applied Music VII-Instrumental	1.00 credits
Continuation of MU234 Applied Music VI Instrumental with the intent to provide the student with a method to improve competency and technical playing as well as intonation and general musicianship. <i>Prerequisites: Departmental Consent.</i>		
MU236	Applied Music VIII-Instrumental	1.00 credits
Continuation of MU235 Applied Music VII Instrumental with the intent to provide the student with a method to improve competency and technical playing as well as intonation and general musicianship. <i>Prerequisites: Departmental Consent.</i>		

Music or Media Track

MP112	Studio and Field Production	3.00 credits
In video production techniques students will hold various roles including director, producer and production crew members while handling talent, blocking scenes, dealing with composition, lighting, staging, sound scripting and sequencing of shots. Site selection, studio and location shots, production breaks, shooting schedules, various modes of production and the importance of individual reliability will also be considered.		

MP113	Video Editing and Post-Production I		3.00 credits
<p>Theory and practical experience within the video/audio editing process for actual clients and various laboratory exercises including both the creative and technical aspects of Non-linear A/V editing; the use digital formats and codecs; initiation and maintenance of a professional project portfolio required.</p>			
MP218	Media and Film Production Capstone		2.00 credits
<p>Using research skills, video analysis, communication, leadership, time management, and problem solving skills to create industry standard film reel of personal work for assembly into a professional presentation. <i>Prerequisites: MP213 Advanced Production Techniques, or MP214 Production Management.</i></p>			
MP220	Media and Film Production Internship I		2.00 credits
<p>A partnership with industry from the Media and Film Production office designed to provide students with actual on-the-job work experience.</p>			
MU106	Music Theory I	COURSE > TRANSFER	3.00 credits
<p>Elementary music principles regarding scales, triads, part writing, and analysis of music from the common practice period.</p>			
MU107	Music Theory II	COURSE > TRANSFER	3.00 credits
<p>Intermediate music principles regarding inversions, transposition, and harmonic analysis. <i>Prerequisites: MU106 Music Theory I.</i></p>			
MU202	Music Technology I		2.00 credits
<p>Expansion on the music production skills developed in MU157 Introduction to the Music Recording Studio with an emphasis on the software, hardware, and plugins used in Musical Instrument Digital Interface (MIDI) sequencing. <i>Prerequisites: MU106 Music Theory I, and MU157 Introduction to the Music Recording Studio.</i></p>			

Nursing-ADN

NR103	LPN Transition to RN		2.00 credits
<p>Review of the care of the adult patient utilizing the nursing process to identify physical, physical, psychological, cultural, and spiritual needs and plan care to improve patient outcomes. <i>Prerequisites: Associate Degree Nursing Acceptance.</i></p>			
NR103L	LPN Transition to RN Practicum		1.00 credits
<p>Nursing care related to the management of clients with medical and/or surgical needs. Exposure to the pre-operative, intraoperative, and post-operative care of patients within the acute care setting. Guided practice and return demonstration used to reinforce critical thinking and evidence-based practice. <i>Prerequisites: Associate Degree Nursing Acceptance.</i></p>			
NR110	Foundations in Nursing		6.00 credits
<p>Introduction to the art and discipline of nursing with a focus on fundamental knowledge, skills, and attitudes necessary to meet the challenges of caring for patients in the clinical setting. <i>Prerequisites: Associate Degree Nursing Acceptance.</i></p>			
NR110L	Foundations of Nursing Lab		1.00 credits
<p>Knowledge and skills required to care of patients in a clinical setting. Demonstration, guided practice, and simulation used to reinforce critical thinking and application of foundational concepts such as asepsis, communication, safety and patient education. Concepts progress from basic nursing skills to advanced nursing skills. <i>Prerequisites: Associate Degree Nursing Acceptance.</i></p>			

NR113	Concepts of Professional Nursing	1.00 credits
<p>Introduction to the art and science of the profession of nursing by focusing on nursing as a caring profession, nurse roles and functions, ethics, standards, legal aspects, holism, wellness, and the health care system. <i>Prerequisites: Associate Degree Nursing Acceptance.</i></p>		
NR116	Health Assessment	3.00 credits
<p>Identification and documentation of normal findings and common deviations throughout the lifespan. Knowledge and skills necessary to conduct comprehensive and focused patient assessments that provide a foundation for planning individualized, effective care. <i>Prerequisites: Associate Degree Nursing Acceptance.</i></p>		
NR118	Care of the Adult	6.00 credits
<p>Care of the adult patient utilizing the nursing process to identify physical, psychological, cultural, and spiritual needs and plan holistic care to improve patient outcomes. Focuses on the expected outcomes and effects of nursing interventions with adults experiencing selected health conditions. <i>Prerequisites: Associate Degree Nursing Acceptance.</i></p>		
NR118L	Care of the Adult Practicum	4.00 credits
<p>Guided practice in holistic nursing care of the adult patient in diverse clinical settings by providing safe, evidence-based, professional, holistic nursing care related to the management of clients with medical and/or surgical needs. An introduction to various community health and intraoperative settings. <i>Prerequisites: Associate Degree Nursing Acceptance.</i></p>		
NR123	Health Maintenance Promotion and Restoration	9.00 credits
<p>Introduction and reinforcement of basic nursing concepts and theory required to function as a registered nurse and member of the interdisciplinary team. Focus on providing individualized care through careful application of the nursing process, supports the concept of patient-centered care for persons, families, and groups of all ages throughout the health continuum. <i>Prerequisites: Associate Degree Nursing Acceptance.</i></p>		
NR123L	Health Maintenance Promotion & Restoration Practicum	3.00 credits
<p>Care of the client in the clinical practice setting with emphasis on application of the nursing process to promote, maintain, and restore biopsychosocial homeostasis. Foundations of pathophysiology, pharmacology, and nutrition provide a framework to guide holistic nursing care. Includes basic skill review, interviewing skills, health history, physical examination, cultural variations and lab diagnostic procedures. <i>Prerequisites: Associate Degree Nursing Acceptance.</i></p>		
NR208	Care of the Family	4.00 credits
<p>Concepts and theories related to the promotion of health and wellness during the childbearing and childrearing years. Nursing interventions used in health promotion, risk reduction, clinical decision-making and management of the woman, childbearing and childrearing family, including working with usual childhood issues and with children who require acute and chronic care. <i>Prerequisites: Associate Degree Nursing Acceptance.</i></p>		
NR208L	Care of the Family Practicum	2.00 credits
<p>Clinical practicum in diverse clinical setting, related to the promotion of health and wellness during childbearing and childrearing years. Working with persons of diverse backgrounds, nursing colleagues, and other members of the interdisciplinary team. Prioritizing and providing nursing care in hospital and community-based settings. <i>Prerequisites: Associate Degree Nursing Acceptance.</i></p>		
NR211L	Advanced Skills Lab	1.00 credits
<p>Development of psychomotor and psychosocial competencies in complex skills with varying age groups. Providing safe, evidence-based professional, holistic nursing care related to the management of patients with advanced medical and surgical needs. <i>Prerequisites: Associate Degree Nursing Acceptance.</i></p>		

NR220	Complex Care of the Adult	4.00 credits
<p>Concepts and theories related to nursing care of complex adult patients experiencing acutely changing conditions in settings where outcomes are less predictable. Complex, multi-system disease processes will be critically examined.</p> <p><i>Prerequisites: Associate Degree Nursing Acceptance.</i></p>		
NR220L	Complex Care of the Adult Practicum	2.00 credits
<p>Clinical practicum in the diverse clinical setting, of (complex) adult patients experiencing acutely changing conditions where outcomes are less predictable. Provide safe, evidence-based professional, holistic nursing care related to the management of clients with complex, multi-system disease processes.</p> <p><i>Prerequisites: Associate Degree Nursing Acceptance.</i></p>		
NR221	Leadership and Management Concepts in Nursing	1.00 credits
<p>Concepts and theories of nursing leadership and management applicable to various roles. Evidence-based leadership skills, through self-reflection and group processes, as a core competency in nursing to improve quality in patient care and strengthen nursing as a profession.</p> <p><i>Prerequisites: Associate Degree Nursing Acceptance.</i></p>		
NR221L	Leadership & Management Concepts in Nursing Practi	2.00 credits
<p>Clinical practicum using leadership, management, professionalism, team building, mentoring, communication skills, and ethical decision making processes in the delivery of healthcare in diverse clinical settings.</p> <p><i>Prerequisites: Associate Degree Nursing Acceptance.</i></p>		
NR224	Role Transition: Student to the Professional Nurse	1.00 credits
<p>Issues and trends that affect the profession of nursing when transitioning from the student nurse role to the professional nurse role. Concepts of burnout and reality shock will be examined.</p> <p><i>Prerequisites: Associate Degree Nursing Acceptance.</i></p>		

Philosophy

PL101	Introduction to Philosophy	COURSE > TRANSFER	3.00 credits
<p>A survey of the main areas of philosophy, including ethics, epistemology, aesthetics, political philosophy, philosophy of religion, Eastern philosophies, and introduction to philosophical methods. Evaluation of philosophical problems, concepts, and arguments, including the problem of free will, meaning in life, and the mind/body problem. Construction and critical analysis of philosophical arguments in written form.</p>			
PL103	Logic and Critical Thinking	COURSE > TRANSFER	3.00 credits
<p>An introduction to critical thinking skills and analytical techniques of argumentation; including fallacies, induction and deduction, propositional logic, credibility, and rhetorical appeals. The course will include applications of critical reasoning skills in everyday situations and seek to develop the ability to integrate the principles of critical thinking into written arguments.</p>			
PL104	Ethics	COURSE > TRANSFER	3.00 credits
<p>The dynamics of moral decision-making with consideration of major ethical systems and their philosophical foundations.</p>			
PL105	Death and Dying		3.00 credits
<p>Cultural, philosophical, historical, religious, spiritual, and personal exploration of dying as a universal human experience; legal regulations, practices, and attitudes towards death and dying in America.</p>			

Photography

JP110	Basic Photography	3.00 credits
--------------	--------------------------	---------------------

PE122L	Rhythms I Lab	0.00 credits
Laboratory portion of PE122 Rhythms I.		
PE123	Rhythms II	2.00 credits
Continuation of PE122 Rhythms I.		
PE123L	Rhythms II Lab	0.00 credits
Laboratory portion of PE123 Rhythms II.		
PE126	Conditioning and Fitness Concepts I	1.00 credits
Introduction to physical activities and concepts to enable students to make intelligent decisions leading to healthy life styles.		
PE127	Conditioning and Fitness Concepts II	1.00 credits
Continuation of PE126. Fundamental instruction and practice in physical fitness, body mechanics, weight training and lifetime wellness. <i>Prerequisites: PE126 Conditioning & Fitness Concepts I.</i>		
PE173	Fitness for Life	1.00 credits
Concept of wellness as it relates to being fit in body, mind and spirit; instruction in heart rate measurement, body fat and lifestyle profile; discussion of major components of a healthy life.		
PE185	Exercise Physiology COURSE TRANSFER	3.00 credits
Physiological functions of the human body during physical activity including cardiovascular, respiratory, muscular, and neurological control of movement, ergogenic aids and performance, nutrition, control and maintenance of body weight, gender differences and cardiovascular disease.		
PE186	Aerobic Fitness I	1.00 credits
A variety of cardiovascular exercises, dance routines, and calisthenic workouts that target muscle groups with the intent to tone and strengthen.		
PE187	Aerobic Fitness II	1.00 credits
Building upon PE186 Aerobic Fitness I to embrace aerobic fitness as a lifestyle. A variety of cardiovascular exercises, dance routines, and calisthenic workouts that target muscle groups with the intent to tone and strengthen. <i>Prerequisites: PE186 Aerobic Fitness I.</i>		
PE188	Aerobic Fitness III	1.00 credits
Continuation of PE187 Aerobic Fitness II. Further study in aerobic fitness with an emphasis on development of aerobic exercise combinations through dance routines and cardiovascular workouts. <i>Prerequisites: PE187 Aerobic Fitness II.</i>		
PE189	Aerobic Fitness IV	1.00 credits
Continuation of PE188 Aerobic Fitness III. Further study in aerobic fitness with an emphasis on developing and instructing aerobic fitness routines. <i>Prerequisites: PE188 Aerobic Fitness III.</i>		
PE203	Rhythms III	2.00 credits
Advanced work in dance.		

PE203L	Rhythms III Lab	0.00 credits
Laboratory portion of PE203 Rhythms III.		
PE204	Rhythms IV	2.00 credits
Continuation of PE203 Rhythms III.		
PE204L	Rhythms IV Lab	0.00 credits
Laboratory portion of PE204 Rhythms IV.		
PE210	Conditioning and Fitness Concepts III	1.00 credits
Continuation of PE127. Intermediate instruction and practice in physical fitness, body mechanics, weight training and lifetime wellness. <i>Prerequisites: PE127 Conditioning & Fitness Concepts II.</i>		
PE211	Conditioning and Fitness Concepts IV	1.00 credits
Continuation of PE210. Advanced instruction and practice in physical fitness, body mechanics, weight training and lifetime wellness. <i>Prerequisites: PE210 Conditioning & Fitness Concepts III.</i>		
PE212	Conditioning & Fitness Concepts V	1.00 credits
Continuation of PE211. Advanced instruction and practice in physical fitness, body mechanics, weight training and lifetime wellness. <i>Prerequisites: PE211 Conditioning & Fitness Concepts IV.</i>		
PE213	Conditioning & Fitness Concepts VI	1.00 credits
Continuation of PE212. Advanced instruction and practice in physical fitness, body mechanics, weight training and lifetime wellness. <i>Prerequisites: PE212 Conditioning & Fitness Concepts V.</i>		
PE228	Sports Finance	3.00 credits
Fundamental concepts and theories of finance applicable to the field of sport management.		
PE250	Sports in Society	3.00 credits
The important part sports play in people's lives; how those who play sports can play an important role in society; students encouraged to form their own opinions after viewing videotapes from experts in their respective fields and group discussions; sports, ethics, philosophy and sociology united concerning timely and in-the-news topics.		

Physical Therapy Assistant

PT201	Clinical Kinesiology and Applied Anatomy	4.00 credits
Advanced anatomy of the musculoskeletal systems of the body; overview of the structure and movement of the human body including basic joint structure, muscles, muscular origins, insertions, innervations, articular function and structure; segmental length, girth and volume measurements. <i>Prerequisites: PTA Acceptance.</i>		
PT203	Basic Principles and Practices of Physical Therapy	4.00 credits
Basic health care skills used in physical therapy including practice in activities of daily living, use of assistive and adaptive devices, gait and locomotion training, wheelchair management and range of motion as directed by the Physical Therapist. <i>Prerequisites: PTA Acceptance.</i>		
PT205	Modalities for Physical Therapy	4.00 credits

about governing institutions, electoral behavior, ideologies, public policy, political economy, and social movements while honing your critical thinking skills.

Practical Nursing-LPN

PN100	KSPN Foundations of Nursing	4.00 credits
<p>An introduction to practical nursing and the roles of the practical nurse as well as profession and client related concepts. Emphasis is placed on the knowledge and skills needed to provide safe, quality care. The theoretical foundation for basic data collection and nursing skills is presented and an introduction to the nursing process provides a framework for decision making.</p> <p><i>Prerequisites: Practical Nursing Acceptance.</i></p>		
PN104	PN Program Orientation	1.00 credits
<p>The evolving role of the practical nurse in the health-care system. Essential techniques for success as a practical nursing student.</p> <p><i>Prerequisites: Practical Nursing Acceptance.</i></p>		
PN106	KSPN Nursing Care of Adults I	5.00 credits
<p>Focuses on the care of the adult clients experiencing common medical/surgical health alterations with predictable outcomes. Emphasis is placed on the care of clients with alterations in fluid and electrolyte balance, oxygenation, cardiac output and tissue perfusion, regulation and metabolism, and integument. Principles of pre and post-operative care and IV therapy are also addressed.</p> <p><i>Prerequisites: Practical Nursing Acceptance.</i></p>		
PN107	KSPN Care of Aging Adults	2.00 credits
<p>Explore issues related to the aging adults. Course content addresses the impact of ageism, alterations in physiological and psychological functioning, and the role of the practical nurse in caring for older adult clients across a continuum of care.</p> <p><i>Prerequisites: Practical Nursing Acceptance.</i></p>		
PN108	KSPN Maternal Child Nursing	2.00 credits
<p>Provides an integrative, family-centered approach to the care of childbearing women, newborns, and children. Emphasis is placed on care of the pregnant woman and newborn, normal growth and development, and common pediatric disorders.</p> <p><i>Prerequisites: Practical Nursing Acceptance.</i></p>		
PN112	KSPN Nursing Care of Adults II	5.00 credits
<p>Focuses on the care of the adult clients experiencing common medical/surgical health alterations with predictable outcomes. Emphasis is placed on the care of clients with alterations in acid-base balance, cognition and sensation, mobility, elimination, immunity and hematology, and reproduction. Principles related to emergency preparedness are also addressed.</p> <p><i>Prerequisites: Practical Nursing Acceptance.</i></p>		
PN114	KSPN Leadership, Roles, and Issues	2.00 credits
<p>This course provides orientation to leadership roles of the LPN and related responsibilities. It will introduce issues to the student they will encounter in the workplace. An individualized plan of study will be developed for NCLEX-PN success.</p> <p><i>Prerequisites: Practical Nursing Acceptance.</i></p>		
PN115	KSPN Foundations of Nursing Clinical	2.00 credits
<p>An introduction to the skills required to practice nursing. The theoretical foundation for basic data collection and nursing skills is presented and the student is given the opportunity to demonstrate these skills in a clinical laboratory setting. Students are also given an opportunity to practice application of the nursing process to client-related situations.</p> <p><i>Prerequisites: Practical Nursing Acceptance.</i></p>		
PN116	KSPN Nursing Care of Adults I Clinical	2.00 credits
<p>Focuses on the care of the adult clients with common medical/surgical health alterations. The clinical laboratory experience provides the student an opportunity to apply the theoretical concepts from Nursing Care of Adults I and implement safe client care in selected</p>		

settings.

Prerequisites: Practical Nursing Acceptance.

PN117 **KSPN Nursing Care of Adults II Clinical** **2.00 credits**

Focuses on the care of the adult clients with common medical/surgical health alterations. The clinical laboratory experience provides the student an opportunity to apply the theoretical concepts from Nursing Care of Adults II and implement safe client care in selected settings. Students are given the opportunity to practice leadership skills while managing a caseload of clients.

Prerequisites: Practical Nursing Acceptance.

PN118 **KSPN Maternal Child Nursing Clinical** **1.00 credits**

Provides an integrative, family-centered approach to the care of childbearing women, newborns, children, and adolescents. Students are given the opportunity to observe the uncomplicated birth process and practice postpartum care as well as care of the newborn in the clinical laboratory setting. Common pediatric diseases and the growth and development process is the focus of child-related clinical laboratory experiences.

Prerequisites: Practical Nursing Acceptance.

PN119 **KSPN Fund of Pharmacology & Safe Medication Admin** **2.00 credits**

An introduction to the principles of pharmacology. Emphasis is placed on nursing care related to safe calculation and administration of medications to clients across the life span.

Prerequisites: Practical Nursing Acceptance.

PN120 **KSPN Mental Health Nursing** **2.00 credits**

Explores basic concepts and trends in mental health nursing. Therapeutic modalities and client behavior management are discussed. Emphasis is placed on using the nursing process and meeting the basic human needs of the client with a mental health disorder.

Prerequisites: Practical Nursing Acceptance.

Psychology

PS100 **General Psychology** **COURSE > TRANSFER** **3.00 credits**

A survey of the fundamental principles of behavior including physiological, perceptual, historical, methodological, learning, memory, development, motivational, emotional, social and applied perspectives.

PS101 **Human Relations** **3.00 credits**

Psychological principles applied to everyday living with an emphasis on self-understanding and on building successful relationships.

PS102 **Human Growth and Development** **COURSE > TRANSFER** **3.00 credits**

A survey of the theories of and current research into the psychological development of individuals from birth to death focusing on the progressive changes experienced in the physical, cognitive and social-emotional domains of life.

Prerequisites: PS100 General Psychology.

PS201 **Psychology of Personality** **3.00 credits**

An examination of psychoanalytic, behavioral, trait, cognitive, humanistic and other contemporary theories of human personality including personality research, assessment and applications.

Prerequisites: PS100 General Psychology with grade of C or higher.

PS202 **Abnormal Psychology** **3.00 credits**

Mental abnormalities and minor maladjustments, their causes and methods of treatment; an approach to understanding one's self.

Prerequisites: PS100 General Psychology.

Radiology

RA102	Radiographic Pathology	3.00 credits
<p>Fundamentals of radiographic pathology including the definition and description of diseases and conditions, radiographic appearance of pathologies, and the diagnostic tests used in identification of diseases. <i>Prerequisites: Radiology Acceptance.</i></p>		
RA105	Radiographic Exposures I	4.00 credits
<p>Radiographic quality and factors affecting it. Radiation protection and biological aspects of radiation. Routine radiography positioning and image critiques. Students are required to be at an affiliate clinical site a total of 16 hours. <i>Prerequisites: Radiology Acceptance.</i></p>		
RA105L	Radiographic Exposures I Lab	0.00 credits
<p>Laboratory portion of RA105 Radiographic Exposures I. <i>Prerequisites: Radiology Acceptance.</i></p>		
RA106	Radiographic Exposures II	4.00 credits
<p>Radiographic and digital imaging quality and factors that affect them. Laboratory exercises using radiographic exposure, routine radiographic positioning and image critiques. Students required to be at an affiliate clinical site a total of 36 hours. <i>Prerequisites: Radiology Acceptance, and RA105 Radiographic Exposures I.</i></p>		
RA106L	Radiographic Exposures II Lab	0.00 credits
<p>Laboratory portion of RA106 Radiographic Exposures II. <i>Prerequisites: Radiology Acceptance.</i></p>		
RA110	Patient Care and the Imaging Profession	3.00 credits
<p>Exploration of diagnostic imaging professional to include effective communication with patients and health care professionals, professional ethics, and organizational models within the healthcare industry. Demonstration of effective and safe patient care practices in imaging disciplines as well as patient assessment, venipuncture techniques, and safe administration of medications. <i>Prerequisites: HR105/G=C.DP1=Y is not a valid prereq code.</i></p>		
RA115	Radiologic Physics	2.00 credits
<p>Basic physics concepts with application of radiation in medicine. Emphasis on atomic, electrical and electromagnetic physics and radiographic equipment. <i>Prerequisites: Radiology Acceptance.</i></p>		
RA201	Clinical Training I	8.00 credits
<p>Entry-level training as professional, ethical, and safe radiographer to include the application of radiologic science theory and techniques. Performed under the direct supervision of a registered radiologic technologist. <i>Prerequisites: Radiology Acceptance, and RA205 Radiographic Exposures III.</i></p>		
RA202	Clinical Training II	8.00 credits
<p>Development of clinical skills through supervised practice of radiologic science theory and techniques learned in Clinical Training I. Application of computed tomography theory and techniques under direct supervision of a registered CT technologist. <i>Prerequisites: RA201 Clinical Training I with a Grade of C or Higher.</i></p>		
RA203	Clinical Training III	5.00 credits
<p>Continued supervised practice of radiologic theory and techniques learned in previous Clinical Training courses. Application of quality assurance practices and introduction to diagnostic imaging management. Demonstration of professional and patient care skills that meet or exceed standards expected of a registered radiographer.</p>		

RA205	Radiographic Exposures III	4.00 credits
<p>Master the concepts of radiographic quality and the factors that impact it. Various imaging devices, emerging technology, and the role of Artificial Intelligence in imaging will be examined. Routine radiographic positioning and image critique of the spine will be introduced. Students are required to be at an affiliate clinical site a total of 16 hours. <i>Prerequisites: RA106 Radiographic Exposures II.</i></p>		
RA205L	Radiographic Exposures III Lab	0.00 credits
<p>Laboratory portion of RA205 Radiographic Exposures III. <i>Prerequisites: Radiology Acceptance.</i></p>		
RA210	Imaging Modalities	2.00 credits
<p>Principles of ultrasound, vascular imaging and interventional procedures, radiation oncology, nuclear imaging, mammography, bone densitometry, and magnetic resonance imaging. Imaging in each modality to include anatomical features, patient care and safety, basic equipment operation, and common pathological conditions. <i>Prerequisites: RA205 Radiographic Exposures III with a Grade of C or Higher.</i></p>		
RA211	Cranial Imaging and Computed Tomography	2.00 credits
<p>Imaging of the central nervous system and skull using radiographic imaging, magnetic resonance imaging, and computed tomography physics and instrumentation. <i>Prerequisites: RA205 Radiographic Exposures III with a Grade of C or Higher.</i></p>		
RA212	Physical Foundations of Radiology	4.00 credits
<p>X-ray beam production, modification of exposure factors, photon interactions within the patient, and radiation protection principles review. <i>Prerequisites: RA201 Clinical Training I.</i></p>		
RA213	Radiographic Principles	3.00 credits
<p>Preparation for the America Registry of Radiologic Technologist registry exam through review of fundamental and advanced principles of radiologic technology, anatomy and physiology, radiation safety and patient care including successful completion of the simulated registry examination. <i>Prerequisites: RA202 Clinical Training II.</i></p>		

Reading and Study Strategies

LC105	College Learning Methods	2.00 credits
<p>The College Learning Methods course emphasizes active learning practices in which students learn personal management skills, learning process, and classroom activities and behaviors designed to enhance learning and academic success.</p>		

Religion

RE101	New Testament Literature	COURSE TRANSFER	3.00 credits
<p>Introduction to the New Testament Literature as a literary product of the early Christian movement and an exploration of the nature of its life and thought.</p>			
RE102	Old Testament Literature	COURSE TRANSFER	3.00 credits
<p>The Old Testament, its transmission; history of Hebrew Commonwealth; the literature produced during its various historical periods; the changes occurring in religious concepts of God, human, sin, covenant and suffering; the biblical philosophy of history.</p>			
RE106	Introduction to World Religions	COURSE TRANSFER	3.00 credits
<p>An introduction to the major religious traditions of the Eastern and Western world.</p>			

Respiratory Therapy

RT200	Introduction to Respiratory Care	3.00 credits
<p>Entry level introduction regarding respiratory care history from conception to its current goals and standing, including medical terminology, hospital and respiratory care department structure and management, health care delivery systems, psychosocial aspects of patient care and medical ethics. A clinical session (shadowing) will allow the student an orientation rotation at a program clinical site. <i>Prerequisites: Respiratory Care Acceptance.</i></p>		
RT201	Cardiopulmonary Anatomy and Physiology	3.00 credits
<p>An in-depth presentation of the cardiac and respiratory systems. Abnormalities and corrective techniques as related to respiratory therapy will be discussed. Concepts and calculations of ventilation, perfusion, diffusion, hemodynamics, oxygen and carbon dioxide transport, acid base balance, and arterial blood gas analysis will be discussed. <i>Prerequisites: Respiratory Care Acceptance.</i></p>		
RT202	Cardiopulmonary Pathology	3.00 credits
<p>Selected cardiopulmonary diseases, including definition, etiology, pathophysiology, clinical manifestations, diagnostic findings, prognosis, prevention, treatment with plan of care, and documentation. <i>Prerequisites: Respiratory Care Acceptance.</i></p>		
RT203	Cardiopulmonary Assessment	3.00 credits
<p>A systematic approach to cardiopulmonary assessment across the life-span. Evaluation of the respiratory plan of care including physical, lab, and diagnostic findings. Performance within the simulation lab, including: assessment skills, development of a plan of care, arterial blood puncture, acid-base interpretation, and other potential lab findings. <i>Prerequisites: Respiratory Care Acceptance.</i></p>		
RT204	Respiratory Care Science	3.00 credits
<p>Introduction to mathematical concepts, basic chemistry, basic physics, venturi principle, theory of humidity and aerosols, and basic microbiology as it applies to the practice of respiratory therapy. <i>Prerequisites: Respiratory Care Acceptance.</i></p>		
RT205	Neonatal and Pediatric Respiratory Care	2.00 credits
<p>The study of neonatal lung development, gas exchange, circulation, along with neonatal and pediatric examination, assessment, disorders, diseases, therapeutic interventions <i>Prerequisites: Respiratory Care Acceptance.</i></p>		
RT210	Therapeutic Modalities I	4.00 credits
<p>Basic principles involved in routine general floor therapeutic modalities by the respiratory therapist; application and selection of proper modalities for various patient situations; introduction to some of the equipment used to deliver therapeutic modalities. <i>Prerequisites: Respiratory Care Acceptance.</i></p>		
RT211	Therapeutic Modalities II	4.00 credits
<p>Advanced course dealing with concepts of respiratory failure, managing artificial airways, intervention of mechanical ventilators. Respiratory care protocols utilized in providing care for the critically ill patient. Indication of mechanical ventilation, classification of mechanical ventilators, physiological effects of positive pressure, modes of ventilation, non-invasive positive pressure ventilation, patient monitoring and assessment, patient weaning, and discontinuation of ventilator support. <i>Prerequisites: Respiratory Care Acceptance.</i></p>		
RT211L	Therapeutic Modalities II Lab	0.00 credits
<p>Laboratory portion of RT211 Therapeutic Modalities II.</p>		

RT212 Therapeutic Modalities III 4.00 credits

Electrocardiogram (ECG) rhythm measurements and interpretation, nontraditional modes of ventilation, waveform interpretation, advanced cardiac electrophysiology, advanced ventilation management, filtration of the kidney, critical care pharmacology, hemodynamics, chest tube placement and function, and bronchoscopies.

Prerequisites: Respiratory Care Acceptance.

RT221 Clinical Training I 5.00 credits

Entry-level clinical experience with emphasis on patient assessment, practical application of basic therapies and documentation techniques. General practice skills including aerosol therapy, medications, chest physiotherapies, oxygen therapies, non-invasive monitoring, professionalism, accountability, effective communication within the health care team, assessment of laboratory and diagnostic tests, development and implementation of care plans, and critical thinking.

Prerequisites: Respiratory Care Acceptance.

RT222 Clinical Training II 5.00 credits

Advanced level simulation laboratory and clinical experience with emphasis on patient assessment, practical application of advanced therapies, and documentation techniques as applicable to the respiratory patient in the critical care setting. (180 Clinic hours, 45 lab hours)

Prerequisites: Respiratory Care Acceptance.

RT223 Clinical Training III 6.00 credits

Provides an opportunity to demonstrate the application of theory into clinical practice related to skills acquired throughout the program with focus on advanced level skills (critical care). Documentation, implementation of the plan of care, intensive care procedures, including newborn and pediatric will be emphasized. Elements of professional behavior will be evaluated within the clinical setting. Includes the development and implementation of care plans/SOAPs, implementation and appropriate use of therapist driven protocols.

Prerequisites: Respiratory Care Acceptance.

RT225 Respiratory Care Seminar 2.00 credits

Important aspects of the respiratory care profession including professionalism, critical thinking, problem solving and alternative practice areas; preparation for credentialing examination through the NBRC and state licensure.

Prerequisites: Respiratory Care Acceptance.

Sociology

SO100 Fundamentals of Sociology COURSE > TRANSFER 3.00 credits

Development and interaction of the individual in society with consideration of the culture, structures, functions of societies, social groups and institutions with emphasis on social interaction and its relation to personality and human action.

SO101 Marriage and Family COURSE > TRANSFER 3.00 credits

Practical approach to mate selection, courtship and the adjustments of marriage and development of attitudes necessary for building a happy marriage.

SO103 Stress Management 1.00 credits

Recognizing and alleviating stress. Identifying and gaining control of factors that contribute to how a person handles stressful situations.

SO104 Assertiveness Training 2.00 credits

Recognizing aggressive behavior and developing assertiveness to effectively communicate with others.

SO106 Introduction to Women's Studies COURSE > TRANSFER 3.00 credits

Traces the consequences of being born male or female. Sex roles are viewed as social constructions which influence and, in some cases, define an individual's life. The formulation, transmission, maintenance, and reformulation of sex roles are examined.

SO111 **Cultural Anthropology** **COURSE ▶ TRANSFER** **3.00 credits**

Anthropological approach to the study of past and present human societies.

SO113 **Cultural Diversity** **COURSE ▶ TRANSFER** **3.00 credits**

Analysis of relationships among ethnic and racial groups, recent social trends and the nature and causes of prejudice and discrimination with emphasis on intergroup education, methods of research and programs designed to reduce intergroup tension.

SO122 **Introduction to Social Work** **COURSE ▶ TRANSFER** **3.00 credits**

The system perspective of social work begins with a historical foundation to current field of practice in intervention, social justice, and diversity and their impact on equality and human welfare.

SO201 **Social Problems** **COURSE ▶ TRANSFER** **3.00 credits**

Problems of personal, social disorganization; adolescence, juvenile delinquency, crime, mental illness, unemployment and family instability; methods of prevention and treatment.

Prerequisites: SO100 Fundamentals of Sociology.

Speech

SH101 **Public Speaking** **COURSE ▶ TRANSFER** **3.00 credits**

Develop practical skills of public speaking by implementing the following principles: research, organization, audience analysis, effective use of language, and presentation of techniques. Learn how to change a speech for different occasions and audiences, how to support ideas, and how to select and organize materials. Through techniques taught, gain confidence and master skills to present relevant information in academic, business, and social settings. A minimum of 4 speeches will be delivered to an audience.

SH103 **Oral Interpretation** **3.00 credits**

The oral presentation of literary works in their emotional and aesthetic entirety to an audience. This course emphasizes methods of vocalization, behaviorism, and analysis, which ultimately foster understanding of literary works.

SH122 **Voice and Diction** **COURSE ▶ TRANSFER** **3.00 credits**

Improving the speaking voice by gaining control over articulation and pronunciation; anatomy of speaking mechanism, the International Phonetic Alphabet and nuances of regional or foreign accents and dialects; performance-oriented but practical for non-performing students who wish to improve their speaking abilities.

SH210 **Interpersonal Communication** **COURSE ▶ TRANSFER** **3.00 credits**

This course involves the study of communication in human relationships with emphasis on the patterns and processes of face-to-face communication. The study of interpersonal communication is important for anyone who wants to learn better methods of building meaningful relationships with a spouse, colleague, supervisor or friend. The course stresses how to become a more effective and competent communicator by its analysis of personal communication goals, communication barriers, relational breakdowns, and conflict scenarios. Features include structural experiences, readings from special studies, group interaction, and personal feedback exercises. Written and oral presentations are fundamental to the course objectives.

Sports Management

PE112 **Introduction to Sports Management** **3.00 credits**

Introduction to the historical, philosophical, cultural and psychosocial context surrounding Sports Management, with its vast array of career opportunities.

PE228 **Sports Finance** **3.00 credits**

Clinical component in the surgical environment.

ST115 **Surgical Technology Certification Review** **1.00 credits**

A review course to assist surgical technology students in preparing for the national Certified Surgical Technologist exam.

Technical Related

TR100 **Technical Math** **3.00 credits**

Review of math principles, through fraction and decimal measurements and equivalents, ratios, powers and roots, and basic geometry for industrial technology program majors.

TR120 **Work Ethics** **2.00 credits**

Skills required for success in the workplace with focus on the development of positive work habits and communication skills.

TR121 **General Industrial Safety/OSHA10** **1.00 credits**

Job/site safety and precautions for job/site hazards; uses of personal protective equipment (PPE); safety equipment and procedures related to safe work practices and environment; fire prevention and protection techniques; and Hazardous Communications (HazCom) including Safety Data Sheets (SDS).

Travel

HU120 **Language, Literature, and Culture** **3.00 credits**

Travel course that includes study of history, geography, culture, arts, language, business, commerce, and/or economics in an area external to the college service area. Tours must be authorized by the college, and one or more faculty members must accompany students. Specific course content will vary depending upon destination.

Visual Communications

AN101 **Digital Animation I** **3.00 credits**

3D tools for film, game, and architectural development using construction, painting, and animation of 3D objects, characters, and cameras inside a 3D environment.

AN103 **Storyboard Techniques** **3.00 credits**

The graphical representation of storytelling based upon the organization, layout, content, theme, action, and timing of conceptual designs for multimedia projects.

AN105 **Visual Effects and Compositing** **3.00 credits**

Using animations, film footage, digital images, graphics, text, audio (music) and special effects to create a video composition.

AN202 **Digital Animation II** **3.00 credits**

Advanced processes of creating model geometry, materials, lighting, particle systems, wiring parameters, bone systems, inverse kinematics rigs, and character animations.
Prerequisites: AN101 Digital Animation I.

AN204 **Character Animation** **3.00 credits**

The creation of three dimensional characters using various digital modeling techniques. Included are rigging, skinning and animation techniques.
Prerequisites: AN101 Digital Animation I.

AN210 **Stop Motion Animation** **1.00 credits**

Through classroom and/or shop/lab learning and assessment activities, students in this course will: explain gas metal arc welding process (GMAW); demonstrate the safe and correct set up of the GMAW workstation.; correlate GMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the flat position; build pads of weld beads with selected electrodes in the horizontal position; produce basic GMAW welds on selected weld joints; and conduct visual inspection of GMAW welds.

WE111 Gas Metal Arc Welding II 3.00 credits

Continuation of WE110 Gas Metal Arc Welding; reviewing of safety, workstation set up; electrode classifications; proper electrode selection and use based on metal types and thicknesses; and the use of .035 and .045 electrode diameters in the short circuit and pulse spray transfer methods; performing welds in the vertical (3F & 3G) and overhead (4F & 4G) test positions to meet requirements of the latest version of the American Welding Society D1.1/D1.1M:20XX Structural Welding Code-Steel.

Prerequisites: WE110 Gas Metal Arc Welding w/Grade of C or Higher.

WE112 Gas Tungsten Arc Welding 3.00 credits

Through classroom and/or lab/shop learning and assessment activities, students in this course will: explain the gas tungsten arc welding process (GTAW); demonstrate the safe and correct set up of the GTAW workstation; relate GTAW electrode and filler metal classifications with base metals and joint criteria; build proper electrode and filler metal selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes and filler material in the flat position; build pads of weld beads with selected electrodes and filler material in the horizontal position; perform basic GTAW welds on selected weld joints; and perform visual inspection of GTAW welds.

WE113 Gas Tungsten Arc Welding II 3.00 credits

Advanced Gas Tungsten Arc Welding processes including welding of carbon steel, stainless steel, aluminum, and tubing materials.

Prerequisites: WE112 GTAW w/Grade of C or Higher.

WE115 Welding Layout and Calculations 2.00 credits

Project layout, the economics of welding design, fabrication and blueprint reading; application of geometric principles and linear measurements applied to fabrication and welding through the practical application of principles.

WE116 Flux Cored Arc Welding 2.00 credits

Through classroom and lab/shop activities; FCAW safety, electrode classifications; proper electrode selection and use based on metal types, thicknesses, weld positions, and multi-pass vs single pass weld requirements; safe set up of FCAW workstation, welding with self-shielded and gas-shielded .045 or larger electrode diameters; in the horizontal (2F & 2G) vertical (3F & 3G) and overhead (4F & 4G) positions to meet requirements of the latest version of the American Welding Society D1.1/D1.1M:20XX Structural Welding Code-Steel.

Prerequisites: WE110 Gas Metal Arc Welding w/Grade of C or Higher, or Departmental Consent, and WE111 Gas Metal Arc Welding II w/Grade of C or Higher.

WE117 Welding Inspection and Qualification I 2.00 credits

Overview of welding qualification, inspection processes, welder testing, related terminology, metals and consumables identification, application of welding processes in relation to the welding codes used in structural, pipeline, aerospace, manufacturing and energy sectors.

WE118 Industrial Robotic Welding 2.00 credits

Through classroom and lab/shop activities; programming an industrial style welding robot using the Gas Metal Arc Welding process on selected weld joints and shapes within the robot work cell; operation and use of robot through use of teach pendant and automatic operation, safe jogging and movement of robot, correct set up of robotic welding workstation; application of robotic motion types, robotic program development, saving and backing up robot and controller files.

Prerequisites: WE110 Gas Metal Arc Welding, or Departmental Consent.

WE128 Welding Metallurgy 2.00 credits

The study of ferrous and nonferrous metals, their production, mechanical properties, weldability, and machinability.

WE209 **Welding Fabrication Processes** **4.00 credits**

Advanced training through classroom and lab/shop activities; blueprint, math, fabrication based machine operations, and welding applications to the practical application of manufacturing based process.

Prerequisites: Departmental Consent.

WE217 **Gas Tungsten Arc Welding III** **4.00 credits**

Advanced training in GTAW processes through classroom and lab/shop activities; reviewing of arc welding safety; welding the root pass, hot pass, fill and cap passes with carbon steel filler materials on 6 inch schedule 40 steel pipe in the 2G and 5G positions to meet or exceed requirements of the latest American Society of Mechanical Engineers (ASME) Section IX Code Requirements.

Prerequisites: WE112 GTAW w/Grade of C or Higher, or Departmental Consent, and WE113 GTAW II w/Grade of C or Higher.

WE218 **Shielded Metal Arc Welding III** **4.00 credits**

Advanced training in SMAW processes through classroom and lab/shop activities; reviewing of arc welding safety; welding the E6010 root and hot passes, and E7018 fill and cap passes on 6 inch schedule 80 steel pipe in the 2G, 5G and 6G positions to meet or exceed requirements of the latest American Society of Mechanical Engineers (ASME) Section IX Code Requirements.

Prerequisites: WE104 SMAW w/Grade of C or Higher, or Departmental Consent, and WE105 SMAW II with a Grade of C or Higher.

WE220 **Welding Inspection and Qualification II** **4.00 credits**

Advanced training in; welding qualification, visual inspection processes, welder testing, related terminology, metal and consumable identification, welding processes in relation to the welding codes used in the structural, pipeline, aerospace, manufacturing and energy sectors through the practical application and successful completion of welder qualification tests.

Prerequisites: WE217 Gas Tungsten Arc Welding III, and WE218 Shielded Metal Arc Welding III.

Academic Advising

Academic advising services are provided to current and prospective students who are undecided or interested in General Studies curriculum, and to students who have declared a college major. Professional academic advisors are available to assist undeclared students in setting practical and realistic academic goals. Academic advisors help students interpret academic assessment results, enrollment restrictions, course selection, degree options, transfer information, and related academic guidance information. Students who have declared a college major are advised by advisors from their academic departments.

Students may contact one of the following offices to speak to a General Studies Advisor:

The Student Success Center – Hutchinson Campus: (620) 665-3377

McPherson Center: (620) 245-0202

Newton Center: (316) 283-7000

Students with a declared major may contact the department chair of their academic department to speak to a departmental advisor.

Graduation Rates

Undergraduate Retention Rate Fall 2021 Cohort			
	Cohort	Still Enrolled	Rate
First-time, full-time student retention rate	693	468	68%
First-time, part-time student retention rate	163	64	39%

Completion / Graduation / Transfer Out Rates	
First-Time, Full-Time Degree/Certificate Seeking Students of the 2021 Cohort Year As Reported in the 2024-25 IPEDS Graduation Rate Survey	
Overall Graduation Rate	
Graduation Rate	53%
Total number of students in the Adjusted Cohort	737
Total number of completers within 150% of normal time	394
Overall Transfer-out Rate	
Transfer-out Rate	17%
Total number of students in the Adjusted Cohort	737
Total number of transfers-out within 150% of normal time	128

First-Time Full-Time Degree or Certificate Seeking Students of the 2021 Cohort Year Who Completed within 150% of Normal Time			
	Cohort	Completers	%
Full-time, first-time, degree/certificate-seeking cohort	737	394	53%
Recipients of a Pell Grant	305	134	44%
Recipients of a Subsidized Stafford Loan/no Pell Grant	26	10	38%
Did not receive either Pell Grant or Subsidized Loan	406	250	62%

Outcome Measures Component Summary - Graduation Rates at 4, 6 and 8 years for PELL and non-PELL recipient:					
2016-2017 Cohort	4-year	6-year	8-year	Still enrolled	Did not receive an award and subsequently enrolled at another institution
	Award Rate	Award Rate	Award Rate	at your institution	
				after 8 years	
First-time entering					

Full-time	44%	46%	47%	1%	25%
Pell Grant recipients	37%	39%	40%	1%	25%
Non-Pell Grant recipients	50%	51%	52%	1%	25%
Part-time	12%	13%	14%	1%	22%
Pell Grant recipients	18%	20%	23%	1%	14%
Non-Pell Grant recipients	9%	10%	11%	1%	25%
Non-First-time entering					
Full-time	43%	44%	44%	0%	29%
Pell Grant recipients	43%	44%	44%	1%	32%
Non-Pell Grant recipients	44%	44%	44%	0%	23%
Part-time	25%	27%	28%	0%	34%
Pell Grant recipients	38%	41%	41%	1%	29%
Non-Pell Grant recipients	18%	20%	21%	0%	36%
Total Entering					
Total Entering	35%	36%	37%	1%	27%
Pell Grant recipients	36%	38%	39%	1%	24%
Non-Pell Grant recipients	34%	35%	36%	1%	28%

First-Time, Full-Time Degree or Certificate Seeking Students of the 2021 Cohort Year Who Completed or Transferred Within 150% of Normal Time

	Total Completers				Total Tran	
	Men	%	Women	%	Men	%
U.S. Nonresident	*****	1%	*****	0%	*****	0%
Hispanic/Latino	16	2%	26	4%	*****	1%
American Indian or Alaska Native	*****	0%	*****	0%	*****	0%
Asian	*****	0%	*****	0%	*****	0%
Black or African American	17	2%	*****	1%	30	4%
Native Hawaiian or Other Pacific Islander	*****	0%	*****	0%	*****	0%
White	127	18%	130	18%	51	6%
Two or more races	*****	1%	*****	1%	*****	1%
Race and ethnicity unknown	21	3%	*****	4%	*****	1%
	195	28%	199	28%	56	8%
***Disaggregated groups of <10 students suppressed to protect student privacy						

4-Year Average Graduation & Transfer Rates					
	2018	2019	2020	2021	4-year Total
Adjusted cohort	814	820	807	737	3178
Total completers within 150%	357	379	365	394	1495
Total transfer-out students	142	163	156	128	589
4-year average Student Right-to-Know Completion or Graduation Rate Calculation					
					47%
(Total Completers within 150% / Adjusted Cohort)					
4-year average Student Right-to-Know Transfer-out Rate Calculation					
					19%
(Total Transfer-out Students / Adjusted Cohort)					

Academic Policies and Procedures

Academic Honesty and Appeal Policy & Procedure

Education requires integrity and respect for HutchCC's institutional values. HutchCC students are required to maintain honesty through a "responsible acquisition, discovery, and application of knowledge" in all academic pursuits. Preserving and upholding academic honesty is the responsibility of HutchCC students, faculty, administrators and staff.

I. Student Responsibilities

All HutchCC students are required to:

- Submit all work in all courses without cheating, fabrication, plagiarism, dissimulation, forgery, sabotage, or academic dishonesty as defined below.
- Provide all academic records such as transcripts and test scores that are free of forgery.
- Refrain from participating in the academic dishonesty of any person.
- Use only authorized notes and student aids.
- Use technology appropriately, including refraining from submitting AI (Artificial Intelligence)-generated work without express written consent from your instructor.
- Protect the security of passwords/login/privacy/electronic files, and maintain sole individual access for any online course information.

II. Definition of Academic Dishonesty

- Academic dishonesty is any intentional act, or attempted act, of cheating, fabrication, plagiarism, dissimulation, forgery, or sabotage in academic work.
- Cheating includes using unauthorized materials of any kind, whether hard copies, online, or electronic, such as unapproved study aids in any academic work, copying another student's work, using an unauthorized "cheat sheet" or device, or purchasing or acquiring an essay online or from another student.
- Fabrication is the invention or falsification of any information or citation in any academic work, such as making up a source, providing an incorrect citation, or misquoting a source.
- Plagiarism is the representation of words, ideas and other works that are not the student's own as being original to the student. A non-inclusive list of examples includes work completed by someone else, work generated by an external entity (such as AI), omitting a citation for work used from another source, or borrowing the sequence of ideas, arrangement of material, and/or pattern of thought of work not produced by the student, even though it may be expressed in the student's own words.
- Dissimulation is the obscuring of a student's own actions with the intention of deceiving others in any academic work, such as fabricating excuses for absences or missed assignments, or feigning attendance.
- Forgery of academic documents is the unauthorized altering, falsification, misrepresentation, or construction of any academic document, such as changing transcripts, changing grades on papers or on exams which have been returned, forging signatures, manipulating a digital file of academic work, or plagiarizing a translation.
- Sabotage is any obstruction or attempted obstruction of the academic work of another student, such as impersonating another student, stealing or ruining another student's academic work.
- Aiding and abetting academic dishonesty is considered as knowingly facilitating any act defined above.
- Academic honesty violations can also include the omission or falsification of any information on an application for any HutchCC academic program.

III. Sanctions for Academic Dishonesty

Students who violate the Academic Honesty Policy may be subject to academic or administrative consequences.

Instructor Sanctions for Violation:

Students suspected of violating the Academic Honesty Policy may be charged in writing by their instructor and any of the following may apply:

- Assign Avoiding Plagiarism Bridge Module
- Receiving written warning that could lead to more severe sanction if a second offense occurs
- Revising the assignment/work in question for partial credit
- Voiding work in question without opportunity for make-up
- Reducing the grade for work in question
- Lowering the final course grade
- Failing the work in question

Institutional Sanctions for Violation:

Students charged with academic dishonesty, particularly in instances of repeated violations, may further be subjected to an investigation and any of the following may apply:

- Instructor recommendation to the Vice President of Academic Affairs (VPAA) to dismiss the student from the course in which the dishonesty occurs
- Instructor recommendation to the VPAA to dismiss student from the course in which the dishonesty occurs with a grade of 'F.' Student will not be allowed to take a 'W' for the course
- Instructor recommendation to the VPAA that the student be suspended and/or dismissed from the program
- Student barred from course/program for a set period of time or permanently
- May be recommended by the instructor (after documented repeated offenses) to the VPAA that the student be placed on probation, suspended and/or dismissed from the institution.

IV. Procedure

- Instructor will communicate in writing via the student's HutchCC email account and/or LearningZone email account to the student suspected of violating the Academic Honesty Policy. That communication may include sanction(s). Department Chair will notify the student's academic advisor upon receipt of the Academic Honesty Violation Form.
- For each violation, the instructor will submit a completed [Academic Honesty Violation Form](#) to the Department Chair. Department Chair will notify the student's academic advisor upon receipt of the Academic Honesty Violation form.
- Should the instructor choose to pursue institutional sanctions, the instructor shall notify the student in writing via the student's HutchCC email account. Instructor shall also submit a completed Academic Honesty Violation Form and all prior completed forms regarding said student to the Department Chair and the office of the VPAA with recommendation to proceed with specific Institutional Sanctions. Department Chair will notify the student's academic advisor upon receipt of the Academic Honesty Violation Form.
- The decision of the VPAA on Institutional Sanction is final. The VPAA will notify the student's academic advisor of any institutional sanctions.

V. Due Process Rights

Students charged with violations of academic honesty have the right of appeal and are assured of due process through the Academic Honesty Appeal process.

Academic Honesty Appeal Process

I. Due Process Rights: Students charged with violations of academic honesty have the right of appeal and are assured of due process through the Academic Honesty Appeal process.

- If an instructor has recommended course or program dismissal, the student may continue in coursework (providing there are no threatening or security behavioral issues) until appeal processes are concluded. However, if an issue has been documented at a partnership location (e.g., clinical sites, secondary institutions, correctional or military facilities), then the student is no longer eligible to continue participation in internships, apprenticeships, and/or clinical-based practice. For clinical sites, this sanction is immediate.

II. Process

If the student disagrees with the charge of a violation of academic honesty, the student has the right to due process as described in the Academic Honesty Appeal process below:

- If the matter is not resolved upon communicating with the instructor about the violation, the student shall, within five business days of the issuance of the written notice of violation, submit a completed [Academic Honesty Appeal Form](#) and supporting documentation to the appropriate department chairperson to initiate an Academic Honesty Appeal.
- Within two business days of receiving the student's completed Academic Honesty Appeal Form, the Department Chair and VPAA will review and the VPAA will render a decision.
- Within two business days, a response will be sent to the student's HutchCC email address. The VPAA's decision is final.

Academic Standing, Probation, Dismissal and Reinstatement

Good Academic Standing:

Students are considered to be in good academic standing when their cumulative grade point average is a 2.00 or above. A student's academic standing is computed using accepted transfer and Hutchinson Community College attempted course work. Attempted course work is defined as all courses for which the student enrolled and received a grade of A, B, C, D, or F. Courses for which the student received a grade of W are not counted in attempted course work. Academic standing will be computed at the conclusion of every fall and spring semester. Classes taken during the summer will be included in the fall computation.

Academic Probation:

Upon review of the transcript, degree seeking students will be placed on academic probation when his/her cumulative grade point average (using accepted transfer and HutchCC attempted course work) falls below the following minimum academic standards:

For students with 12 to 30 credit hours of accepted transfer and HutchCC attempted course work, the minimum academic standard is a 1.7 cumulative gpa.

For students with 31 or more credit hours of accepted transfer and HutchCC attempted course work, the minimum academic standard is a 2.0 cumulative gpa.

Academic probation is not meant to be viewed as punitive but is based on the philosophy that a student's continued enrollment at HutchCC is dependent on making progress toward good academic standing. A student on academic probation will be expected to meet the requirements of any academic improvement plan developed for him or her.

Students will be removed from academic probation if they raise their cumulative grade point average above the minimum academic standards (1.7 for 12 to 30 credit hours of accepted transfer and HutchCC attempted course work; 2.0 for 31 or more credit hours of accepted transfer and HutchCC attempted course work) at the conclusion of their next fall or spring term.

Students placed on academic probation who achieve a minimum 2.0 grade point average at the conclusion of their next fall or spring term but do not yet meet the minimum academic standards (1.7 for 12 to 30 credit hours of transfer and HutchCC attempted course work; 2.0 for 31 or more credit hours of transfer and HutchCC attempted course work) will remain on academic probation.

Dismissal:

Students on academic probation will be dismissed from Hutchinson Community College at the conclusion of their next fall or spring term unless 1.) They have raised their cumulative grade point average above the minimum academic standards (1.7 for 12 to 30 credit hours of transfer and HutchCC attempted course work; 2.0 for 31 or more credit hours of transfer and HutchCC attempted course work) at the conclusion of that term, or 2.) They have achieved a 2.0 grade point average at the conclusion of that term in which case, the student will remain on continuing academic probation.

Students dismissed from HutchCC will not be allowed to enroll in classes unless they have been reinstated per the [Reinstatement Policy](#).

Articulated Credit

Hutchinson Community College implemented Statewide Articulation Agreements in the Spring of 2024. Statewide Articulation Agreements are created to enable Kansas high school graduates to have a smooth transition from their high school Career & Technical Education Pathway to the corresponding occupational program at the postsecondary level. Any Kansas high school graduate who meets the requirements of an articulation agreement may utilize the agreement to obtain postsecondary college credit.

Postsecondary credit will be considered Advanced Placement Credit to be awarded to the student upon submission, by the student, of the high school transcript to Hutchinson Community College.

Details of articulated agreements are the following:

- Credit will only be awarded for a grade of “B” or better.
- The high school articulated courses would be reported on the HutchCC transcript as a ‘CR’ (credit earned) rather than a letter grade.
- No fee will be assessed for the credit awarded.
- Credits may not apply toward the college/university residency requirements.

A student may apply up to six credit hours of articulated courses toward a certificate program.

A student may apply up to nine credit hours of articulated courses toward a two-year technical degree program.

Please click the following link to see the list of Hutchinson Community College Statewide Articulation Agreements: [Statewide Articulation Agreements](#)

Students interested in learning more about the HutchCC Statewide Articulation Agreements should contact their high school counselor or a HutchCC representative at 620-728-8104.

Attendance and Roster Certification Policy

HutchCC expects all students to attend and interact substantively across all delivery methods in all classes in which they are enrolled; however, if students must be absent, they should make arrangements in advance of the absence with their instructors. When students are absent as official college representatives, their absence is excused; however, the student must make arrangements in advance with the instructor to complete all work missed.

Instructors are expected to keep a record of their students' class attendance. Instructors may withdraw students from classes before the last date to withdraw, which is equivalent to 80% of the class, if students have been officially warned in DragonZone that their attendance has been irregular. After a student has been officially warned that their attendance has been irregular, if irregular attendance continues, an instructor may withdraw the student from the class, resulting in the grade of "W." The last day the student attended the class will also be recorded. If the instructor chooses not to withdraw the student, the earned grade will be issued.

Irregular attendance is defined as missing 15% of the class or a percentage less than 15% as determined by the instructor. The irregular attendance policy and the last date to withdraw will be published on each instructor sheet.

HutchCC aligns with the federal definition of "academic engagement" when defining attendance:

- Attending class where there is an opportunity for interaction between the instructor and students;
- Submitting an academic assignment for the course;
- Taking an assessment or an exam for the course;
- Attending a study group that is assigned by the instructor; or
- Participating in a discussion that is assigned by the instructor

Attendance does not include the following:

- Living in institutional housing;
- Participating in the institution's meal plan;
- Logging into an online class without any further participation; or
- Participating in academic counseling or advisement

Roster Certification

Rosters are certified electronically through DragonZone after the end of the course refund period and prior to the certification date listed on the course roster. The certification roster verifies the student attended at least once and is still enrolled in the course. **HutchCC funding is dependent on these verifications.**

If the student has never attended class, per the definition of attendance in this document, the instructor must remove that student during the roster certification process.

The student should be left enrolled if they have attended class at least once.

If a student has been attending class but is not already on the roster, the instructor must add the student using the roster certification process.

Once the roster has been finalized, the instructor will click on the "I Certify" button on the page on or before the certification date listed for that course.

Auditing a Course

Students who do not want credit for classes at HutchCC may enroll as auditors. When enrolled as auditors, students may not convert to a credit status during the semester nor change from a credit status to auditor during the semester. Auditors are not required to turn in class assignments or take examinations.

Auditors pay the stipulated tuition and fees per credit hour. An auditor receives the final grade of AUDIT (AU) but does not receive credit hours. This is recorded on the student's official transcript.

An instructor may withdraw an auditor from class based upon guidelines outlined in the attendance policy (REF 1010) that are relevant to an audited course. If the auditor is withdrawn from the class, no record will appear on the transcript.

Concurrent Enrollment Policy

Hutchinson Community College's Concurrent Enrollment Partnership (CEP) policy is the [Dual Credit](#).

Copyright Policy

PURPOSE

This policy provides guidance to the Hutchinson Community College (HutchCC) community regarding the use, reproduction, and distribution of copyrighted materials and ensures compliance with United States copyright law.

I. POLICY STATEMENT

Copyright infringement of any kind is not permitted at HutchCC and may subject violators to criminal and civil penalties as well as termination of employment or dismissal from the College. The unauthorized use, reproduction, or distribution of copyrighted works may constitute a violation of the law and this policy and includes copyrighted materials in any format. These include, but are not limited to, printed materials, online resources, digital content, audiovisual works, and software. Artificial intelligence (AI) tools must be used in compliance with their licensing agreements and current copyright law. This policy applies to all students, faculty, and staff of HutchCC as well as any other individual who may act on behalf of the College or in an official capacity.

HutchCC will also maintain a plan of action to combat copyright infringement and provide alternative resources to illegal downloading and file sharing.

II. DEFINITION

Copyright infringement is defined as the copying, distribution or sharing of copyrighted works (including music, videos, and digital copies of textbooks) without permission and may be referred to as "pirating," or, in the electronic context of peer-to-peer networks, "illegal file sharing." Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without the permission of the copyright holder constitutes infringement.

Fair use permits limited use of copyrighted materials for purposes such as criticism, comment, news reporting, teaching, scholarship, or research without requiring permission from the copyright owner. Each instance of copying must be evaluated to ensure it qualifies as fair use. Factors to be considered include:

- Purpose and character of the use
- Nature of the copyrighted work
- Amount and substantiality of the portion used
- Effect of the use on the market for the original work

III. COPYRIGHT NOTICE - WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United State Code) governs the making of photocopies or other reproduction of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." Additionally, the work cannot be digital material such as "a musical work, a pictorial, graphic or sculptural work, or a motion picture or other audiovisual work other than an audiovisual work dealing with news." Materials may be used for limited educational purposes (in class). If a user makes a request for, or uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

IV. COPYRIGHT INFRINGEMENT PLAN OF ACTION

As part of its efforts to combat illegal file sharing, HutchCC endeavors to educate and inform its community about copyright infringement. To that end, users of the College network must agree to be bound by the [IT Acceptable Use Policy](#). The

College publishes the [Student Handbook](#), which contains the Copyright Policy and penalties for violations. The Copyright Policy is maintained on the [public website](#).

During Success Seminar & College Orientation coursework, Orientation instructors provide the Copyright Policy in addition to other educational materials to students. Topical articles and issues are sent periodically via email to the College community. John F. Kennedy Library staff are trained on copyright law and College policy so as to assist the HutchCC community with issues. Finally, a notice about copyright infringement and the associated penalties are also included in the annual Security and Fire Safety Report.

V. PENALTIES FOR COPYRIGHT INFRINGEMENT

The unauthorized copying, sharing or distribution of copyrighted material is strictly prohibited. It is a violation of federal law, the Copyright Act, and of the Student Code of Conduct. Students who infringe copyright are subject to disciplinary action under the Student Code of Conduct, up to and including expulsion. Employees may be subject to disciplinary action ranging in severity from a warning to termination of employment.

In addition, penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney fees. For details, see Title 17, United States Code, Sections 504 and 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

HutchCC provides this information to all students in its annual Higher Education Act notice, as well as to all students and employees in its Annual Security and Fire Safety Report.

VI. RESOURCES

- [Copyright Law of the United States](#)
- [Fair Use Index](#)
- [Copyright Law and Tools on the John F Kennedy Library website](#)

Alternatives to illegal downloading and file sharing:

- [Legal Sources of Online Content](#)
- [Public Domain Movies](#)
- [Creative Commons Licensed Music](#)

Credit by Examination

Credit by Examination

REFERENCE NUMBER: 1008

EFFECTIVE DATE: 03/22/2021

The intent of credit by examination is to offer a method for students to demonstrate previously mastered competencies and to assist students in completion of educational goals at Hutchinson Community College. Credit awarded by examination at HutchCC may not transfer to other post secondary institutions. HutchCC does not accept credit awarded by departmental examination from other post secondary institutions.

Students may earn college credit by attaining qualifying scores on the College Level Examination Program (CLEP), the Advanced Placement (AP) exams administered by the College Entrance Examination Board, International Baccalaureate (IB), and HutchCC Departmental Exams.

Credit earned by examination will be placed on the student's HutchCC transcript after the start of the student's first semester of coursework at HutchCC. A grade of "CR" will be placed on the transcript but will not be included in calculating grade point average. The credit will count toward a degree at HutchCC.

College Level Examination Program (CLEP) (CLEP Courses) (National Standardized Exams)

CLEP is a series of examinations that allow students to show their knowledge in a wide range of subject areas. College credit is awarded for attaining certain scores on selected CLEP examinations. For more information about taking CLEP examinations, visit the CLEP website at <http://www.collegeboard.com/student/testing/clep/about.html> or contact the Hutchinson Community College Records Office by emailing records@hutchcc.edu.

Students must request their official transcript of CLEP scores be submitted to the HutchCC Registrar.

Advanced Placement Examinations (AP) (AP Courses)

AP refers specifically to courses offered in some high schools which are constructed and coordinated under the supervision of the College Entrance Examination Board. Before entering college, the student takes the examination, which is scored by Educational Testing Service. Students should visit <https://apstudents.collegeboard.org/sending-scores> to have their official transcript submitted.

International Baccalaureate Examinations (IB) (IB Courses)

Hutchinson Community College awards credit to students who have participated in an International Baccalaureate program and have attained examination scores consistent with the guidelines available. Students must request their official transcript of IB scores be submitted to the HutchCC Registrar.

Procedure: Credit by Exam CLEP, AP, IB

- The student requests official CLEP/AP/IB transcripts be sent directly to the HutchCC Records Office in accordance with official guidelines.
- A grade of "CR" is placed on the HutchCC transcript for all courses accepted by HutchCC.

Departmental Examination

Students may earn credit for HutchCC courses by passing an examination given by the appropriate HutchCC Department. To qualify to take a departmental exam, the student must be currently enrolled at HutchCC. Credit by departmental examination will not be awarded to students of high school standing. HutchCC does not accept credit awarded by departmental examination from other institutions.

The student must first verify with the appropriate HutchCC Department/Program that the course is subject to credit by departmental examination. The student will work with the department's representative to complete the Procedure Checklist and Approval Form for Credit by Departmental Examination. A student applying for credit by departmental examination must show acceptable background qualifications as determined by the HutchCC Department/Program. The student must pay the Credit by Departmental Examination non-refundable fee. The examination will not be administered until payment is verified. The HutchCC Registrar will transcript the credit, if awarded, as Credit (CR) no earlier than the beginning of the student's first semester of coursework at HutchCC.

Procedure: Credit by Departmental Examination

- Contact advisor or program coordinator to confirm a departmental exam is available. The course(s) that qualify for credit by departmental examination have been preselected within the department.
- Student and departmental exam instructor complete the appropriate form and determine eligibility.
- Pay Business Office the Credit by Exam fee.
- Student schedules time and date to take the common departmental course exam and instructor verifies payment.
- Upon completion of the exam the instructor indicates credit or no credit, signs the form, and forwards it to the Department Chairperson that the course resides with.
- Department Chairperson signs form and sends it to the Registrar.
- Course grade is placed on the students HutchCC transcript after the start of the first semester.

Credit For Prior Learning

Disclaimer: Students need to be aware that while Hutchinson Community College will accept transfer credit and credit by exam as listed below, other institutions have differing policies. Therefore, students should check with any other institution they plan to attend for its specific policy. The granting of credit for prior learning by HutchCC does not guarantee transferability to any other institution.

Credit from Regionally Accredited Institutions

All transfer credit will be evaluated in the semester hour system. All credits earned with a grade of “D” or higher and deemed to be above remedial level may be transferred and calculated into the student's cumulative GPA at Hutchinson Community College.

Transfer credits will be accepted from colleges and universities accredited by a regional agency recognized by Hutchinson Community College. The following regional accrediting agencies are recognized by HutchCC:

- Middle States Association of Colleges and Schools (MSA)
- New England Association of Schools and Colleges, Inc. Commission on Institutions of Higher Education (NEASC-CIHE)
- New England Association of Schools and Colleges, Inc. Commission of Technical and Career Institutions (NEASC-CTIC)
- Northwest Commission on Colleges and Universities (NWCUU).
- Southern Association of Colleges and Schools/Commission on Colleges (SACS-CC)
- The Higher Learning Commission (HLC)
- The Northwest Association of Schools and Colleges (NASC)
- Western Association of Schools and Colleges/Accrediting Commission for Community and Junior Colleges (WASC-Jr.)
- Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges and Universities (WASC-Sr.)

Approved Kansas Board of Regents (KBOR) aligned courses/programs are accepted in entirety.

The granting of transfer credit by Hutchinson Community College does not guarantee transferability to any other institution.

Hutchinson Community College reserves the right to not accept transfer equivalency work that may be more than 5 years old.

Procedures for Credit from Regionally Accredited Institutions

Student requests official transcripts from previously attended post-secondary institutions be sent directly to the HutchCC Records Office in accordance with official guidelines (<https://www.hutchcc.edu/transcripts>). Once the official transcript and request for posting have been received, the Records Office reviews the transcript for transferability and posts course(s) to the official HutchCC transcript.

Review the current course equivalencies at <https://www.hutchcc.edu/transcript-equivalency> and the Kansas Core Alignments at http://www.kansasregents.org/transfer_articulation and KBOR Program Alignments at https://www.kansasregents.org/workforce_development/program-alignment.

- Courses that have not yet been evaluated will be reviewed based on course content, course credit hours and date the course was taken. HutchCC reserves the right to not accept transfer equivalency work that may be more than 5 years old.

Credit from Collegiate Non-Accredited Institutions

Credits from post-secondary institutions not accredited by a regional accrediting association may be accepted for evaluation and possible transfer of credit at the student's request.

The granting of this credit by HutchCC does not guarantee transferability to any other institution.

Procedures for Credit from Collegiate Non-accredited Institutions

- Student requests official transcripts from previously attended post-secondary institutions be sent directly to the HutchCC Records Office in accordance with official guidelines (<https://www.hutchcc.edu/transcripts>).

Records Office receives and holds transcripts from a body that we do not recognize as accredited.

-

Upon student request, the Records Office submits to the appropriate Department Chair the Credit for Prior Learning from Collegiate Non-Accredited or International Institution & Military Training/Non-Collegiate Education Form and supporting documentation.

•

The appropriate Program Coordinator and/or Department Chair reviews supporting documentation and indicates HutchCC award. It is then sent to the Vice President of Academic Affairs.

•

The Vice President of Academic Affairs signs the form as acceptance of the award and forwards it to the Records Office. Awards are posted to the transcript. If course(s) are not accepted, the form is returned to the Department Chair for student notification.

Credit from International Institutions

Hutchinson Community College accepts international course work evaluated by World Education Services (<https://www.wes.org/>) or International Education Services (<https://www.aacrao.org/resources/AACRAO-International/international-education-services>). If you elect to use this process, choose the course-by-course evaluation and request that the evaluating company send a copy of its evaluation directly to Hutchinson Community College-Records Office. The appropriate Department Chair at Hutchinson Community College will then use the evaluation to determine which courses will be accepted to fulfill associate degree requirements.

The granting of transfer credit by HutchCC does not guarantee transferability to any other institution.

Hutchinson Community College reserves the right to not accept transfer equivalency work that may be more than 5 years old.

Procedures for Credit from International Institutions

- Student requests official transcripts from previously attended post-secondary institutions be sent directly to the HutchCC Records Office in accordance with official guidelines (<https://www.hutchcc.edu/transcripts>). Fees for international transcripts are the student's responsibility.
- The Records Office receives and holds any transcripts from a body that we do not recognize as accredited.
- Upon student request, the Records Office submits to the appropriate Department Chair the Credit for Prior Learning from Collegiate Non-Accredited or International Institution & Military Training/Non-Collegiate Education Form and supporting documentation.
- The appropriate Program Coordinator and/or Department Chair reviews supporting documentation and indicates HutchCC award. It is then sent to the Vice President of Academic Affairs.
- The Vice President of Academic Affairs signs the form as acceptance of the award and forwards it to the Records Office. Awards are posted to the transcript. If not accepted, the form is returned to the Department Chair for student notification.

Procedure for Credit from Hutchinson Career and Technical Education Academy and Newton - Brooks Regional Center for Career and Technical Education

Secondary and post-secondary students enroll in merged program classes within the given semester. Students receive letter grades which are posted to the transcript following HutchCC standard practice.

Credit for Military Training/Non-Collegiate Education

Students may earn college credit for non-collegiate educational experiences or armed services training. Credit is awarded based on the recommendations in the American Council on Education Guide and approval by the Department Chairperson where credit is requested.

The granting of this credit by HutchCC does not guarantee transferability to any other institution.

HutchCC reserves the right to not accept transfer equivalency work that may be more than 5 years old.

Procedure for Credit for Military Training/Non-Collegiate Education

- Student submits their educational experiences to ACE.
 - **American Council on Education (ACE) and ACE Guides** –Major coordinating body for higher education institutions in the U.S., providing leadership on 3rd party, unbiased credit equivalency recommendations among other services. ACE Guides are credit recommendations for formal instructional programs and examinations offered by non-

collegiate agencies (including civilian employers, the military, professional associations, and other workplace-related training).

- The college receives ACE documentation at the student's request. The Records Office then submits the ACE evaluation and Credit for Prior Learning from Collegiate Non-Accredited or International Institution & Military Training/Non-Collegiate Education Form to the appropriate Program Coordinator and/or Department Chair.
- The appropriate Program Coordinator and/or Department Chair reviews supporting documentation and indicates HutchCC award. It is then sent to the Vice President of Academic Affairs.
- The Vice President of Academic Affairs signs the form as acceptance of the award and forwards it to the Records Office. Awards are posted to the transcript. If not accepted, the form is returned to the Department Chair for student notification.

Credit for Recognized Credentials and/or Seminars

Credit from seminars and certificates of completion will be evaluated only upon student request and only if the student is a degree-seeking student and majoring in the field to which the request pertains. If the requirements listed above are met, and if credit is awarded, the credit will be applied to the student transcript after the start of the first semester of coursework at HutchCC.

The granting of this credit by HutchCC does not guarantee transferability to any other institution.

HutchCC reserves the right to not accept transfer equivalency work that may be more than 5 years old.\

Procedure for Credit for Recognized Credentials and/or Seminars

- Student submits the certificate and/or documentation to the appropriate Program Coordinator/Director for review.
- The appropriate Program Coordinator/Director reviews supporting documentation for equivalency in content and length. Upon determination of equivalency, the Program Coordinator/Director completes the Credit for Prior Learning from Recognized Credentials and/or Seminars form and forwards the form and supporting documentation to the appropriate Department Chair.
- The Department Chair reviews and if approved, moves the documentation to the Vice President of Academic Affairs.
- The Vice President of Academic Affairs signs the form as acceptance of the award and forwards the form and supporting documentation to the Records Office. Awards are posted to the transcript. If not accepted, the form is returned to the Department Chair for student notification.

Credit by Examination

The intent of credit by examination is to offer a method for students to demonstrate previously mastered competencies and to assist students in completion of educational goals at Hutchinson Community College. Credit awarded by examination at HutchCC may not transfer to other post secondary institutions. HutchCC does not accept credit awarded by departmental examination from other post secondary institutions.

Students may earn college credit by attaining qualifying scores on the College Level Examination Program (CLEP), the Advanced Placement (AP) exams administered by the College Entrance Examination Board, International Baccalaureate (IB), and HutchCC Departmental Exams.

Credit earned by examination will be placed on the student's HutchCC transcript after the start of the student's first semester of coursework at HutchCC. A grade of "CR" will be placed on the transcript but will not be included in calculating grade point average. The credit will count toward a degree at HutchCC.

College Level Examination Program (CLEP) ([CLEP Courses](#)) (National Standardized Exams)

CLEP is a series of examinations that allow students to show their knowledge in a wide range of subject areas. College credit is awarded for attaining certain scores on selected CLEP examinations. For more information about taking CLEP examinations, visit the CLEP website at <http://www.collegeboard.com/student/testing/clep/about.html> or contact the Hutchinson Community College Records Office by emailing records@hutchcc.edu.

Students must request their official transcript of CLEP scores be mailed to the HutchCC Registrar.

Advanced Placement Examinations (AP) ([AP Courses](#))

AP refers specifically to courses offered in some high schools which are constructed and coordinated under the supervision of the College Entrance Examination Board. Before entering college, the student takes the examination, which is scored by Educational Testing Service. Students must request their official transcript of AP scores be mailed to the HutchCC Registrar.

International Baccalaureate Examinations (IB) ([IB Courses](#))

Hutchinson Community College awards credit to students who have participated in an International Baccalaureate program and have attained examination scores consistent with the guidelines available. Students must request their official transcript of IB scores be mailed to the HutchCC Registrar.

Cambridge International Examinations (CI) ([CI Courses](#))

In alignment with Kansas Board of Regents guidelines, Hutchinson Community College will award credit for Cambridge International examination scores of E or above on Advanced Levels (A Levels) exams and E or above on Advanced Subsidiary Level (AS Levels) exams when evaluated for the equivalent course or courses at HutchCC.

Procedure: Credit by Exam CLEP, AP, IB, CI

- The student requests official CLEP/AP/IB/CI transcripts be sent directly to the HutchCC Records Office in accordance with official guidelines (<https://www.hutchcc.edu/transcripts>).
- A grade of “CR” is placed on the HutchCC transcript for all courses accepted by HutchCC.

Departmental Examination

Students may earn credit for HutchCC courses by passing an examination given by the appropriate HutchCC Department. To qualify to take a departmental exam, the student must be currently enrolled at HutchCC. Credit by departmental examination will not be awarded to students of high school standing. HutchCC does not accept credit awarded by departmental examination from other institutions.

The student must first verify with the appropriate HutchCC Department/Program that the course is subject to credit by departmental examination. The student will work with the department's representative to complete the Procedure Checklist and Approval Form for Credit by Departmental Examination. A student applying for credit by departmental examination must show acceptable background qualifications as determined by the HutchCC Department/Program. The student must pay the Credit by Departmental Examination non-refundable fee. The examination will not be administered until payment is verified. The HutchCC Registrar will transcript the credit, if awarded, as Credit (CR) no earlier than the beginning of the student's first semester of coursework at HutchCC.

Procedure: Credit by Departmental Examination

- Contact advisor or program coordinator to confirm a departmental exam is available. The course(s) that qualify for credit by departmental examination have been preselected within the department.
- Student and departmental exam instructor fill out the Approval Form for Credit by Departmental Examination (see Appendix) form and determine eligibility.
- Pay Business Office the \$35.00 Credit by Exam fee.
- Student schedules time and date to take the common departmental course exam and instructor verifies payment.
- Upon completion of the exam the instructor indicates credit or no credit, signs the form, and forwards it to the Department Chairperson that the course resides with.
- Department Chairperson signs the form and sends it to the Registrar.
- Course grade is added to transcript after the start of the first semester at Hutchinson Community College.

Credit Hour Overload Policy

Students may attempt 19-21 hours in the fall or spring semester with prior permission from their advisor. Any hours beyond 21 credit hours per fall or spring semester or 9 credit hours in the summer term require written permission from the Vice President of Academic Affairs or Major Department Chair.

Credit Hour Policy

Hutchinson Community College Credit Hour Policy

The amount of credit assigned to each course is appropriate for the skills, knowledge, and course competencies. When assigning credit hours to courses and programs, Hutchinson Community College refers to the Federal Definition of Credit Hour (34 CFR 600.2), Kansas Board of Regents Policy, and the Kansas Administrative Regulations (88-26-4).

Hutchinson Community College's Time-Based Standard

A college semester is defined as 15 weeks of instruction and one week allocated for final exams.

- Lecture courses must meet for a minimum of 750 minutes per credit hour, plus time allocated for a final exam.
- Laboratory courses, including those in technical programs, must meet for a minimum of 1,125 minutes per credit hour. Laboratory courses involve students predominantly in experimentation or application learning activities.
- Practicum and internship courses must meet for a minimum of 2,700 minutes per credit hour.
- Courses meeting fewer weeks still must meet the minimum minute per credit hour requirement.
- Clinical courses will meet the minimum required by the respective professional accrediting or regulatory agency, but may not meet less than the minimum required for practicum and internship courses as defined above.
- The number of credit hours allowed for each distance education or blended hybrid course shall be assigned based on the amount of time needed to achieve the same course outcomes as the face-to-face format. Student learning will be verified by student achievement data.
- Directed independent study courses must complete a contract that clearly specifies time necessary to complete, description of the project, meetings with the instructor, and methods for evaluation. A time log must be maintained that documents amount of time the student spends with each portion of the course detailing date, activity, and time spent on activity. The minimum required minutes per credit hour must be recorded in the log.
- Courses meeting at an arranged time between the instructor and the student follow the course syllabus. A time log must be maintained that documents amount of time the student spends with each portion of the course detailing date, activity, and time spent on activity. The minimum required minutes per credit hour must be recorded in the log.

Procedure for Determining Assignment of Credit Hours

The following procedure describes HutchCC's process for determining the assignment of credit hours to courses:

- 1.) In the process of developing a new course, faculty will propose the appropriate assignment of credit hours to a course on the New Course Development – Form A document.
- 2.) The proposed assignment of credit hours must be submitted to the following administrators and committee, in sequential order, for review and approval.
 - a. Department Chair;
 - b. Curriculum and Assessment Coordinator;
 - c. Curriculum Committee
- 3.) The Curriculum and Assessment Coordinator will provide verification of the assignment of credit hours prior to submitting a proposal to the Curriculum Committee, and will be responsible for the interpretation of policies and procedures pertaining to the assignment of credit hours to a course or other types of academic work.
- 4.) The Curriculum and Assessment Coordinator will consult with departmental faculty to make changes when the assignment of credit is inconsistent with this policy.
- 5.) Courses and/or academic work must be scheduled in a way that conforms to the definition of a credit hour listed within the Credit Hour Policy.

Final Examinations

All classes must meet at the time and place designated by the final examination schedule unless an exception is approved in writing by the Vice President of Academic Affairs.

Full-time / Part-time Enrollment Status

Fall and Spring Semesters

A student is considered full-time if they are enrolled in 12 or more credit hours. Less than 12 credit hours is considered part-time.

Summer Semester

A student is considered full-time if they are enrolled in 6 or more credit hours. Less than 6 credit hours during the summer semester is considered part-time.

Credit hour requirements for Federal Financial Aid disbursement are defined by federal regulation and may vary from this policy.

Credit hour requirements for athletic eligibility are defined by National Junior College Athletic Association (NJCAA) regulations and may vary from this policy.

Generative AI Policy

This policy is a work in progress and will evolve as technology, laws, and usage change.

Purpose

Hutchinson Community College (HutchCC) is committed to advancing knowledge and learning while embracing generative AI (Artificial Intelligence) tools. As AI continues to transform education and work, we encourage exploration while ensuring responsible use. A working group of faculty and administrators (the "AI Subcommittee" under Regulatory Compliance & Due Process and Teaching & Learning) is establishing guidelines to navigate these evolving technologies.

Generative AI tools, such as OpenAI's ChatGPT and Google's Gemini, offer opportunities to enhance learning and efficiency but also present risks, including data privacy concerns, intellectual property issues, misinformation, and bias.

Key risks include:

- Potential exposure of private, confidential, or proprietary information
- Intellectual property uncertainties regarding AI-generated content
- Misinformation and liability from inaccurate or distorted AI outputs
- Biased or discriminatory AI-generated decisions

HutchCC requires AI use to be informed, ethical, and aligned with institutional policies. This policy provides overarching guidelines for the entire college community, with specific guidance for faculty and students in instructional settings. The College will continue monitoring AI developments and refining guidelines as needed.

Definitions

- **Confidential Information** – Business, technical, or data belonging to HutchCC, its community members, collaborators, or third parties that is not publicly available or is shared under confidentiality obligations. This includes **Protected Health Information (PHI)** and **Personally Identifiable Information (PII)**.
- **Generative AI** – Machine-based tools that process user inputs (e.g., text, images, videos, audio, or other) to produce human-like outputs (e.g., text responses, documents, code, images). This includes standalone tools like ChatGPT and Gemini, as well as AI integrated into other software, such as GitHub Copilot.
- **Protected Health Information (PHI)** - PHI is any individually identifiable health information used for treatment or payment purposes, plus any individually identifiable non-health information that could be used to identify the subject of the PHI.
- **Personally Identifiable Information (PII)** – Any data that identifies, relates to, or could reasonably be linked to an individual, either alone or when combined with other information.

Policy

HutchCC expects all community members to follow these guidelines when using Generative AI tools for teaching, learning, and work-related functions:

- **AI Procurement:** Before purchasing or using AI tools (including free ones) with HutchCC resources or data, consult HutchCC IT by emailing AI@HutchCC.edu to assess risks and contract terms.
- **Confidential & Personal Data:** Do not input **Confidential Information** or **Personally Identifiable Information (PII)** into AI tools unless explicitly approved by HutchCC IT with appropriate security controls.
- **Intellectual Property (IP) & Compliance:** Ensure AI use complies with IP laws, contract terms, and data protection regulations. Some publishers restrict AI usage of their licensed content.
- **Accuracy & Reliability:** AI-generated content must be verified for accuracy before use, as outputs may be incorrect, biased, or fabricated. Users are responsible for any published AI-generated content.
- **Bias Awareness:** Evaluate AI inputs and outputs for potential bias that may result in discriminatory impacts based on protected classifications (race, age, disability, etc.). Do not rely on biased outputs.
- **Transparency & Disclosure:** If AI-generated content is used in any work, disclose its involvement clearly. For example, *"This work includes AI-generated content. AI tools were used for [specific purpose, e.g., idea generation, drafting, editing], and final content was reviewed and revised by [author's name]."*

- **Respect IP Rights:** Do not present AI-generated content as your own. When quoting, paraphrasing, or borrowing ideas from AI, verify accuracy and avoid plagiarism or IP infringement by giving proper acknowledgement using a method appropriate for the discipline. For example:

- [APA:](#)
 - Reference citation:

OpenAI. (2023). *ChatGPT* (Mar 14 version) [Large language model]. <https://chat.openai.com/chat>

- - Parenthetical citation: (OpenAI, 2023)
 - Narrative citation: OpenAI (2023)
 - See the [APA website](#) for further information.

- [MLA:](#)
 - Work Cited citation: (Sample)

“Describe the Significance of Dancing in ‘My Papa’s Waltz’” prompt. *ChatGPT*, 28 Feb. Version, OpenAI, 28 Mar. 2025, chat.openai.com/chat.

- - Parenthetical citation: (“Describe the Significance of Dancing”).
 - See the [MLA website](#) for further information.

- **Prohibited Uses:** AI tools must not be used to generate **malicious content** (malware, viruses) or bypass security measures.
- **Opting Out of AI Training:** Where possible, opt out of allowing AI systems to use your inputs for future training.

Approved AI Applications & Exceptions

- The AI Subcommittee will maintain and make available a list of Generative AI tools vetted by HutchCC IT and approved for full or partial use. HutchCC community members must adhere to this policy when using approved AI tools.
- For additional approvals or exceptions based on compelling business or accessibility needs, contact AI@HutchCC.edu.

Generative AI & Academic Integrity

HutchCC is committed to upholding intellectual honesty and scholarly integrity. The misuse of AI-generated content as original work undermines these principles. Below are guidelines for both students and instructors to ensure responsible AI use.

For Students

- Unless explicitly permitted by the instructor, using Generative AI tools for assignments or exams is prohibited and will be treated as plagiarism. See the [Academic Honesty and Appeal Policy & Procedure](#).
- Students should consult their instructors regarding AI usage expectations.

For Instructors

- Clearly communicate AI usage policies at the start of each semester through the syllabus, instructor sheet, and class discussions. Encourage students to ask for help rather than risk academic integrity violations.
- Develop a course-specific AI policy outlining appropriate and inappropriate uses. Consider integrating AI discussions into coursework to explore its benefits, limitations, and impact on learning objectives.

- **AI Detection Tools:** Be cautious when using AI detection software, as these tools can produce false positives. Use them as a reference, not a definitive grading metric or sole indicator of academic misconduct and discuss their use transparently with students.

Generative AI & Research

HutchCC recognizes the need for, and importance of, research in various contexts.

- Individuals who use Generative AI in research must be transparent regarding its use, methodology, and attribution.
- For research projects involving Generative AI and human subjects, please refer to HutchCC's [Institutional Review Board Policy and Procedure](#) (IRB).

Related College Policies & Resources

HutchCC community members must adhere to existing policies on privacy, academic integrity, and information security when using Generative AI tools. Relevant policies and resources include:

Policies

- [Academic Honesty and Appeal Policy & Procedure](#)
- [Family Educational Rights and Privacy Act \(FERPA\)](#)
- [Institutional Review Board Policy and Procedure](#)
- [IT Acceptable Use Policy](#)
- [Privacy Policy](#)

Resources

1. [US National Science Foundation](#)
2. [OECD AI Principles](#)
3. [American Psychological Association](#)
4. [Modern Language Association](#)
5. [Dept. of Ed Office of Education Technology](#)

Questions

The AI Subcommittee oversees guidelines for the use and procurement of Generative AI tools at HutchCC. For inquiries or guidance on this policy or AI usage, contact AI@HutchCC.edu

This document was developed using resources from [Columbia University's Generative AI policy](#).

Grade Equivalencies - Letter Grades to Points (GPA)

The college uses the following grade point system for rating a student's academic achievement:

For each credit hour of A 4 grade points

For each credit hour of B 3 grade points

For each credit hour of C 2 grade points

For each credit hour of D 1 grade point

For each credit hour of F 0 grade point

Grades which are not included in the computation of the GPA

W - Withdrawal

I - Incomplete

P - Pass

CR - Credit

AU - Audit

S - Satisfactory

U - Unsatisfactory

Grades and Grade Reports

Grades and Grade Reports

REFERENCE NUMBER: 1015

EFFECTIVE DATE: 03/13/2025

Grades of A, B, C, D, F (Failure), I (Incomplete) and P (Pass) and designations of W (Withdrawal) and Credit/No Credit are used. Final course grades are available to students in the Dragon Zone student portal.

Graduation Requirements

Students applying for the Associate of Arts, Associate of Science, Associate of Fine Arts, or Associate of General Studies degree must have earned a minimum of 25 percent of total credit hours from Hutchinson Community College (“HutchCC” and/or “the College”).

Students applying for the Associate of Applied Science degree or stackable credential certificate programs are required to complete a minimum of 25 percent of total credit hours at Hutchinson Community College in the technical field for which the degree is granted. Technical coursework transferred from other institutions will be reviewed by the appropriate HutchCC program coordinator, department chair or their representative.

All students must maintain a minimum GPA of 2.0 to graduate. Certain programs have separate grade requirements. Students should check with their advisor.

HutchCC posts degrees at three different periods during the school year: the date of the May commencement ceremony, July 31, and December 15. Student diplomas will bear the same dates as the completed transcripts although the College will hold only one commencement exercise per year. Students who have applied for graduation must complete the requirements within a calendar year or must reapply for graduation. Students entering programs with selective admission requirements may have different graduation dates based upon state testing requirements.

Although advisers, department chairpersons and the Records Office staff assist in checking requirements, students are ultimately responsible for meeting graduation requirements.

Students shall follow the guidelines of the catalog under which they begin, provided they remain continuously enrolled at HutchCC from the semester of entry to the semester of graduation. Continuous enrollment is defined as the successful completion of at least one class during each semester (excluding summer sessions). Students who are not continuously enrolled from the date of entry to the date of graduation shall follow the guidelines of the catalog under which they reenter.

Students entering programs with selective admission requirements are required to meet current catalog admission standards.

Hutchinson Community College Graduate Profile

HutchCC graduates will be able to:

1. Demonstrate the ability to think critically and make reasonable judgments by analyzing, combining, and evaluating information.
2. Demonstrate the skills necessary to access and manipulate information through various methods.
3. Demonstrate effective communication through reading, writing, listening, and speaking.
4. Demonstrate effective interpersonal and collaborative skills.
5. Demonstrate effective quantitative-reasoning and computational skills.

General Education Philosophy

The general education requirements at HutchCC are specific requirements that represent the philosophy of education to provide an adequate body of common knowledge necessary to assure a broadly based liberal education. These courses strive to provide proficiency in writing, reading, speaking and listening; they teach mathematical structures which acquaint students with critical thinking skills; they encourage an understanding of science and scientific inquiry; and they provide familiarity with various branches of human understanding.

Each degree program at HutchCC contains an integrated framework of general education requirements. This emphasis helps students understand they are not only trained but also educated and that they are not only individuals but also members of the greater human community. It is a belief that these requirements can enrich the lives of students, broaden their perspectives, and make learning a lifelong enterprise.

Requirements for the Associate of Arts, Associate of Science, Associate of Fine Arts, and Associate of General Studies Degrees

A student may qualify for an Associate of Arts, Associate of Science, or an associate of Fine Arts degree by completing a program of study consisting of a minimum of 60 credit hours, with 34-35 of those hours in general education courses from each of the areas listed below. To satisfy the Systemwide General Education Framework, 6 credit hours of the General Electives will include the approved institutional Options.

Associate of Arts

- English Option - 6 credit hours

- Communications Options - 3 credit hours
- Math Options - 3 credit hours
- Natural and Physical Science Options - 4 credit hours
- Social Science Options - 6 credit hours
- Arts & Humanities Options - 9 credit hours
- General Electives - 29 credit hours

Associate of Science

- English Option - 6 credit hours
- Communications Options - 3 credit hours
- Math Options - 3 credit hours
- Natural and Physical Science Options - 9 credit hours
- Social Science Options - 6 credit hours
- Arts & Humanities Options - 6 credit hours
- General Electives - 27 credit hours

Associate of Fine Arts

- English Option - 6 credit hours
- Communications Options - 3 credit hours
- Math Options - 3 credit hours
- Natural and Physical Science Options - 4 credit hours
- Social Science Options - 6 credit hours
- Arts & Humanities Options - 9 credit hours
- Fine Arts Electives - 21 credit hours
- Capstone Electives - 2 credit hours
- General Electives - 6 credit hours

A student may qualify for an Associate of General Studies degree by completing a program of study consisting of 60 credit hours, with a minimum of 30 of those hours in general education courses consisting of

- English Options - 6 credit hours
- Communications Options - 3 credit hours
- Math Options - 3 credit hours
- Natural and Physical Science Options - 4 credit hours
- Social Science Options - 6 credit hours
- Arts & Humanities Options - 6 credit hours
- Necessary Skills - 2 credit hours
- General Electives - 30 credit hours

Requirements for the Associate of Applied Science Degree

A student may qualify for an Associate of Applied Science degree by completing a planned program of study consisting of 60 credit hours as listed in the catalog as follows:

1. Specialization in the chosen technical field and related contextual courses (minimum of 45 college credits)
2. General education courses from at least three of the following areas (minimum of 15 college credits):
 - Arts and Humanities
 - Communication
 - Math
 - Science

- Social Science
- Necessary Skills

A student transferring to Hutchinson Community College must complete a minimum of 25 percent of total credit hours in the technical field for which the degree is granted.

The electives requirement may be waived for students in those programs in which the number of credit hours in a selected curriculum mandated by an outside agency causes the graduation requirements to exceed 60 credit hours.

Students in Associate Degree Nursing, Health Information Management, Physical Therapy Assistant, Radiologic Technology, Respiratory Care, and Surgical Technology curricula must meet the accrediting agency requirements. The Vice President of Academic Affairs must give written approval for an exception to the selected curriculum.

A student may receive more than one Associate of Applied Science (AAS) degree. Students applying for graduation from an AAS degree program with more than a five-year interruption in their educational program will have their transcripts reviewed by the appropriate program area for current program competencies.

Requirements of Certificates

A student may qualify for a Technical Certificate for programs of instruction that are less than 60 semester hours in length but more than 15 semester hours. Certificates of Completion may be awarded for a course or a sequence of courses not exceeding 15 semester hours.

Certificates range from a Certificate of Completion (1-15 credit hours), Certificate A (16-29 credit hours), Certificate B (30-44 credit hours), and a Certificate C (45-59 credit hours). Certificates under the same program are stackable, students may earn multiple certificates from the same program.

A student transferring to Hutchinson Community College must complete a minimum of 25 percent of total credit hours in the technical field for which the certificate is granted.

Honor Rolls

Students who excel scholastically are given recognition and appropriate awards. Students completing a minimum of six credit hours and earning an average of 3.5 but less than 4.0 in a semester are designated as members of the Vice President's Honor Roll. Students completing a minimum of six credit hours and earning 4.0 grade point averages in a semester are given special citations as members of the President's Honor Roll. Honor Rolls will be compiled twice a year; Fall and Spring.

Institutional Review Board Policy and Procedure

Policy and Procedure

Hutchinson Community College's Institutional Review Board (IRB) ensures the safety and well-being of human subjects (as defined by the U.S. Department of Health and Human Services Office of Human Research Protections) participating in research studies being conducted by Hutchinson Community College (HutchCC) students, faculty, and staff. Those conducting research projects involving HutchCC students, faculty, and/or staff but are not currently affiliated with the institution must also complete the IRB process even if the research has been approved by an external IRB.

The HutchCC IRB must review and grant approval (or exemption) for the project before the research begins. HutchCC's IRB monitors research studies to ensure the human, civil, and legal rights of human research participants are respected and that researchers are adhering to the highest ethical standards.

IRB approval can only be given for up to one calendar year. Ongoing projects must seek reapproval, especially if any changes have been made to the research protocol.

Class projects that involve systematic collection of data for which the design or objective is to **develop or contribute to generalizable knowledge** are considered research. In other words, if the student or instructor plans to use the data outside of the class, the project is considered research and requires review. Projects that may constitute research include:

- Theses that may be presented in a professional venue (conference, publication, etc.)
- Projects that deal with protected populations (children/minors, prisoners, people with diminished capacity to give consent, etc.)
- Projects dealing with sensitive information

Only projects that are affiliated with HutchCC investigators (HutchCC students, faculty, or staff) or that utilize HutchCC students/faculty/staff as subjects or HutchCC property in the course of the research are eligible for HutchCC IRB review. If a researcher or instructor is unsure whether their project requires review, they should contact the Chair of the IRB.

IRB Membership

The HutchCC IRB will consist of a minimum of five members with varying backgrounds to promote complete and adequate review of the research activities commonly conducted by the institution. Membership will include the following:

- At least one member whose primary concern is in scientific areas
- At least one member whose primary concern is in nonscientific areas
- At least one member not otherwise affiliated with the institution and not part of the immediate family of a person affiliated with the institution.

No member will participate in the initial or continuing review of any project in which the member has a conflicting interest, except to provide information requested by the IRB. For situations like this that may occur, the HutchCC IRB will have an identified alternate member with experience, expertise, background, professional competence, and knowledge comparable to that of the primary IRB member whom the alternate would replace.

IRB Process

Relevant Terms

External applicant: an applicant with no current affiliation with HutchCC

Internal applicant: an applicant with a current affiliation with HutchCC (as student, faculty, or staff)

IRB Application Consideration

1. Applicant submits an IRB Application or an amended IRB Application to Learning Zone.
2. If the project takes place at HutchCC or on HutchCC property, or if project subjects include HutchCC students, faculty, and/or staff, the IRB Chair will consult with the President's Council.
3. The IRB Chair(s) assigns the application to a level of review--exempt, expedited, or full—based on the criteria below. Once assigned a level of review, the IRB Chair(s) will send the project to the appropriate IRB members and, once review is completed, will communicate IRB findings to the applicant.

Projects Exempt from IRB Review

Projects that are exempt from the IRB review process will satisfy at least one of the following criteria.

1. Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as:
 - a. Research on regular and special educational instructional strategies, or
 - b. Research on the effectiveness of or the comparison among instructional techniques, curricula or classroom management methods.
2. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless:
 - a. Information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and
 - b. Any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal liability or be damaging to the subjects' financial standing, employability or reputation.
3. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement) survey procedures, interview procedures or observation of public behavior that is not exempt under category (b) of this section, if:
 - a. The human subjects are elected or appointed public officials or candidates for public office; or
 - b. Federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.
4. Research involving the collection or study of existing data, documents, records, pathological specimens or diagnostic specimens, if these sources are publicly available or if information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects. (Please be aware that in order to qualify for this exemption, the data, documents, records or specimens must be in existence before the project begins.)
5. Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate or otherwise examine:
 - a. Public benefit or service programs;
 - b. Procedures for obtaining benefits or services under those programs;
 - c. Possible changes in or alternatives to those programs or procedures; or
 - d. Possible changes in methods or levels of payment for benefits or services under those programs.
6. Taste and food quality evaluation and consumer acceptance studies:
 - a. If wholesome foods without additives are consumed; or
 - b. If a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

The designation of a project as "Exempt from IRB Review" will be communicated to the applicant by the IRB Chair via Learning Zone (for internal applicants) or via email (for external applicants).

Projects Appropriate for Expedited Review

Projects that are appropriate for expedited IRB review will satisfy at least one of the following criteria.

1. Clinical studies of drugs and medical devices only when condition (a) or (b) is met:
 - a. Research on drugs for which an investigational new drug application (21 CFR Part 312) is not required. (Note: Research on marketed drugs that significantly increases the risks or decreases the acceptability of the risks associated with the use of the product is not eligible for expedited review.)
 - b. Research on medical devices for which (i) an investigational device exemption application (21 CFR Part 812) is not required; or (ii) the medical device is cleared/approved for marketing and the medical device is being used in accordance with its cleared/approved labeling.

2. Collection of blood samples by finger stick, heel stick, ear stick, or venipuncture as follows:
 - a. From healthy, non-pregnant adults who weigh at least 110 pounds. For these subjects, the amounts drawn may not exceed 500 ml in an 8-week period, and collection may not occur more frequently than 2 times per week; or
 - b. From other adults and children, considering the age, weight and health of the subjects, the collection procedure, the amount of blood to be collected, and the frequency with which it will be collected. For these subjects, the amount drawn may not exceed the lesser of 50 ml or 3 ml per kg in an 8-week period, and collection may not occur more frequently than 2 times per week.
3. Prospective collection of biological specimens for research purposes by noninvasive means:
 - a. Hair and nail clippings in a non-disfiguring manner;
 - b. Deciduous teeth at the time of exfoliation or if routine patient care indicates a need for extraction;
 - c. Permanent teeth if routine patient care indicates a need for extraction;
 - d. Excreta and external secretions (including sweat);
 - e. Uncannulated saliva collected either in an unstimulated fashion or stimulated by chewing gumbase or wax or by applying a dilute citric solution to the tongue;
 - f. Placenta removal at delivery;
 - g. Amniotic fluid obtained at the time of rupture of the membrane prior to or during labor;
 - h. Supra- and subgingival dental plaque and calculus, provided the collection procedure is not more invasive than routine prophylactic scaling of the teeth, and the process is accomplished in accordance with accepted prophylactic techniques;
 - i. Mucosal and skin cells collected by buccal scraping or swab, skin swab or mouth washings;
 - j. Sputum collected after saline mist nebulization.
4. Collection of data through noninvasive procedures (not involving general anesthesia or sedation) routinely employed in clinical practice, excluding procedures involving X-rays or microwaves. Where medical devices are employed, they must be cleared/approved for marketing. (Studies intending to evaluate the safety and effectiveness of the medical device are not generally eligible for expedited review, including studies of cleared medical devices for new indications.)
 - a. Physical sensors that are applied either to the surface of the body or at a distance and do not involve input of significant amounts of energy into the subject or an invasion of the subject's privacy;
 - b. Weighing or testing sensory acuity;
 - c. Magnetic resonance imaging;
 - d. Electrocardiography, electroencephalography, thermography, detection of naturally occurring radioactivity, electroretinography, ultrasound, diagnostic infrared imaging, doppler blood flow and echocardiography;
 - e. Moderate exercise, muscular strength testing, body composition assessment and flexibility testing where appropriate given the age, weight, and health of the individual.
5. Research involving materials (data, documents, records, or specimens) that have been collected, or will be collected solely for nonresearch purposes (such as medical treatment or diagnosis). (NOTE: Some research in this category may be exempt from the Health and Human Services regulations for the protection of human subjects [45 CR 46.101(b)(4)]. This listing refers only to research that is not exempt.)
6. Collection of data from voice, video, digital or image recordings made for research purposes.
7. Research on individual or group characteristics or behavior (including, but not limited to, research on perception, cognition, motivation, identity, language, communication, cultural beliefs or practices, and social behavior) or research employing survey, interview, oral history, focus group, program evaluation, human factors evaluation or quality assurance methodologies. (NOTE: Some research in this category may be exempt from the HHS regulations for the protections of human subjects [45 CFR 46.101(b)(2) and (b)(3)]. This listing refers only to research that is not exempt.)

Projects identified as appropriate for expedited IRB review will be evaluated in an email meeting (initiated by the Chair), consisting of two IRB Committee Members and the Chair. The Chair will communicate the decisions of the meeting to the applicant via Learning Zone (for internal applicants) or via email (for external applicants).

Projects Appropriate for Full Review

For projects that are neither assigned as exempt nor expedited, the Chair will initiate an email meeting with the entire IRB Committee to review the project. The Chair will communicate the decision of the committee to the applicant via Learning Zone (for internal applicants) or via email (for external applicants). Decisions will be communicated within one month of the application being received.

Institution-Wide Outcomes

Institution-Wide Outcomes

Hutchinson Community College is committed to a tradition of excellence in education that prepares students for success in academics, careers, and life. To achieve this goal, HutchCC has established five Institution-Wide Outcomes (IWO) that are embedded into all academic courses. These outcomes are designed to equip graduates with the knowledge, skills, and abilities necessary to thrive in a rapidly changing world.

The five Hutchinson Community College Institution-Wide Outcomes are as follows:

1. Demonstrate the ability to think critically and make reasonable judgments by analyzing, combining, and evaluating information.
2. Demonstrate the skills necessary to access and manipulate information through various methods.
3. Demonstrate effective communication through reading, writing, listening, and speaking.
4. Demonstrate effective interpersonal and collaborative skills.
5. Demonstrate effective quantitative-reasoning and computational skills.

Hutchinson Community College is committed to continuous improvement in student learning. The College will regularly evaluate the effectiveness of the IWO and make necessary adjustments to ensure that graduates are well-prepared for success.

Orientation

Orientation at Hutchinson Community College (HutchCC) provides academic and social experiences designed to help with a successful transition into college life. The program focuses on the reinforcement of successful student behaviors, effective learning strategies, an awareness of student services, and academic and administrative policies and procedures.

All students are encouraged to enroll in Success Seminar/College Orientation (ED 105) or College Orientation and Career Exploration (ED 115) during their first semester at HutchCC. Success Seminar/College Orientation and College Orientation and Career Exploration are courses designed to provide students with the skills and knowledge important to succeed in college and beyond. Core topics of the courses include study skills, goal setting, learning styles, healthy lifestyles, and institutional policies. Other course topics include time management, critical thinking, relationships, career planning, library usage, teachers and students as partners, cultural diversity, and the value of college. In addition, campus resources are explored. The HutchCC orientation program is coordinated through the Office of the Vice President of Student Services.

Placement Testing English and Math

Hutchinson Community College has established mandatory course placement standards for students seeking a degree or wishing to take a college level English or Math course. Course placement will be determined by one of the following:

- High School GPA
- ACT English or Math subscores
- ACCUPLACER NG English or Math placement exam score

The ACCUPLACER NG assessment is administered by HutchCC by appointment. Students should contact one of the following offices to schedule an appointment:

Rimmer Learning Center: (620) 665-3359

McPherson Center: (620) 245-0202

Newton Center: (316) 283-7000

Repeating a Course

When a student repeats a course in which they were previously enrolled, this is considered a "repeat". The original grade and credit for the course is cancelled and it is not counted in determining the student's GPA, but it is not removed from the transcript. Repeats are indicated on the transcript with parentheses () around the original credit hours and an asterisk * between the new grade and hours.

Scholastic Standards

To earn a certificate or degree, students must average a "C" (2.00 GPA) in total semester credit hours attempted. A "C" (2.00 GPA) at Hutchinson Community College requires an average of two grade points for each credit hour attempted. When re-enrolling in a course, the most recent grade is used in computing the grade point average. Courses designated with a course number below 100 do not count toward fulfilling the graduation requirement.

Student Location Policy

Policy Statement:

The U.S. Code of Federal Regulations, specifically 34 CFR 668.43(a)(5)(v) and 34 CFR 668.43(c) require disclosures by institutions regarding educational requirements for programs leading to professional licensure or certification regardless of modality. 34 CFR 668.43(a)(5)(v) requires an institution to make readily available to enrolled and prospective students information about whether programs leading to professional licensure or certification meet educational requirements.

If an educational program offered by Hutchinson Community College (HutchCC) is designed to meet educational requirements for a specific professional license or certification that is required for employment in an occupation, or is advertised as meeting such requirements, information regarding whether completing that program would be sufficient to meet licensure requirements in a state/U.S. territory for that occupation is required, including:

- A list of all states/U.S. territories for which the institution has determined that its curriculum meets the state/U.S. territory educational requirements for licensure or certification.
- A list of all states/U.S. territories for which the institution has determined that its curriculum does not meet the state/U.S. territory educational requirements for licensure or certification; and
- A list of all states/U.S. territories for which the institution has not made a determination that its curriculum meets the state/U.S. territory educational requirements for licensure or certification.

A direct disclosure is required by 34 CFR 668.43(c) by the institution to the student in writing if the program leading to professional licensure or certification falls in one of the latter two categories above (the curriculum does not meet educational requirements, or the institution has not made a determination) for the state/U.S. territory in which a student is located. In those two situations, the institution must inform the student directly of that status. This direct notification (typically by email or letter) must occur before the student's enrollment in the program.

Alternatively, for a student enrolled in the program, if the institution makes a later determination that the program does not meet educational requirements for licensure or certification in the state/U.S. territory where the student is located, the institution must provide notice directly to the student within 14 calendar days of making that determination. The direct disclosures must be in writing. It is anticipated that this provision would happen most often when a program loses its approval in a state/U.S. territory.

Student location:

For the purpose of this policy, institutions must determine student location (i.e., state/U.S. territory) in order to disclose location-specific professional licensure information:

- At the time of the student's initial enrollment in an educational program, and
- Upon formal notification by the student of a change in the student's location

All other College policies that determine residency for the purpose of tuition assessment are not superseded by this policy.

Prospective student location – For the purpose of this policy, a prospective student's location is the state/U.S. territory of the prospective student's residency at the time the student has applied for admission, intends to enroll, and is then entered into the student record system. For students whose permanent address does not include a U.S. state or territory (e.g., students living outside the United States), their location will be considered the state of Kansas.

Enrolled student location – The student location for enrolled students is the state/U.S. territory where the enrolled student resides and is based on the permanent address entered into the student record system. For students whose permanent address does not include a U.S. state or territory (e.g., students living outside the United States), their location will be considered the state of Kansas.

Change of location – Student location designations will remain in effect unless and until a student officially notifies the College that their permanent address has changed. Once a student notifies the College, the date of entry will be used as the effective date of a student's revised location for the purposes of this policy. If a student

does not notify the College of a change of address and mail sent to their permanent address was returned as undeliverable, their location will be considered the state of Kansas.

Reason for Policy:

This policy is required to assure compliance with the U.S. Code of Federal Regulations, 34 CFR § 668.43 as amended, particularly paragraph (c), Institutional Information – Individual Disclosures for all programs leading to professional licensure or certification to prospective students if the institution makes a determination that the program does not meet state/U.S. territory educational requirements or the institution has not made a determination where the student is located before enrolling in the program (before a financial transaction occurs.) The institution must provide an individual disclosure to enrolled students if the institution determines that the curriculum no longer meets educational requirements where the student is located; the disclosure must occur within 14 days of the institution making that determination.

Further, the federal regulations require that each institution has a policy that defines student location for purposes of complying with the disclosure requirements.

Technical Program - Retraining Guarantee

Hutchinson Community College guarantees that students successfully completing technical programs at HutchCC with an Associate in Applied Science degree or a certificate will have mastered the occupational competencies identified in the program. This guarantee assures that the student will be prepared for the technical career area that he/she has selected.

Hutchinson Community College guarantees that students successfully (C or better in all coursework) completing HutchCC technical programs will have the competencies and skills identified in the career program. If a HutchCC graduate is judged by his/her employer to be lacking in job-entry-level skills that the graduate successfully completed in a program, the institution will provide up to 6 credit hours of tuition-free needed retraining for the specific skill or skills according to the following conditions:

1. Within a 5-year time span, the student must have earned an Associate in Applied Science (AAS) degree or a certificate in an approved technical program identified in the HutchCC catalog. The retraining guarantee applies to training received within the last two semesters of completion of the degree/certificate.
2. The graduate must be employed full-time within 12 months of graduation in an area directly related to the technical program from which he or she graduated.
3. The employer will determine the need for retraining by identifying specific lacking of entry-level skills and aligned/identified within HutchCC program content of specific course objectives, within 90 days of initial employment of said employee.
4. A written education plan for retraining will be developed by the employer, the dept. chair, an appropriate content-expert faculty member, and the student.
5. This guarantee applies only to those competencies identified within the student's designated degree and certificate plan with the majority of credit earned at Hutchinson Community College.
6. The institution will provide the identified needed training at the earliest time the skill or skills are taught as part of an existing course.
7. The retraining must be completed within a calendar year and/or two consecutive semesters.
8. Coursework may be retaken only once, and must be completed with minimum C grade or better to change the transcript.
9. Prerequisites, co-requisites, and/or specific admission requirements are not included in this retraining guarantee.
10. In some instances, this guarantee may not be valid due to accreditation restrictions. When applicable, the student must pass licensure exams for health programs. This guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
11. Hutchinson Community College is not responsible for the cost of books, insurance, uniforms, fees and other course-related expenses.

Transcripts

The Records Office maintains the student's official academic records. Transcripts will be released only after receipt of the student's request. A fee will be charged for each transcript. Students are expected to pay their tuition, fees, and other education costs promptly. Failure to pay the outstanding balance by the semester drop date will result in a hold being placed on the student's account, the student being dropped from future enrollment, and courses from the current payment period will include the grade designation of "IN PROGRESS" on the student's transcript.

Transferring Credit Policy

Students who wish to apply prior college coursework toward a degree at Hutchinson Community College (HutchCC) should submit an official transcript to the Records Office. Certain students (selective admissions applicants, VA education benefit recipients, athletes, international students, students transferring to a university, and select Financial Aid recipients) may be required to provide all official transcripts. Those departments will notify the student if transcripts are required. Those official transcripts should be sent to the Records Office.

All transfer credit will be equated to the semester hour system. All credits earned with a D grade or higher will be evaluated, posted, and calculated in students' cumulative grade point average (GPA) and will be used in the determination of Financial Aid eligibility.

Transfer credits will be accepted from colleges and universities that are accredited by, or hold candidacy status with, one of the regional accrediting bodies listed below.

- Middle States Association of Colleges and Schools (MSA)
- New England Association of Schools and Colleges, Inc. Commission on Institutions of Higher Education (NEASC-CIHE)
- New England Association of Schools and Colleges, Inc. Commission of Technical and Career Institutions (NEASC-CTIC)
- Northwest Commission on Colleges and Universities (NWCUU)
- Southern Association of Colleges and Schools/Commission on Colleges (SACS-CC)
- The Higher Learning Commission (HLC)
- The Northwest Association of Schools and Colleges (NASC)
- Western Association of Schools and Colleges/Accrediting Commission for Community and Junior Colleges (WASC-Jr.)
- Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges and Universities (WASC-Sr.)

Visitors Policy

Visitors (individuals who are not officially enrolled or employed by HutchCC) are welcome on Hutchinson Community College (HutchCC) campuses and properties.

HutchCC seeks to provide an environment that is conducive to study and work, therefore, HutchCC will take reasonable steps to protect the student and work environment of HutchCC. HutchCC is also concerned with the health, safety, and liability issues associated with visitors on HutchCC properties.

Visitor Expectations

Visitors on campus are expected to conduct themselves in accordance with all federal and state laws and regulations, and conduct themselves in a manner consistent with all HutchCC Policies and Procedures. Any violations of these laws and/or policies and procedures could result in corrective action taken by HutchCC.

Child-Age Campus Visitors

Parents/guardians are responsible for the behavior of their children on HutchCC campuses and properties. Parents/guardians are required to provide reasonable supervision for their children in accordance with all federal and state laws and regulations, and all HutchCC Policies and Procedures. Children with an illness that prevents them from going to a childcare facility or from attending school should not be brought to HutchCC campuses. Parents/guardians whose children engage in any disruptive or destructive behavior may be referred for possible College conduct action.

Classroom Visitors

Only registered students are allowed in the HutchCC classrooms during official class periods. College employees on official business, along with their guests, are allowed to visit HutchCC classrooms upon approval from the instructor. Any other exceptions must be approved by the instructor and appropriate supervisor and/or their designee. If the instructor, in their discretion, and/or a registered student find(s) the non-registered person's presence in their classroom disruptive, the instructor may ask the non-registered person to leave for the remainder of the class period and the disruption shall be communicated to the appropriate supervisor and/or their designee.

Office or Workspace Visitors

Visitors in offices or workplaces should conform to expected office norms. If a visitor does not conform to office norms, such that the visitor's presence is deemed disruptive or potentially disruptive to the productivity of the employees, an appropriate College employee should ask the visitor to leave the area and the disruption should be documented.

Withdrawal from a Course

Complete Withdrawal from the Institution

Prior to the posted withdrawal date on the student's course schedule, registered students who wish to withdraw completely from the institution, should log in to DragonZone, navigate to their course schedule, and click the Withdrawal button for all courses listed. Students are officially withdrawn and receive the designation of "W" immediately. Refunds to students who complete this transaction will be awarded according to the refund policy as listed in the catalog.

Emergency Withdrawal

After the withdrawal period has ended, requests for emergency withdrawal must be submitted in writing by the student making the request to the Vice President of Academic Affairs. The request will be reviewed, and the decision will be returned to the student within 30 calendar days.

Course Withdrawal

The withdrawal process becomes effective immediately after the period allowed for schedule changes. Withdrawal may occur between the refund date and the withdrawal date, both of which are noted on the student's course schedule.

Registered students wishing to withdraw from a course must do so on or prior to the date that corresponds to 80 percent completion of the course. The withdraw date is published on the student's course schedule. Students who complete this transaction will receive the designation of "W" for the course. To complete the withdrawal procedure, students will log in to Dragon Zone, navigate to their course schedule, locate the course they wish to withdraw from, and click the Withdraw button. Students are officially withdrawn immediately. Students who complete the withdrawal process will receive the designation of "W" for the course.

Workplace Credit

Disclaimer: The purpose of Workplace Credit (WC) is to recognize significant technical training and competency attainment (such as Apprenticeships, Professional Licensure or Right Skills Now) that adults have previously mastered through their employment in a technical field, and to award college credit for the competencies attained. Departments will decide which, if any, of their courses qualify for WC. WC at HutchCC may not transfer to other post-secondary institutions. HutchCC does not accept credit awarded for work experience from other post-secondary institutions.

Award of College Credits: Students may receive a maximum of six (6) credit hours towards the completion of a Technical Certificate or a total of twelve (12) credit hours towards an Associate in Applied Science (AAS) degree. WC must be compatible with courses meeting certificate or AAS degree requirements.

Procedure for Workplace Credit

- Student creates a portfolio which may include things like: certificates of training, work samples, awards and honors, job descriptions, performance evaluations, samples of work product, or resumes.
- Student completes their portion of the Workplace Credit form and takes it to their supervisor.
- The supervisor creates a letter of support and completes the employer verification portion of the Workplace Credit form.
- The student then submits the contents of the portfolio, letter of support, and the signed Workplace Credit form to their Academic Advisor.
- The Advisor submits the documents and form to the appropriate Department Chair.
- The Department Chair seeks input from three reviewers (including the appropriate Program Coordinator). The three reviewers' results are collected, and the equivalent course(s) and credit hour(s) awarded are indicated on the form. The Program Coordinator and Department Chair sign the form as acceptance. The form and portfolio are then submitted to the Vice President of Academic Affairs.
- The Vice President of Academic Affairs signs the form as acceptance of the award and forwards all documentation to the Records Office. If not accepted, the form is returned to the Department Chair for student notification.

Transcription of Credit: HutchCC will use a minimum of 250:1 ratio for the transcription of work experience hours completed to credit hours earned. HutchCC departments reserve the right to exceed this minimum ratio. The recommended credit will be transcribed as a grade of CR following the student's completion of eight (8) credit hours at HutchCC with a minimum 2.0 GPA.

Student Success Center Services

Committed to success for everyone, the Student Success Center at Hutchinson Community College is ready to help you succeed in your educational career. We have a caring staff that is prepared and trained in providing excellent academic support and available to counsel students in the academic and life skills needed to succeed at the collegiate level.

We provide a 'one-stop shop' approach, bundling a variety of student services into a convenient location, from counseling and advising to testing services. Just walk in our door and we are ready and willing to help you. We are also able to communicate with other offices and areas on campus to help you navigate collegiate life with ease, clearing the way for you to achieve your educational goals.

Residence Life

The Residence Life Office at Hutchinson Community College welcomes you to your home away from home.

Come live in “The D’s,” as our students affectionately refer to our on-campus housing facilities. Our dormitories are spacious and inviting spaces, with many amenities and areas to encourage interaction with your fellow students and make new friends. Our staff is committed to providing safe, comfortable and affordable housing options for our students, where you can get the “real college experience” of campus living.

Our students are active in every aspect of campus life in “The D’s”, with students leading the way by serving as Resident Assistant (RAs) for the dormitories. Our activities board works closely with our staff to propose and plan student activities that are student-oriented and student-involved.

We are a popular place to call home with more than 500 students calling our facilities Home. Come inside and see what your new home away from home is like.

JFK Library

Located in the lower level of Rimmer Learning Resources Center, John F. Kennedy Library provides research assistance and instructional services to students, faculty, and staff including interlibrary loan services, course related instruction, course reserves, and research and reference services. JFK Library's primary role is to support the curricular needs of Hutchinson Community College programs. The library's secondary role is to support the interests of students and to provide professional resources for faculty and administrators. Community users are also welcome to enjoy the library.

Rimmer Learning Resource Center

Rimmer Learning Resource Center (RLRC) is designed to promote student success, retention, and graduation. We encourage students to take advantage of the center's resources and services, which include free tutoring, use of technology, online resources, Supplemental Instruction, Assessment Services, test proctoring, and the use of the JFK Library.

HutchCC Student Health Services Procedure

Student Health Services are provided by PrairieStar Health Services at 2700 E. 30th, Hutchinson, KS.

STUDENT HEALTH SERVICES

- These services are available to current HutchCC Students
- To begin the process, the student should pick up a Student Health Services Voucher. Make sure to have your Student ID with you.
 - The three location on campus that dispense vouchers are:
 - Parker Student Union Information Counter
 - Student ID Center
 - Residence Life Office in Elland Hall
- Once the student has a voucher, they can go to PrairieStar Health Center at 2700 E. 30th Avenue and to the Walk-In Clinic.
- Student should present the voucher, as well as his/her medical insurance card (if applicable) to the receptionist at the Walk-In Clinic at PrairieStar when they check-in.
- The voucher will cover the cost of the office visit co-pay and several routine labs and tests, problem dental and eye exams; after the student's personal insurance is applied.
- HutchCC Students are allowed two (2) student health referral vouchers per semester

PRAIRIE STAR HEALTH CENTER IS LOCATED AT 2700 E. 30TH AVENUE

Their hours of operation are M-F 8AM – 6PM

Records Office

The records office:

- Seeks to create, maintain, and provide accurate student academic records in compliance with applicable policies, laws, and regulations.
- Ensure continuously satisfactory service through good management practices and responsible utilization of resources.
- Establish daily business practices which reflect the most advanced technological methods available to improve service.
- Interpret Hutchinson Community College, Board of Regents, and governmental policies to faculty, staff, students, parents, and the general public.

Reinstatement Policy

First Dismissal:

Students dismissed for the first time from Hutchinson Community College (HutchCC) must wait at least one full fall or spring semester before returning to HutchCC. The summer semester does not count as a full semester. To be readmitted, students must submit a completed petition to the Office of the Vice President of Student Services. (See [Reinstatement Procedure](#) for form and other needed information.)

Multiple Dismissals:

Students dismissed two or more times from HutchCC at any time in their academic career must wait at least one full academic year (fall, spring, and summer) before returning to HutchCC. To be readmitted, students must submit a completed petition to the Office of the Vice President of Student Services. (See [Reinstatement Procedure](#) for form and other needed information.)

Employer-mandated Reinstatement:

The Office of the Vice President of Student Services will consider readmission without a semester of nonattendance for employer-mandated enrollment. Students will remain on dismissal until they are in good academic standing or follow the normal reinstatement procedure.

Reinstated Students:

All reinstated students are readmitted to HutchCC on academic probation. Satisfactory academic progress and adherence to reinstatement mandates are required for continued enrollment.

During the first semester of attendance after a period of dismissal, reinstated students are required to adhere to the following mandates:

- Satisfactory academic progress according to the [Academic Standing, Probation, Dismissal, and Reinstatement Policy](#);
- Maximum enrollment of 12 credit hours in the fall or spring semester;
- Maximum enrollment of 6 credit hours in the summer semester;
- Enroll in and complete a student success course at HutchCC;
- Self-enrollment is not permitted.

[Reinstatement Procedure](#)

Reinstatement Procedure

The Vice President of Student Services oversees the Reinstatement Process. Students who wish to be considered for reinstatement to HutchCC must complete the following process at least five business days (a business day is defined as a day that the college is open for business) before starting the first requested course.

STEP 1: Apply for Reinstatement:

The [reinstatement application form](#) is available online.

The completed form will be reviewed by the Administrative Assistant to the Vice President of Student Services.

*Employer-mandated reinstatements are managed administratively – contact the College Registrar (Records@hutchcc.edu or 620-665-3521) for more information.

STEP 2: Reinstatement Advisor Assigned:

Once the completed reinstatement application is received, the Administrative Assistant to the Vice President of Student Services will assign the student a Reinstatement Advisor and email the student the Reinstatement Advisor's contact information.

STEP 3: Contact Reinstatement Advisor:

The student will contact the Reinstatement Advisor to discuss reinstatement mandates and enroll in classes.

Note: Reinstated students are required to enroll in a student success course at HutchCC. This may include one of the following courses:

- BU 107 – Personal Finance
- BU 118 – Introduction to Leadership
- BU 122 – Customer Service/Professional Image
- ED 105 – Success Seminar/College Orientation
- ED 110 – Career Decision Making
- ED 115 – College Orientation and Career Exploration
- LC 105 – College Learning Methods
- PS 101 – Human Relations
- SH 102 – Interpersonal Communication
- SO 103 – Stress Management
- SO 104 – Assertiveness Training
- TR 120 – Work Ethics

Accessibility Services

The Accessibility Services Office, located in the Parker Student Union, provides and coordinates services to students with disabilities, promotes equal educational opportunities, and provides equal access to all institutional programs and services. Accommodations are provided on an individualized, as-needed basis as regulated by The Americans with Disabilities Act (ADA) and Section 504 of The Rehabilitation Act. Students requesting accommodations must provide appropriate documentation regarding the nature of their disability and the need for accommodation. Examples of accommodations include exam accommodations, note-taking assistance, sign language interpreting, and the use of special equipment.

Hutchinson Community College encourages student self-advocacy and independence on campus by utilizing those services which help maximize learning. In order to have approved accommodations in place on the first day of classes, early contact with the Accessibility Services Office is encouraged.

Non-Discrimination of Individuals with Disabilities Policy

I. POLICY STATEMENT

The Administration, Faculty, and Staff of Hutchinson Community College (HutchCC) are committed to providing equal education, employment opportunity, and full participation for all individuals with disabilities.

HutchCC recognizes its responsibility to provide equal access to opportunity, full inclusion, and integration for persons with disabilities under Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADA) of 1990, as amended in 2008. It is HutchCC's policy that "no otherwise qualified" person with a disability be excluded from participating in any HutchCC program or activity, be denied the benefits of any HutchCC program or activity, or otherwise be subjected to discrimination with regard to any HutchCC program or activity.

Prospective and current students with disabilities requesting accommodations must do so by contacting the **Director** of Accessibility Services at 620-665-3554, or by emailing AccessibilityServices@hutchcc.edu.

Prospective and current employees with disabilities requesting accommodations must do so by contacting the Director of Human Resources at 620-665-3497, or by emailing hrinfo@hutchcc.edu.

Patrons with disabilities attending HutchCC sponsored functions requesting accommodations must contact the President's Office at 620-665-3505 at least 10 days prior to the event.

II. DEFINITIONS

1. **Disability** means, with respect to an individual:

- a. a physical or mental impairment that substantially limits one or more of the person's major life activities; or
- b. a history of such an impairment; or
- c. being regarded as having such an impairment

2. **Qualified Individual with a Disability** is someone who (with or without accommodations) meets the essential eligibility requirements for participating in programs, services, and activities provided by the college.

3. **Accommodations** means adjustments including reasonable modifications to rules, policies, or practices; environmental adjustments such as the removal of architectural, communication, or transportation barriers; or auxiliary aids and services. Examples of accommodations include, but are not limited to alternative testing, extended time, scribe services, sign language interpreting, reduced distraction environment, brailled material, **and** recorded lectures.

4. **Essential Eligibility Requirement** means the academic or other technical standards required for admission to or participation in the college's programs, services, or activities which an individual must be able to meet with or without accommodation.

5. **Individual** means any person applying for admission to or participation in a program, service, or activity of the College.

III. RESPONSIBILITIES

1. **Hutchinson Community College Administration:**

- a. shall designate a person or office (The Office of Accessibility Services located in the Parker Student Union) to coordinate its efforts to comply with and fulfill its responsibilities under Title II of the ADAAA and Section 504 and to investigate any complaints alleging the institution's non-compliance with Title II of the ADA and Section 504.
- b. shall maintain and require academic and technical standards in their individual programs.
- c. shall designate a person or persons (The Office of Accessibility Services located in the Parker Student Union) to coordinate student requests for accommodations, assess provided documentation, determine appropriate accommodations, and assist students with notification of accommodations to their instructors.
- d. shall provide students, faculty, and staff with information regarding disabilities, accommodations, and assistive technology.
- e. shall provide a student an opportunity to appeal decisions made by the Office of Accessibility Services if the individual feels that he/she has been denied equal access to a HutchCC program or activity because of a disability.
- f. shall make available information regarding policies and procedures to students with disabilities.

2. **The Office of Accessibility Services**

- a. shall serve as a clearinghouse for all Accessibility Services requests and documentation and maintain appropriate confidentiality of documentation and communication concerning students with disabilities.

- b. shall develop appropriate accommodations that will provide a student with disabilities *equal access* to the campus, courses, programs, and all college related activities.
- c. shall assist students with transition from high school to college.
- d. shall assist faculty who are providing accommodations.
- e. shall use the student interview, Application for Accessibility Services, disability documentation, and course requirements to make appropriate accommodation determinations.

3. The Student

- a. shall be responsible for self-identifying to the Office of Accessibility Services.
- b. shall complete and turn in an Application for Accessibility Services.
- c. shall provide appropriate documentation to support the need for accommodations.
- d. shall meet with the Office of Accessibility Services either in person, on-line, or on the phone *each semester* to set up accommodations.
- e. shall communicate with his/her instructor(s) regarding the accommodations needed to provide equal access to the course.
- f. shall return a signed copy of the Letter of Accommodation to the Office of Accessibility Services each semester.

4. The Faculty

- a. shall use accessibility guidelines when developing classroom material.
- b. shall provide approved accommodations for students with disabilities with support from the Office of Accessibility Services.
- c. shall supply required tests, handouts, and notes to the Office of Accessibility Services as warranted so they can be formatted for student use.

5. The Employee

- a. shall self-identify to the Human Resources Office.
- b. shall provide documentation as requested by the Human Resources Office.

6. The Human Resources Office

- a. shall provide reasonable accommodations as warranted.
- b. shall evaluate all requests individually.

Alcohol & Drug Policy and Prevention Program

Standards of Conduct

In compliance with the Federal Drug Free Workplace Act of 1988 (Public Law 100-690) and the Drug Free Schools and Communities Act of 1989 (Public Law 101-226), Hutchinson Community College (“HutchCC” or “the College”) prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or abuse of alcohol (as defined in these Acts) by a student or employee on college property or at any college event or activity.

Student or employee violations of federal, state, and/or local drug and alcohol laws, including underage drinking laws, or HutchCC policies will be handled in accordance with applicable law enforcement and/or HutchCC disciplinary procedures. In Kansas, the legal drinking age is 21; however, no alcohol is allowed on HutchCC property or property controlled by HutchCC without prior written approval of the HutchCC Board of Trustees.

Residence halls, student clubs and organizations, and athletic teams, may impose additional restrictions.

Student Sanctions

Students who violate this policy are subject to the [HutchCC Disciplinary Policy \(Policy 1047\)](#) and the sanctions included in that policy. Violations of this policy by students will be reported to the Vice President of Student Services and, when appropriate, to law enforcement officials.

Financial Aid Penalties for Drug Law Violations

A federal or state drug conviction can disqualify a student for FSA funds. The student self certifies in applying for aid that they are eligible; the College is not required to confirm this unless the College has conflicting information.

Convictions only count against a student for aid eligibility purposes (FAFSA question 23c) if they were for an offense that occurred during a period of enrollment for which the student was receiving Federal Student Aid—they do not count if the offense was not during such a period, unless the student was denied federal benefits for drug trafficking by a federal or state judge (see drug abuse hold sidebar, next page). Also, a conviction that was reversed, set aside, or removed from the student’s record does not count, nor does one received when they were a juvenile, unless they were tried as an adult.

The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

Period of Ineligibility

	Possession of Illegal Drugs	Sale of Illegal Drugs
1st offense	1 year from date of conviction	2 years from date of conviction
2nd offense	2 years from date of conviction	Indefinite period
3+ offenses	Indefinite period	

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. Schools must provide each student who becomes ineligible for FSA funds due to a drug conviction a clear and conspicuous written notice of their loss of eligibility and the methods whereby they can become eligible again.

A student regains eligibility the day after the period of ineligibility ends or when they successfully complete a qualified drug rehabilitation program or passes two unannounced drug tests given by such a program. Further drug convictions will make them ineligible again.

Students denied eligibility for an indefinite period can regain it after successfully completing a rehabilitation program (as described below), passing two unannounced drug tests from such a program, or if a conviction is reversed, set aside, or removed from the student’s record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains

eligibility. It is the student's responsibility to certify to Financial Aid that they have successfully completed the rehabilitation program; as with the conviction question on the FAFSA, the College is not required to confirm the reported information unless the College has conflicting information.

When a student regains eligibility during the award year, the College may award Pell grant, TEACH, and Campus-based aid for the current payment period and Direct loans for the period of enrollment.

Standards for a qualified drug rehabilitation program

A qualified drug rehabilitation program must include at least two unannounced drug tests and satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally-or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally- or state-licensed hospital, health clinic, or medical doctor.

If the College is counseling a student who will need to enter such a program, the student should be advised of these requirements. If a student certifies that they have successfully completed a drug rehabilitation program, but the College has reason to believe that the program does not meet the requirements, the College must then find out if requirements are met before paying the student any FSA funds.

Employee Sanctions

As a condition of employment, employees of HutchCC who violate this policy will be reported to the Director of Human Resources and, when appropriate, to law enforcement officials. Employees of HutchCC who violate this policy will be subject to one or more of the following disciplinary actions:

- Placement on probationary status.
- Short-term suspension with pay.
- Short-term suspension without pay.
- Long-term suspension without pay.
- Required participation in a drug and alcohol education treatment, counseling, or rehabilitation program.
- Termination of employment.
- Or other actions determined appropriate by the Director of Human Resources.

Employees who violate this policy will be afforded a hearing in accordance with current policies relating to employee discipline. Nothing in this policy is intended to diminish the right of the college to take any other disciplinary action permitted or authorized by HutchCC policies or the negotiated agreement.

If it is determined that an employee should complete a drug or alcohol education or rehabilitation program as a condition of continued employment, payment of the costs of any such program will be the employee's responsibility. Employees convicted of a violation of a criminal drug statute occurring in the workplace are required to notify HutchCC of the conviction no later than five calendar days of the conviction. After receiving the notification from the employee, HutchCC must provide notice of the conviction, including position title and affected grants, to the U.S. Department of Education's Director of Grants and Contracts Service.

Distribution

This policy will be distributed annually to all employees and all students.

The policy and related procedures will be reviewed and updated biennially by the Regulatory Compliance and Due Process Committee. The Director of Financial Aid may make minor modifications to policy if Federal Regulations warrant such revisions.

Consequences of the Use, Misuse, and Abuse of Drugs and Alcohol

Health Consequences

Students and employees of HutchCC should be aware that the following health risks have been associated with the use, misuse and abuse of drugs and alcohol:

- Alcohol: Birth defects, ulcers and gastritis, liver damage, heart disease, cancer, and brain damage.
- Anabolic Steroids: Acne, cancer, heart disease, liver disease, sterility, jaundice, and kidney stones.
- Cocaine/Stimulants: Increased blood pressure, blurred vision, sleeplessness, anxiety, irregular heartbeat, and death.
- Hallucinogens: Increased body temperature, increased heart rate, blood pressure, sleeplessness and tremors.
- Marijuana: Irritation of the lungs, emphysema, increased heart rate, reduced short term memory, and cancer.
- Opiates/Narcotics: Decreased heart rate, nausea, cold, moist skin, bluish in color, and slowed breathing.
- Sedatives: Slowed body function, drowsiness, convulsions, and coma.

Prescription and Over-the-Counter Medications: Risks associated with the nonmedical use, abuse or misuse of prescription and over-the-counter medications are dependent upon the particular medication and may include any of the risks described above.

Students and employees should note that the above listing is not intended as all inclusive.

Workplace Consequences

The negative impact of substance abuse by employees in the workplace can be; increased risk of accidents, lower productivity, increased insurance costs, increased institutional costs, increased absenteeism. Loss of jobs and loss of life may result from substance abuse on the job.

Legal Consequences

Local, state, and federal laws provide for a variety of legal sanctions and penalties for the possession, distribution, misuse and abuse of controlled substances, pharmaceutical products, prescriptions, over-the counter medications, and alcohol.

The Federal Controlled Substances Act provides penalties of up to 15 years imprisonment and fines up to \$25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to one year of imprisonment and fines up to \$5,000. Any person who unlawfully distributes a controlled substance to a person under twenty-one years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law.

Kansas law provides that any person who violates the criminal statutes on controlled substances by possessing, offering for sale, distributing, or manufacturing opiates and narcotics, such as cocaine and heroin, shall be guilty of a Class C felony. For a conviction of a Class C felony, the court may sentence a person to a term of imprisonment of a minimum of three to five years, a maximum of 10 to 20 years, and a fine of up to \$15,000. Unlawful possession of a depressant, stimulant or hallucinogenic drug is punishable as a Class A misdemeanor, with a penalty of up to a year in jail and a fine of \$2,500.

Under Kansas law, persons under 21 years of age may be subject to minimum fines of \$200 for possessing, consuming, obtaining, purchasing or attempting to obtain or purchase alcoholic liquor or cereal malt beverages. Persons convicted of driving under the influence of alcohol or drugs are subject to severe fines, imprisonment, and other penalties.

The most recent & complete [Federal Trafficking Penalties](#) are available online.

Counseling, Treatment, and Rehabilitation

Drug and alcohol counseling and treatment programs are available to students and employees on a national, state, and local basis. The Federal Substance Abuse and Mental Health Services Administration (SAMHSA) website maintains a [substance abuse treatment locator](#).

Alcohol assessments and personal counseling are available to currently enrolled students and employees through the HutchCC Student Success Center (620) 665-3377. The Student Success Center maintains a list of local treatment facilities and this is available for students and employees to pick upon request.

Drug and Alcohol Abuse and Prevention Information

The following web sites provide additional drug and alcohol abuse and prevention information:

- [Above the Influence](#)

Above the Influence was originally created as part of the National Youth Anti-Drug Media Campaign, a program of the Office of National Drug Control Policy (ONDCP). Above the Influence has since transitioned away from federal oversight and is now a program of the non-profit [Partnership for Drug-Free Kids](#).

- [National Council on Alcoholism and Drug Dependence \(NCADD\)](#)

The National Council on Alcoholism and Drug Dependence, Inc. (NCADD) has been a valuable resource for millions of people struggling with alcoholism and addiction.

- [It Matters](#)

The **It Matters** website and related educational campaigns are sponsored by the Behavioral Health Services Commission at the Kansas Department for Aging and Disability Services (KDADS).

- [National Institute on Drug Abuse \(NIDA\)](#)

The mission of the National Institute on Drug Abuse is to advance science on the causes and consequences of drug use and addiction and to apply that knowledge to improve individual and public health.

- [National Institute on Alcohol Abuse and Alcoholism \(NIAAA\)](#)

The National Institute on Alcohol Abuse and Alcoholism (NIAAA) is one of the 27 institutes and centers that comprise the National Institutes of Health (NIH). NIAAA supports and conducts research on the impact of alcohol use on human health and well-being.

Smoking, Vaping and Tobacco Use Policy

HutchCC strongly discourages smoking and the use of tobacco products.

Smoking, vaping, or the use of any tobacco product is prohibited in all HutchCC owned or leased buildings or properties, except in designated outdoor areas. This applies to employees, students, vendors, and guests.

Disciplinary action may ensue for violations of this policy.

Designated usage areas on campus:

- Davis Hall and Peel Center – Northeast corner of the Peel Center
- Fire Science – Northeast corner of the building next to the trash receptacle fence
- HutchCC Housing – Cement slab east of basketball court in the courtyard
- Lockman Hall, Rimmer Learning Resource Center, and Smith Science Center – South side of Waldo Auditorium or North of Rimmer Learning Resource Center
- McPherson Center – Bench on the northeast side of the building
- Media Production – North side of the building
- Newton Center – South side of the building and the eastern part of the parking lot
- Parker Student Union – East side of Cafeteria loading dock
- Shears Technology Center, Ade-Wifco, and Berger Industrial Technology Center – Northwest corner of Industrial Technology Center Building
- Stringer Fine Arts Center – Southwest of building

Behavioral Intervention Team Policy

The Behavioral Intervention Team (BIT) at Hutchinson Community College (HutchCC) exists to provide a structured, positive method for addressing student behaviors that impact the HutchCC community and may involve health and/or safety issues. The BIT strives to eliminate "fragmented care," to manage each case individually, and to initiate appropriate intervention without resorting to punitive measures.

BIT Members

BIT membership consists of the Vice President of Student Services who will serve as the BIT Chair. In the Vice President's absence, the Executive Director of Student Affairs and Campus Safety will serve as Chair. Other members of the BIT include the Coordinator of Counseling and Social Work Services, the Executive Director of Student Affairs and Campus Safety, the Registrar, and the Title IX and Title VI Coordinator.

Reporting

To report a concern to the BIT:

- Submit a report using the TIPS System. Visit www.hutchcc.edu, scroll to the bottom of the homepage, and click the "TIPS Report Incident" icon. Select the appropriate location and select "BIT Referral" from the Incident Type drop down menu.
- Email BIT@hutchcc.edu
- Call a BIT member's office phone number.

Emergency Protocol

In the event of an emergency, BIT members will be contacted by calling their office phone numbers and/or via text message through HutchCC's Emergency Alert System. This system can only be activated by the President of HutchCC or the President's designee.

If the emergency is more appropriate for the Crisis Team, the Chair of the BIT will notify the Chair of the Crisis Team. At this point, the BIT will default to the Crisis Team to handle the emergency.

If an emergency warrants immediate notification of the HutchCC Campus, the Chair of the BIT will, with the President of HutchCC's approval, activate the Emergency Alert System.

Discipline

After reviewing reports to the BIT, the team may take any of the following actions:

- Gather additional information
- Continue to observe student behavior
- Report concerns to appropriate parties (e.g. instructors)
- Mandate counseling referral
- Mandate agency referral
- Coordinate with other agencies
- Notify emergency contact (e.g. next of kin, parent, etc.)
- Alert appropriate authorities (911)
- Enact college emergency plan
- Suspension

If the BIT reasonably determines that a student's continued presence on campus poses a significant danger to either the student or to others or if there is reasonable cause to believe that an interim suspension is required to protect lives or property and to ensure the maintenance of order, the BIT may recommend to the President of HutchCC the student be temporarily suspended.

Campus Safety Information and Crime Reporting Procedures

Campus Safety Information and Crime Reporting Procedures

REFERENCE NUMBER: 1037

EFFECTIVE DATE: 08/01/2024

I. Introduction

At Hutchinson Community College (HutchCC), campus safety and security is a shared responsibility. All campus community members and visitors should be situationally aware of their surroundings. Being alert to one's surroundings and using reason and caution in daily activities, while on campus property, provides a degree of personal protection from crime.

HutchCC Campus Security personnel work with students and employees to make the campus as safe a place as possible for the entire campus community.

Campus Security Personnel are available 24 hours a day by calling (620) 665-3379 or 3379 from a HutchCC telephone.

Questions about campus safety and security should be addressed to the Campus Security Office, located at 516 E. 14th, (620) 665-3379 or by email at safety@hutchcc.edu. The Campus Security Office is closed during recognized Holidays. After hours security can be reached at the Security Office building at 516 E. 14th Street or by calling the security number.

II. Enforcement Activity of Campus Security Personnel

The security philosophy of HutchCC is to provide assistance, observation, and support. Campus Security personnel do not carry firearms and are not sworn law enforcement officials, and, as such, do not possess the authority to make arrests.

The Campus Security Office, which provides security-related patrols and services at all Main Campus buildings and properties, maintains a highly professional working relationship with state and local law enforcement agencies with jurisdictional authority at all HutchCC locations. Campus Security personnel work closely with members of local, state, and federal law enforcement agencies without the use of a formal Memorandum of Understanding (MOU). These working relationships are maintained through periodic communications among agency administrators and frequent contacts between line officers and investigators cooperating on specific cases.

Campus Security does not provide regular patrols or on-site services at HutchCC-McPherson, HutchCC-Newton, or HutchCC-South. All other HutchCC owned or controlled property within the Hutchinson city limits is patrolled except for indoor baseball and softball facilities.

III. Protecting Yourself from Campus Crime

The following information presents ideas and instructions that can aid in preventing possible criminal activity and assault:

Important Contact Information

- Always call 911 for an emergency or any criminal activity.
- Know the emergency phone number for Campus Safety, (620) 665-3379, and program it into your personal phone.
- Ensure that you have subscribed to the HutchCC Emergency Alert System (EAS) through your DragonZone account profile.

General Campus Safety Tips

- Familiarize yourself with the layout of the campus.
- Stay alert to your surroundings and the people around you; avoid walking while using electronic devices, as they may distract from nearby activity.
- Keep your phone charged.
- Plan the safest route to your destination; choose well-lighted pathways and sidewalks.
- Share your course schedule with family and/or trusted friends and provide them with your phone number.

- At night, stick to well-lighted areas whenever possible and avoid alleyways or shortcuts through isolated areas.
- Travel in groups and, when possible, avoid going out alone at night.
- Tell a friend or roommate where you are going and what time you expect to return.
- Carry your purse close to your body and keep a firm grip on it; carry your wallet in an inside coat pocket or your front pant pocket.
- Use a backpack for books or carry them in a bag that can be dropped or thrown if necessary.
- Keep your keys separate from your purse or backpack.
- Never loan keys to others.
- When suspicious of being followed, walk or run to an occupied building or area where people are present; be prepared to call Campus Safety or local law enforcement or to yell or scream if necessary.
- See something ... Say Something! If you observe something that look suspicious, contact Campus Safety and explain the situation; if unsure whether it is suspicious, but it doesn't "feel right," then it is probably suspicious. Trust your instincts!

Residence Hall Safety Tips

- Always lock your door, even when you're sleeping or just going down the hall.
- Do not allow strangers to enter your room or building.
- Do not open your door unless you can identify the person seeking entry.
- Do not prop any door open to allow unescorted visitors into the residence hall.
- Report any malfunctioning locks, doors, or windows to residence life staff.
- Tell a roommate or friend if you are planning to be away overnight or for a few days.
- Utilize your individual room safe to secure valuables.
- Do not leave your identification, keys, wallets, checkbook, debit/credit card(s), or other valuables in open view.
- Get to know your Residence Assistant (RA), residence life staff, and neighbors.

Office Safety Tips

- Regularly review important locations (e.g. emergency exits, fire extinguishers, AED devices, severe weather shelters).
- Be prepared to contact Campus Safety in the event a customer, student, or visitor becomes angry. Ensure your desk phone or cell phone is programmed with the Campus Safety number. Contact local law enforcement if the incident escalates or escalates to violence or presents danger to your life or that of another person.

Motor Vehicle Safety Tips

- Keep your vehicle locked at all times.
- Keep all items out of sight, especially valuables.
- Park in well-lighted areas.

IV. Reporting Crimes and Other Emergencies

Main Campus – Any emergency, criminal action, or suspected criminal activity observed on or near Main Campus should be immediately reported to local law enforcement by dialing 911 and then to Campus Security (620) 665-3379.

HutchCC-McPherson – Any emergency, criminal action, or suspected criminal activity observed on or near the HutchCC-McPherson location should be immediately reported to local law enforcement by dialing 911.

HutchCC-Newton – Any emergency, criminal action, or suspected criminal activity observed on or near the HutchCC-Newton location should be immediately reported to local law enforcement by dialing 911.

HutchCC-South – Any emergency, criminal action, or suspected criminal activity observed on or near the HutchCC-South location should be immediately reported to local law enforcement by dialing 911.

Any off-campus emergency, criminal action, or suspected criminal activity that is observed should be immediately reported to local law enforcement by dialing 911.

The College does not regularly monitor or record, through local law enforcement agencies, criminal activity of students engaged at off-campus locations, nor does the College officially recognize any student organizations with off-campus housing facilities.

V. Voluntary Confidential Crime Reporting

Persons desiring to report a crime or other concern voluntarily and confidentially to the College—including Campus Security—may do so through the HutchCC online reporting portal, called TIPS. The TIPS reporting portal is intended for non-emergency reporting situations. It may be accessed via the TIPS button or icon, located in the footer of the [College public homepage](#), on the [“Campus Safety & Compliance” webpage](#), or through a related URL disseminated to students and employees each semester via the Announcements tab of DragonZone. Additionally, the TIPS platform may be accessed directly at <http://tinyurl.com/www-tipsforhutchcc-com>.

Individuals may also choose to file a confidential tip or report of a crime directly to law enforcement through both the Kansas Bureau of Investigation’s tip line, 1-800-KS-Crime (57-27463), and the related [KBI reporting website](#).

VI. Prompt and Accurate Reporting of All Crimes

HutchCC supports a violence-free campus. Prevention, deterrence, and response to violence are of the utmost importance. Campus Security personnel encourage the prompt reporting of all crimes and suspicious activities. Such reporting of crimes is promoted through various printed and online safety-related materials provided to students and employees and through targeted trainings.

If a crime *victim* does not wish to report to law enforcement authorities, however, a report may be made to Campus Security (620) 665-3379 or a Campus Security Authority (CSA). A CSA is any official with a significant responsibility for student and campus activity, a campus security officer, or individuals who are responsible for campus security or have been designated to receive crime reports.

Crime victims also maintain the right to decline to report an incident to law enforcement if or when such an offer to do so is made by Campus Security personnel or a CSA. Each person identified by the College as a CSA should submit reportable offenses to Campus Security as they occur throughout the year.

CSAs play an integral role in the reporting process aimed at supporting victims and protecting the overall campus community. CSAs are not responsible for determining if a crime took place, convincing the victim to contact law enforcement, investigating the alleged crime, or finding and/or arresting the perpetrator.

In addition to Campus Security personnel, CSAs include the following College officials:

- College President
- All Vice Presidents
- Chief Information Officer
- Title IX and Title VI Coordinator
- All Directors
- All Coordinators
- All Department Chairpersons
- All Academic Advisors
- All Residence Life Staff, including Resident Assistants (RAs)
- All Coaches
- All Employee Advisors to Student Clubs or Organizations
- Members of the Board of Trustees

The list of CSAs is subject to modification and is not intended to be all inclusive, due to changes in responsibilities within the College and varying job titles across campuses.

Although exempt from the reporting requirements, HutchCC professional licensed mental health counselors—whose primary responsibility is to provide care to students—are encouraged, but are not required, to discuss options with their

clients for reporting crimes on a voluntary, confidential basis for inclusion in the College's annual disclosure of crime statistics.

An individual who desires to confidentially report a crime without such information being shared to local law enforcement, Campus Security, or a CSA may speak voluntarily with one of the HutchCC mental health counselors. Counselors, who have legally protected confidentiality, are available for counseling and assistance during regular business hours in the Student Success Center (620) 665-3377 on Main Campus, as well as during regular business hours at the HutchCC-McPherson location (620) 245-0202 and the HutchCC-Newton location (316) 283-7000. Although counselors are not available at the HutchCC-South, Cosmetology, Davis Hall, Peel Center, or Fire Science buildings, students may access counseling services through Main Campus.

Information shared with HutchCC mental health counselors will remain confidential and will not be shared without expressed, written permission of the individual seeking services.

VII. Disclosure of Disposition to a Crime Victim

When a student or employee reports to the College that they have been a victim of dating violence, domestic violence, sexual assault, or stalking in the College's programs and activities, whether the offense occurred on or off campus, the College will provide the student or employee a written explanation of their rights and options for resolving the allegations via the HutchCC "[Guide on Sexual Misconduct: Campus Policies & Procedures, Victim Services, and Resources](#)." The document, which is separate and distinct from the College's Annual Security and Fire Safety Report, details reporting and response information and both links to and summarizes the institution's related disciplinary procedures. In addition to regular, campus-wide distribution, this document is also provided on an individual basis to any person who reports an incident of sexual misconduct to HutchCC. It is also made publicly available through the HutchCC [Campus Safety and Compliance webpage](#). Similar content is further provided to both students and employees in the resources tabs contained within their respective online prevention education training programs.

Under the HutchCC [Equal Opportunity, Harassment, and Nondiscrimination Policy and Procedures \(Policy 1089\)](#), the Title IX and Title VI Coordinator will notify the reporting party and the Responding party simultaneously in writing of the investigation and formal resolution outcome regarding incidents of discrimination, sexual harassment, sexual misconduct, gender-based violence, or the crimes of sexual assault, stalking, dating violence, or domestic violence.

Additionally, the College will, as per the [Student Code of Conduct \(Policy 1047\)](#), disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such a crime or offense. In circumstances in which the victim is deceased, the College will notify the individual's emergency contact and/or next of kin of the outcome.

VIII. Current Policies for Securing and Restricting Access

General Access

Most non-residential campus facilities located on Main Campus are open to the public during regular, publicly posted hours of operation. Typically, such hours are from 7:00 am to 5:00 pm. If the hours of a facility differ from normal operating hours, a sign posted at the main entrance of the facility indicates the hours of access. Facilities staff members regularly lock exterior building doors after evening classes and activities have concluded. On weekdays, facilities staff unlock Main Campus exterior building doors and typically assist specific academic departments by unlocking designated classrooms. Similarly, for scheduled weekend events and activities on the Main Campus, facilities staff unlock the specific exterior building doors and relevant classrooms and then lock them once such events and activities have concluded.

The HutchCC-McPherson and HutchCC-Newton locations are open to the public during regular, publicly posted hours of operation. Typically, such hours are 8:00 am to 9:00 pm Monday through Thursday and 8:00 am to 5:00 pm on Friday. Designated staff members at these locations are responsible for both locking and unlocking exterior building doors in preparation for and upon the conclusion of normal hours.

The HutchCC-South facilities are not generally open to the public and are instead intended for use only by the students and employees of the specific programs operating from that location or upon special arrangement. Designated staff members from those specific programs are responsible for both locking and unlocking the exterior doors of their respective building(s).

The HutchCC [Community Services and Use of College Facilities Policy \(Policy 1186\)](#) outlines the College's commitment to life-long learning and the HutchCC Board of Trustees' belief that the resources and facilities of the College should be made available to all citizens of the community. The Board recognizes, however, that its first priority must be the educational program for college students and, as such, that the institution has first priority in use. Under this policy, and the related [Use of College Facilities and Property \(Policy 1137\)](#), the College President develops the administrative procedures that enhance, encourage, and coordinate community use of facilities with regular use.

The HutchCC *Facilities Use Procedure* details the processes by which the College facilities and classrooms may be reserved and utilized by outside entities. The same document also describes the general administrative regulations, standards, emergency procedures, fee structure, and reservation request forms for such use. Those persons or groups utilizing College facilities may be required to contact Campus Security for security needs.

Further guidance regarding the specific rental and use of the Hutchinson Sports Arena is provided by the HutchCC *Hutchinson Sports Arena Rental Procedure*.

The HutchCC [Requesting Keys Policy \(Policy 1631\)](#) explains how College keys are issued and the necessary procedures to be followed if a key is lost or stolen. Official records regarding key creation, assignment, and management are maintained by the Facilities Office through a designated, internal website.

Residence Hall Access

As further detailed in the *Residence Life Handbook*, access to HutchCC residence halls is restricted. Residence halls are equipped with an electronic door system that automatically locks and unlocks the doors at specific times. To gain authorized access into the residence halls, individuals must swipe their security card (HutchCC Student Identification Card) in the designated card reader. Student identification cards only provide access into the residence hall in which a student resides.

The College residence halls are open to authorized visitors of the opposite gender during the designated times listed below:

- Monday through Thursday: daily from 11:00am until 12:00 midnight
- Friday through Sunday: 11:00am (Friday) until 12:00 midnight (Sunday)

Guests of the same gender may visit at any time but must have permission from the Housing Office to stay overnight more than 2-consecutive nights. High school students (or children under 18) are NOT permitted to enter HutchCC Housing Facilities unless accompanied by a HutchCC staff member OR by an immediate family member of a housing resident.

Parking and Athletic Facilities Access

College controlled parking facilities on or adjacent to Main Campus are restricted to vehicles with valid parking permits and are patrolled on a regular basis by Campus Security personnel.

College controlled athletic facilities and events are restricted to paying customers, students with current student identification cards, and employees with an All Sports Ticket. Access during athletic events is controlled and security is provided as needed and required.

Any unauthorized person(s) found using HutchCC property and/or equipment or behaving in a manner that is not conducive to the maintenance of a proper educational environment will be asked to leave the campus at once. If there is a repeat offense or if such a person(s) refuses the request, local law enforcement officers may be called to campus to issue a trespassing citation.

IX. Current Policies for Publicizing Security Efforts

The Coordinator of Campus Safety offers information on campus safety and campus crime prevention. A standing subcommittee — the HutchCC Safety and Security Subcommittee — makes recommendations for improving campus safety and preventing campus crime. This committee (consisting of both students and employees) seeks college-wide involvement in its activities. The Coordinator of Campus Safety is responsible for overseeing and coordinating the HutchCC security efforts. This person reports to and receives directions from the Executive Director of Student Affairs and Campus Safety, who in turn receives recommendations from the HutchCC Safety and Security Subcommittee.

Programs to Inform Employees and Students About Campus Security

The HutchCC Facilities Office, Campus Security Office, Office of Title IX and Title VI, Office of Human Resources, and other offices conduct training and orientation sessions for students and employees on an *ad hoc* basis, along with periodic awareness events, and public service announcements. Students are provided safety information on an annual basis as part of the HutchCC *Student Handbook*. Residence Life staff members provide personal safety and residence hall safety information to residents, when necessary, as part of regular floor meetings.

The HutchCC Student Services Offices, and the Office of Title IX and Title VI provide numerous harm-reduction presentations and educational materials throughout the year for the college community. Presentation topics include alcohol and drug abuse, hazing, sexual misconduct, relationship violence, and stalking.

A common theme found in HutchCC safety awareness content is that all college community members are responsible for their own security and the security of others.

In addition to periodic safety and awareness trainings, safety information is shared regularly to the HutchCC community through brochures, the public website, intranet, and emails, and public service announcements. The HutchCC "[Campus Safety and Compliance](#)" webpage provides access to the College's [Annual Security and Fire Safety Report](#), policies, procedures, contact information, and general safety tips.

X. Campus Crime Statistics and Annual Security Report

In accordance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, the College publishes its [Annual Security and Fire Safety Report](#) (ASR) on or before October 1 for the preceding calendar year. The Office of Title IX and Title VI, the Campus Security Office, and the Facilities Office jointly prepare the report. Crime statistics documented within the ASR are reported to and may be examined at the U.S. Department of Education's [Campus Safety and Security website](#).

The Title IX and Title VI Coordinator and the Coordinator of Campus Safety, working in collaboration with relevant campus officials and law enforcement agencies, author the ASR based upon:

- Information collected by and solicited from local law enforcement.
- Information provided and maintained by the Campus Security Office.
- Information gathered from Campus Security Authorities (CSAs); and
- Institutional policies and procedures approved by relevant committees, Representative Assembly, and, when appropriate, the College Board of Trustees.

Crime statistics for the ASR are collected from Campus Security Authorities (CSAs) and the HutchCC Daily Crime log and are solicited jointly by the Title IX and Title VI Coordinator and Campus Safety from all law enforcement agencies in Harvey County, McPherson County, and Reno County, that have or share law enforcement jurisdiction for College locations and other College property.

The Vice President of Student Services, the Executive Director of Student Affairs and Campus Safety, and the Director of Residence Life and Student Activities provide the authors with disciplinary statistics for the report concerning alcohol, drug, and weapon violations of the [Student Code of Conduct Policy \(Policy 1047\)](#) and the Title IX and Title VI Coordinator provides statistics regarding reported incidents of dating violence, domestic violence, sexual assault, and stalking incidents alleged to have occurred within the Clery Act Geography of the College.

Each year, an email notification is sent to all students and employees providing the weblink to the ASR; the report is also made available in both printable and downloadable form via the HutchCC public website. Additionally, members of the public, including the media, may obtain paper copies, by request, through the Office of Title IX and Title VI or the Campus Security Office.

Prospective students are provided access to this ASR or its related weblink by the Office of Admissions through its official homepage and online student application. Prospective employees are provided access to this ASR or its related weblink by the Office of Human Resources through its official homepage and online employee application.

For purposes of compiling the ASR and reporting campus crime statistics, as required under the Clery Act, HutchCC reports all reported incidents for the following:

Criminal Offenses

- Murder and Non-Negligent Manslaughter
- Negligent Manslaughter
- Rape
- Fondling
- Incest
- Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

Hate Crime Offenses

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Any of the aforementioned criminal offenses reported to local law enforcement, Campus Security, or a CSA is counted as a hate crime.

Although there are many possible categories of bias, only the following eight categories are reported under the Clery Act: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and disability.

In addition to the Hate Crime offenses, four additional categories of offenses are reported as Clery Act offenses if (and only if) they are Hate Crimes:

- Larceny-Theft
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism of Property

Violence Against Women Act (VAWA) Offenses

- Dating Violence
- Domestic Violence
- Stalking

Arrests and Disciplinary Referrals

In accordance with the Clery Act, the College must also report arrests and referrals for disciplinary action for liquor law violations, drug law violations, and weapons law violations. However, referrals based solely on College policy, where there is no alleged violation of the law, are not counted. A referral for disciplinary action is defined as the referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.

The following College policies specifically address prohibitions regarding liquor, drugs, and weapons:

- [Alcohol & Drug Policy and Prevention Program \(Policy 1036\)](#)
- [Concealed Carry Policy \(Policy 1152\)](#)
- [Student Code of Conduct Policy \(Policy 1047\)](#)
- [Possession of Weapons Policy \(Policy 1134\)](#)

Crime Statistics Geography

The HutchCC Office of Title IX and Title VI, in conjunction with the Campus Security Office, compiles annual crime statistics for any of the above-referenced Clery Act incidents which occur or were reported to have occurred at:

- Any building or property owned or controlled by HutchCC within the same reasonable contiguous geographic area and used by the College in direct support of, or in a manner related to, its educational purposes, including residence halls;

- Any building or property that is within or reasonably contiguous to campus, that is owned by HutchCC but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor);
- Any building or property owned or controlled by a student organization that is officially recognized by the institution;
- Any building or property owned or controlled by the institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution;
- All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

XI. Campus Housing Fire Statistics and Annual Fire Safety Report

Overview

The *Campus Fire Safety Right-to-Know Act* requires academic institutions to produce an annual fire safety report. This law specifically requires colleges and universities that maintain on-campus housing facilities to compile an annual fire safety report that gives students, parents, and the public current information about fires in on-campus housing. Colleges are also required to maintain a fire log that captures specific information about fires that occur in on-campus housing. The log is required to include the date, time, and cause of each fire as well as the number of injuries requiring treatment, the number of deaths, and the value of property damage associated with each fire.

The HutchCC Offices of Title IX and Title VI, Facilities, Residence Life, and Campus Security jointly prepare this report to comply with that law. As such, all currently enrolled students, employees, and all prospective students and prospective employees of the College are entitled to request and receive a copy of its Annual Campus Fire Safety Report, which is disseminated in conjunction with its Annual Security Report. The HutchCC [Annual Security and Fire Safety Report](#) (ASR) is published each year on or before October 1 by the Title IX and Title VI Coordinator.

The Title IX and VI Coordinator and the Coordinator of Campus Safety, working in collaboration with relevant campus officials, author the ASR based upon:

- Information provided and maintained by Campus Security.
- Information provided and maintained by the Campus Facilities Office.
- Information provided and maintained by the Director of Residence Life and Student Activities.
- Institutional policies and procedures approved by relevant committees, Representative Assembly, and, when appropriate, the College Board of Trustees.

Notification

The ASR is published each year on or before October 1. Each year, an email notification is sent to all students and employees providing the weblink to the ASR; the report is also made available in both printable and downloadable form via the HutchCC public website. Additionally, members of the public, including the media, may obtain paper copies, by request, through the Office of Title IX and Title VI or the Campus Security Office.

Prospective students are provided access to this ASR or its related weblink by the Office of Admissions through its official homepage and online student application. Prospective employees are provided access to this ASR or its related weblink by the Office of Human Resources through its official homepage and online employee application.

Fire Log

The HutchCC Campus Security Office, in cooperation with the Facilities Office, the Residence Life Office, and the Office of Title IX and Title VI, maintains a fire log for Main Campus. Main Campus is the only HutchCC location which maintains on-campus student housing and includes information about fires at the College. The log includes the following information:

- Date the fire was reported
- Nature of the fire
- Date and time the fire occurred
- General location of the fire
- Cause of the fire

- Number of injuries caused by the fire requiring treatment
- Number of deaths caused by the fire
- Value of property damage associated with the fire

Fire log entries include all fires reported to Campus Security for the required geographic locations.

An entry, an addition to an entry, or a change in the disposition of a reported fire, must be recorded within two business days of the reporting of the information to the HutchCC Campus Security Office. Also, log entries older than 60 days can be obtained by request within two (2) business days of request.

The fire log for the most recent 60-day period is open to public inspection, free of charge and upon request, during normal business hours. Anyone may have access to the log, whether or not they are associated with the College, including media. Any portion of the log that is older than 60 days will be made available within two business days of a request for public inspection.

Anyone with information warranting inclusion in the fire log or annual fire safety report should report such information to any of the following College officials:

- Coordinator of Campus Safety – (620) 665-3379
- Director of Facilities – (620) 665-3590
- Director of Residence Life and Student Activities – (620) 665-3322
- Title IX and Title VI Coordinator – (620) 665-3512

College Owned & Controlled Student Housing

The College owns and operates two residence Halls, Elland Hall & Suites and Kent Hall, at its Main Campus location. Each residence hall maintains a comprehensive fire alarm system which is monitored 24 hours per day, seven days per week. Additionally, the College also owns and operates two single-story apartment-style residences, Dragons' Landing #1 and Dragons' Landing #2, at its Main Campus location. Each apartment-style residence maintains a fire alarm system which is monitored 24 hours per day, seven days per week.

HutchCC-McPherson, HutchCC-Newton, and HutchCC-South do not have on-campus housing.

XII. Referenced & Related HutchCC Policies and Procedures

- [Alcohol & Drug Policy and Prevention Program \(Policy 1036\)](#)
- [Community Services and Use of College Facilities Policy \(Policy 1186\)](#)
- [Concealed Carry Policy \(Policy 1152\)](#)
- [Student Code of Conduct Policy \(Policy 1047\)](#)
- [Equal Opportunity, Harassment, and Nondiscrimination Policy & Procedures \(Policy 1089\)](#)
- *Facilities Use Procedure*
- *Hutchinson Sports Arena Rental Procedure*
- [Possession of Weapons Policy \(Policy 1134\)](#)
- [Requesting Keys Policy \(Policy 1631\)](#)
- [Use of College Facilities and Property \(Policy 1137\)](#)

Cancellations and Closings

In the event the college is closed and all classes or other activities are cancelled due to weather or campus emergency, students will be notified via the following sources:

A message will be sent via the college's emergency alert system to all students and employees. These messages will specify which college locations are involved and the dates and times of cancellations.

An e-mail will be sent to all campus e-mail addresses notifying students of the cancellation.

The college will announce the cancellation to media including but not limited to radio stations KWBW 1450AM, KHUT 102.9FM and Radio Kansas 90.1FM (the official Hutchinson Community College radio station), and television stations KWCH, KAKE, and KSN.

An announcement will be posted on the college's telephone answering system to alert callers to closings.

Complaint Policy

Hutchinson Community College (HutchCC) strives to provide the highest quality service to all stakeholders; concerns may periodically occur that lead to a complaint about a college policy, procedure, or employee's action.

If an individual believes they have been treated unfairly with regard to a college policy, procedure, or by an employee's action, the college recommends that the individual first attempt to informally resolve the concern by direct communication with the college personnel involved. If a resolution is not reached, the individual may choose to file a formal complaint with the college. The process for filing a complaint is outlined in the Complaint Process.

HutchCC defines a complaint as a written notice of dissatisfaction with the application of a college policy or procedure, or with the actions of a college employee.

Complaint Process

Process for Filing a Formal Complaint

Complaints will be considered if filed within thirty days of the conclusion of the semester in which the event occurred.

An individual who wishes to complain about a college policy, procedure, or employee's action may complete a complaint form or may submit a letter or e-mail containing the pertinent information:

1. Name of the complainant
2. Contact information including the complainant's address, phone number, and e-mail address
3. The date of the event leading to the complaint
4. The location of the event leading to the complaint
5. The title of the policy or process, or employee named in the complaint
6. A description of the complaint
7. A description of what steps the complainant has taken to resolve the complaint
8. The proposed resolution for the complaint

Completed forms may be returned to complaint@hutchcc.edu, or to the office of the president or any vice president. Once received, the complaint will be directed to the appropriate administrator for review and response. In the event that an appeal procedure exists for an area of complaint, the complaint received will be forwarded as an appeal to the appropriate area, and the complainant will be informed of this action. For example, if a complaint is received about a course grade, the complaint will be forwarded as an appeal under the [Appeal Course Grades Policy](#).

Filing a Complaint with the Board of Trustees

If resolution is not reached, individuals may address their concerns with the Board of Trustees within 1 year of last date of attendance at Hutchinson Community College.

To file a complaint with the Board of Trustees, send a written complaint to:

Hutchinson Community College Board of Trustees
C/O Julie Blanton-Secretary of the Board
1300 N Plum
Hutchinson, KS 67501
blantonj@hutchcc.edu

The written complaint should include the following information:

1. Name, current physical mailing address, and phone number of complainant
2. Email address
3. Dates of individual's enrollment
4. Details of individual's complaint
5. Expected outcome

A representative of the Board will reply to the individual within 10 business days to acknowledge the complaint was received, and whether it requires any additional information. The Board representative will identify a tentative plan for investigating and resolving the complaint, and will update the individual if it takes longer than originally planned. The Board representative will send a written response to the individual, usually within 45 days of receipt of the complaint, explaining the investigation and the resolution.

Other Complaint Processes

If individuals have consumer protection and/or fraud complaints, they may be filed with the Kansas Attorney General's Office:

Consumer Protection Hotline: 1-800-432-2310 (785) 296-3751
Fax: (785) 291-3699

<https://www.ag.ks.gov/file-a-complaint>

Discrimination complaints may be filed with the Kansas Human Rights Commission:

<http://www.khrc.net/complaint.html>

Complaints regarding State Authorization Reciprocity Agreement (SARA) course delivered by SARA member community colleges may be filed by students enrolled in these courses with the Kansas Board of Regents office:

https://www.kansasregents.org/resources/PDF/Academic_Affairs/3257-ComplaintForm_SARAINstitutions.pdf

Kansas community colleges are accredited by the Higher Learning Commission (HLC). Complaints regarding an institution's ongoing ability to meet the Criteria of Accreditation may be filed by following the guidelines at:

<https://www.hlcommission.org/for-students/file-a-complaint-against-an-institution/>

Crisis Response, Emergency Notification, and Crime Reporting Policy

Hutchinson Community College provides members of the campus community access to official campus crisis response and crime reporting procedures through the HutchCC *Campus Emergency Plan Handbook*. The Handbook, which is available both on the HutchCC public website and within the centralized repository known as DragonDocs, details response procedures for potential incidents of fire, tornado, tornado damage, illness or injury on campus, death on campus, bomb threat, armed intruder, armed intruder near campus, hazardous materials released in a building, and hazardous materials released outside, as well as the specific protocol the College utilizes regarding the creation and dissemination of emergency notifications and timely warnings as required by federal law. It also outlines the proper procedures regarding when and how to report emergencies, criminal action, and suspected criminal activity, and how such incidents are counted for statistical purposes.

Questions regarding this policy or the HutchCC *Campus Emergency Plan Handbook* should be directed to the Campus Security Office at 665-3379 or by email to safety@hutchcc.edu.

Electronic Communication Policy

Purpose

To maximize the benefits of electronic communication for Hutchinson Community College and its employees, while protecting HutchCC and its administration, faculty and students from liability and/or performance challenges caused by the improper or unauthorized use of the systems made available to facilitate the business of an institution of higher learning.

Company Property

As a productivity tool, HutchCC provides and encourages the use of electronic communications (including but not limited to voice mail, electronic mail, messaging systems, social media, and digital documents). HutchCC encourages the appropriate use of these forms of communication, as defined in this and other HutchCC policies, to further its mission and vision.

HutchCC electronic communications remain the property of Hutchinson Community College. Electronic communication use that violates the law, rights of others, or HutchCC codes of conduct, regulations, or policies is a serious abuse. Such actions may subject an individual to termination of account privileges and/or appropriate disciplinary and/or legal action.

Authorized Usage

HutchCC encourages employees to communicate electronically whenever possible. Electronic communications may replace paper communication unless prohibited by federal or state law, including regulatory guidance as appropriate.

HutchCC's electronic communications systems must be used solely to facilitate the business of the institution.

HutchCC employees (faculty and administration) are forbidden from using HutchCC electronic communication systems for private business activities, personal purposes, or amusement and entertainment activities.

HutchCC employees are reminded that the use of HutchCC resources, including electronic communications, should never create either the appearance or the reality of inappropriate use. Inappropriate use may result in loss of access privileges and disciplinary action, up to and including termination.

Official HutchCC communications must originate from a HutchCC managed system or account. Any communication originating from a source other than HutchCC will not be considered official communication.

HutchCC employees and students are expected to check their electronic communications on a frequent and consistent basis in order to stay current with HutchCC and/or faculty-student related communications.

HutchCC employees and students will not be held responsible for an interruption in their ability to access electronic messages due to a HutchCC system-related problem that prevents the timely delivery or access to the electronic message (power outages, system viruses, etc.).

Examples of official HutchCC communications include, but are not limited to:

- Enrollment information
- Academic progress notifications
- Financial statements and other financial information
- Library overdue notices
- Policy announcements
- Notification of official disciplinary hearings

Proper Usage

HutchCC faculty may determine how electronic communication will be used in their classes, but must specify their requirements in the Instructor Sheet.

HutchCC student and campus organizations recognized by Student Services may use electronic communication to notify students and employees of meetings, events, and fund-raising activities.

Prohibited Usage

HutchCC employees (administration and faculty) are strictly prohibited from using HutchCC computers, e-mail systems, and Internet access accounts for personal reasons or for any improper purpose.

HutchCC e-mail may not be used to sign up for non-HutchCC work related systems access or recovery, or as the username for such systems.

Some specific examples of prohibited uses include, but are not limited to:

- Transmitting, retrieving, downloading, or storing messages or images that are offensive, derogatory, off-color, sexual in content, or otherwise inappropriate in a higher learning environment.
- Making threatening or harassing statements to another employee, or to a vendor, student, or other outside party.
- Transmitting, retrieving, downloading, or storing messages or images related to any status protected under federal, state and local laws.
- Transmitting, retrieving, downloading, or storing personal health information without the written consent of the person. The Federal Health Insurance Portability and Accountability Act (HIPAA) prohibits the dissemination of personal health information without the written consent of the person.
- Communicating confidential HutchCC information to individuals inside or outside the institution or to other organizations, without specific authorization from management to do so.
- Sending or receiving confidential or copyrighted materials without prior authorization.
- Soliciting personal business opportunities, or personal advertising.
- Supporting partisan political candidates, political party fundraising, or political causes
- Gambling, or playing electronic games.
- Sharing HutchCC student email addresses without the student's permission.

Individuals who wish to use HutchCC electronic communication in support of external organizations (e.g., charities) must secure written or email approval of the President.

User Passwords

Regardless of the circumstances, individual passwords must never be shared or revealed to anyone else besides the authorized user.

User Identity

Misrepresenting, obscuring, suppressing, or replacing a user's identity on an electronic communications system is forbidden. The user's name, electronic mail address, organizational affiliation, and related information included with electronic messages or postings must reflect the actual originator of the messages or postings.

No Expectation of Privacy

HutchCC employees (administration and faculty) should expect that all information created, transmitted, downloaded, received or stored in HutchCC computers, or other electronic devices may be accessed by the institution at any time, without prior notice.

HutchCC employees should not assume that they have an expectation of privacy or confidentiality in such messages or information (whether or not such messages or information is password protected), or that deleted messages are necessarily removed from the system.

Monitoring Use

HutchCC may monitor and collect data about electronic communications and Internet use.

Handling Information About Security

HutchCC employees must promptly report all information security alerts, warnings, suspected vulnerabilities, and the like to the Cybersecurity Operations Center (CSOC).

HutchCC employees are prohibited from utilizing HutchCC systems to forward such information to others, whether internal or external to the institution.

Public Representations

HutchCC restricts the use of broadcast electronic communications, which are defined as electronic communications broadcast to large segments of the HutchCC community, such as but not limited to all employees, a particular group of employees (e.g., all faculty, all staff), all students, or all HutchCC email account holders. Subjects that are not appropriate for broadcast electronic communications include but are not limited to:

- Personal notices, e.g., items for sale, lost or found;
- Messages of a commercial, political, or lobbying nature; or
- Messages that solicit support (financial or otherwise) for charity, personal gain, or special causes not connected with an official HutchCC effort.

Broadcast electronic communications containing attachments are discouraged because of the burden on HutchCC's system resources.

Students are not authorized to send broadcast electronic communications.

HutchCC employees may send broadcast electronic communications only with (1) advance approval from the President's Office, the Vice Presidents' Offices, the Chief Information Officer, the Director of Human Resources, the Title IX and Title VI Coordinator, or the Director of Marketing and Public Relations, and (2) for mission-related matters pertinent to the functioning of HutchCC or emergency messages. If the broadcast electronic communication is directed to students, the employee must obtain the prior written or email approval of the President or one of the Vice Presidents.

Family Educational Rights and Privacy Act (FERPA)

1. What is FERPA?

The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, is a federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate and misleading data. The act applies to all institutions that are the recipients of federal funding.

2. Who is protected under FERPA?

Students who are currently enrolled in higher education institutions or formerly enrolled regardless of their age or status in regard to parental dependency.

Parents of students termed “dependent” for income tax purposes may have access to the student’s educational records. Deceased students do not have rights under FERPA.

3. What are Educational Records?

“Educational Records” include any records in the possession of an employee which are shared with or accessible to another individual. FERPA coverage includes records, files, documents, and any information maintained in any way about a student. With certain exceptions, a student has the right of access to those records which are maintained by an educational institution or party authorized to keep records for the institution.

This would include transcripts or other records obtained from a school in which a student was previously enrolled.

FERPA contains no requirement that certain records be kept. This is a matter of institutional policy and/or state regulation. The records may be handwritten in print, computer files, generated information, magnetic tape, film, or other mediums.

4. What is not included in an Educational Record?

- Sole possession records or private notes held by educational personnel which are not accessible or released to other personnel
- Law enforcement or campus security records which are solely for law enforcement purposes
- Records relating to individuals who are employed by the institution (unless contingent upon attendance)
- Records relating to treatment provided by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional and disclosed only to individuals providing treatment
- Records of an institution which contain only information about an individual obtained after that person is no longer at that institution (i.e. alumni records)

5. What documents can be removed from an Educational Record before the student reviews it?

- Any information that pertains to another student
- Financial records of parents
- Some confidential letters of recommendation under conditions described in FERPA section 99.12.

6. What is Directory Information?

FERPA regulations define “Directory Information” as information contained in an education record of a student “that would not generally be considered harmful or an invasion of privacy.” At HutchCC, this includes:

- Name
- Month and day of birth
- Current address and telephone number
- HutchCC e-mail address
- Major (pathway of study)
- Enrollment status (full-time, half-time, less than half-time)

- Dates of attendance
- Degrees and certificates earned
- Honors and awards received
- Participation in officially recognized activities and sports
- Previous educational institutions attended
- Photographs taken by the college

HutchCC personnel reserve the right to refuse the release of any or all of the information listed above if in the institution's judgment the release of the information might compromise the welfare of the student. Any issues resulting from these professional judgments should be taken to the HutchCC Registrar.

7. Who is entitled to student information?

- The student and any outside party who has the student's written consent
- School officials who have "legitimate educational interests" as defined by FERPA
- Parents of a dependent student as defined by the IRS
- A judicial order or subpoena which allows the institution to release records without the student's consent, however, a "reasonable effort" must be made to notify the student before complying with the order

8. When do you need consent to disclose personally identifiable information from an educational record (including transcripts)?

Students must authorize access to non-directory information for third parties before any disclosure is made.

The authorized consent must:

- Specify the records that may be disclosed
- State the purpose of the disclosure
- Identify the party or class of parties to whom the disclosure may be made

9. When is the student's consent not required to disclose information?

- To school officials with a legitimate educational need to know.
- To federal, state, and local authorities involving an audit or evaluation of compliance with educational programs
- In connection with financial aid (this includes veteran's benefits)
- To organizations conducting studies on behalf of educational institutions
- To accrediting organizations
- To parents of dependent children (with appropriate documentation on file)
- To comply with judicial order or subpoena
- In a health or safety emergency
- When releasing directory information
- Releasing results of a disciplinary hearing to an alleged victim of a crime or violence
- To officials of another institution in which the student seeks or intends to enroll

10. Who should students contact at Hutchinson Community College for inspection of educational records?

The Hutchinson Community College Privacy Officer is the College Registrar. Contact can be made by phoning (620) 665-3500 or by e-mailing Records@Hutchcc.edu.

11. How does a student file a complaint?

A student may file a written complaint with the Department of Education regarding an alleged violation under the Family Educational Rights and Privacy Act at the following address:

Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue, SW
Washington D.C. 20202-4605

Emotional Support Animal Policy

An "Emotional Support Animal" (ESA) is an animal that provides emotional or other support that mitigates one or more identified symptoms or effects of a person's disability.

Hutchinson Community College (HutchCC) has designated the Office of Accessibility Services to determine whether a request for an accommodation due to a disability is reasonable and necessary. An individual may request to keep a support animal as an accommodation in Student Housing if the criterion set forth in this policy and accompanying agreement is met. ESA's are to be kept only in a student's personal living space and not in any common areas.

The student must register with the Office of Accessibility Services and provide supporting documentation of the disability to support the need for this accommodation. Documentation must include a signed letter on professional letterhead from a licensed physician, psychiatrist, social worker or mental health professional that states:

1. The nature of the disabling condition or impairment that substantially limits one or more major life activities; and
2. The animal is necessary to afford the individual an equal opportunity to use student housing; and
3. The identifiable support that the animal provides that alleviates at least one of the identified symptoms or effects of the disability.

An ESA will not be permitted in the residence hall that:

1. Poses a direct threat to the health and safety of others;
2. Causes substantial physical damage to the property of others;
3. Poses an undue financial or administrative burden for HutchCC; or
4. Fundamentally alters the nature of housing operations.

Students will not be required to pay a deposit for their support animal, but they will be required to reimburse HutchCC for any damage their animal may cause beyond normal wear and tear.

Students will review and sign the Emotional Support Animal Guidelines and Agreement to state their adherence to the guidelines. After the student has signed the paperwork, it will be submitted to Residence Life for review and approval. This paperwork must be signed by all parties and returned to the student before the support animal may enter student housing.

Emotional Support Animal Guidelines and Agreement

Emotional Support Animal

Guidelines and Agreement– Student Housing:

Student Responsibilities:

1. Requirements of Emotional Support Animals (ESA) and their owners include:

1. Animals must be licensed and/or registered in accordance with city regulations, and if appropriate, must wear a valid vaccination tag.
2. Animals must be in good health. A clean bill of health from a licensed veterinarian must be provided to the college before entering student housing and annually thereafter. Student must keep all required vaccinations current.
3. The animal must have identification at all times. Microchip identification is sufficient if it is a small animal that may not tolerate a collar and tag. An exception can be made for animals that are primarily caged and confined to the residence.

2. Emotional Support Animals are to be kept in the student's personal space and not in common areas of student housing.

3. Student is responsible for the behavior of the animal at all times. A student may be directed to remove an animal that is unruly or disruptive (e.g. barking excessively, running around, bringing attention to itself, jumping up on people, exhibiting aggressive behavior, repeated soiling of facilities) if the student is unable or unwilling to take action to control the animal.

4. All emotional support animals must be housebroken. Student must clean up after the animal. The student is financially responsible for the actions of the animal including bodily injury or property damage.

5. Student must ensure that the animal is kept clean and well-groomed. Animals that are excessively unclean (e.g. repeated soiling of facilities, flea-infested, foul-smelling and/or shedding excessively) may be excluded from HutchCC facilities.

6. Animals must be leashed using a leash that is 6' in length or less, harness or tether, or securely confined in a crate, cage or carrier, unless (1) the student is unable to use a leash, harness, or tether due to disability or (2) use of such a restraint would impede the animal's safe and effective performance of its work or task.

7. Student is responsible for any damage caused by the animal and must take appropriate precautions to prevent property damage or injury. The student is financially responsible for the actions of the animal including bodily injury or property damage, including but not limited to any replacement of furniture, carpet, drapes or wall covering, etc. The student is expected to cover repair and property damage costs.

8. The student is responsible for any cleaning expenses HutchCC incurs which is above and beyond normal cleaning, including removal of odors caused by the animal, or for repairs to the college premises.

9. As a necessary and agreed upon service, HutchCC Student Housing may enter the student's residence to determine the need and extent of management of fleas, ticks, or other pests introduced by emotional support animals as needed. A HutchCC approved pest control service will perform any necessary fumigation services, and the student will be billed for the expense of any pest treatment above and beyond normal required pest management.

10. Student must notify Office of Accessibility Services if they want to change support animals to begin the ESA eligibility process again.

11. In the absence of the student, the animal may not remain in student housing for more than a total of Twelve (12) hours for any continuous duration. If the student is not able to respond to the animal within this time frame due to unforeseen circumstances (e.g. hospitalization, accident) family members will be contacted to come pick up the animal.

12. Student will provide contact information for an alternate responsible party off campus, in the event that the student is gone for more than 12 hours (i.e. hospitalization). This person will be contacted to pick up the animal if the student cannot be reached after the allowed time frame. If this person cannot be reached or is unable to pick up the animal, the animal will be taken to a local shelter or boarding facility until the student or designated party is able to pick it up. Student will be responsible for any charges incurred with the boarding.

By my signature below, I verify that I have read, understand and will abide by the Guidelines outlined here for an Emotional Support Animal. I understand that if I fail to meet the requirements set forth in this policy and guidelines, that Hutchinson Community College has the right to remove the Emotional Support Animal and I will nonetheless be required to fulfill my housing, academic, and all other obligations for the remainder of the housing contract.

Student Signature

____/____/____

Date

Director, Residence Life and Student Activities

____/____/____

Date

ESA Information

Student Must Complete:

Student Name: _____

ID #: _____

Cell Phone number: _____

Support animal (type of animal): _____

Breed: _____

Sex: _____

Name of Animal: _____

Vaccinations Dated: _____

Clean Bill of Health from Veterinarian: _____

License: _____

County of licensure: _____

Spay/Neuter Date: ____ / ____ / ____

Alternate Responsible Party: _____

Alternate Responsible Party Contact Information: _____

For Office Use Only:

HutchCC Student Housing Location: _____

Vaccination Information Received: _____ Current: _____

Clean Bill of Health Received: _____ Annual: _____

City of Hutchinson License: _____

Notes:

Equal Opportunity, Harassment, and Nondiscrimination Policy and Procedures

Hutchinson Community College

Equal Opportunity, Harassment, and Nondiscrimination Policy & Procedures[\[1\]](#)

Overview:

Hutchinson Community College (“the College”) affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise. All policies 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 Title IX and Title VI Coordinator serves as the Title IX/Equity/Affirmative Action Coordinator and ADA/504 Coordinator and oversees implementation of the College’s Affirmative Action and Equal Opportunity Plan, disability compliance, and the College’s policy on equal opportunity, harassment, and nondiscrimination. Reports of discrimination, harassment, and/or retaliation should be made to the Title IX and Title VI Coordinator (or deputy/deputies) promptly, but there is no time limitation on the filing of grievances as long as the accused individual remains subject to the College’s jurisdiction. All reports are acted upon promptly while every effort is made by the College to preserve the privacy of reports. Anonymous reports may also be filed online, if such mechanisms are available, by using the designated reporting form. Reporting is addressed more specifically in Section VIII below. Reports of discrimination by the Title IX and Title VI Coordinator should be reported to the College President.

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 and Title VI Coordinator determines that the off-campus conduct affects a substantial College interest. A substantial College interest is defined to include the following:

- Any action that constitutes criminal offense as defined by federal or Kansas state law. This includes, but is 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 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 only when such speech is made in an employee’s official or work-related capacity.

Inquiries about this policy and procedure may be made internally to

Office of Title IX and Title VI
Phone: (620) 665-3512
Email: DillonB@hutchcc.edu

Inquiries may be made externally to[\[2\]](#)

Office for Civil Rights (OCR) U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1100
Phone (Customer Service Hotline): (800) 421-3481
Fax: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: <https://www.ed.gov/about/ed-offices/ocr>

Office for Civil Rights (OCR) for Region VII
U.S. Department of Health and Human Services
601 East 12th Street - Room 353
Kansas City, MO 64106
Phone: (800) 368-1019
Fax: (816) 426-3686
TDD: (800) 537-7697 Equal Employment Opportunity Commission (EEOC)
Contact: <http://www.eeoc.gov/contact-eeoc>

The Kansas Human Rights Commission (KHRC)
Contact: www.khrc.net

I. College Policy on Nondiscrimination

Hutchinson 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 race, color, ethnic or national origin, sex, sexual orientation, gender identity, marital status, pregnancy, genetic information, religion, age, ancestry, disability, military status, or veteran status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), domestic victim status, or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

This policy covers nondiscrimination in employment and in access to educational opportunities. Therefore, any member of the campus community, guest, or visitor who acts to deny, deprive, or limit the educational, employment, residential and/or social access, benefits, and/or opportunities of any member of the campus community on the basis of their actual or perceived membership in the protected classes listed above is in violation of the College policy on nondiscrimination. When brought to the attention of the College, any such discrimination will be appropriately remedied by the College according to the procedures below.

II. College Policy on Accommodation of Disabilities

Hutchinson Community College is committed to full compliance with the Americans With Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws pertaining to individuals with disabilities. Under the ADA and its amendments, a person has a disability if he or she has a physical or mental impairment that substantially limits a major life activity. The ADA also protects individuals who have a record of a substantially limiting impairment or who are regarded as disabled by the institution whether qualified or not. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself, learning, reading, concentrating, or thinking.

The Title IX and Title VI Coordinator, in cooperation with the Coordinator of Accessibility Services and the Director of Human Resources, has been designated as the ADA/504 Coordinator responsible for coordinating efforts to comply with these disability laws, including investigation of any grievance alleging noncompliance.

A. Students with Disabilities

The College is committed to providing qualified students with disabilities with reasonable accommodations and support needed to ensure equal access to the academic programs and activities of the College.

All accommodations are made on a case-by-case basis. A student requesting any accommodation should first contact the Coordinator of Accessibility Services who coordinates services for students with disabilities. The coordinator reviews documentation provided by the student and, in consultation with the student, determines which accommodations are appropriate to the student's particular needs and academic programs.

B. Employees with Disabilities

Pursuant to the ADA, the College will provide reasonable accommodation(s) to all qualified employees with known disabilities, where their disability affects the performance of their essential job functions, except where doing so would be unduly disruptive or would result in undue hardship.

An employee with a disability is responsible for requesting an accommodation in writing to the Director of Human Resources and provide appropriate documentation. The Director of Human Resources, in cooperation with the Title IX and Title VI Coordinator, will work with

the employee's supervisor to identify which essential functions of the position are affected by the employee's disability and what reasonable accommodations could enable the employee to perform those duties.

III. College Policy on Discriminatory Harassment

Students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discriminatory harassment. The College's harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane but controversial or sensitive subject matters protected by academic freedom. The sections below describe the specific forms of legally prohibited harassment that are also prohibited under College policy.

A. Discriminatory and Bias-Related Harassment

Harassment constitutes a form of discrimination that is prohibited by law. The College will remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a hostile environment. When harassment rises to the level of creating a hostile environment, the College may also impose sanctions on the harasser.^[3] The College's harassment policy explicitly prohibits any form of harassment, defined as unwelcome conduct on the basis of actual or perceived membership in a protected class, by any member or group of the community.

A hostile environment may be created by oral, written, graphic, or physical conduct that is sufficiently severe, persistent/pervasive, and objectively offensive that it interferes with, limits, or denies the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits or opportunities. ^[4]

Offensive conduct and/or harassment that does not rise to the level of discrimination or that is of a generic nature not on the basis of a protected status may not result in the imposition of discipline under this College policy but will be addressed through civil confrontation, remedial actions, education, effective conflict resolution mechanisms, and/or interventions/sanctions outlined in the College's Standards of Conduct for Students. For assistance with conflict resolution techniques, employees should contact the Director of Human Resources, and students should contact the Vice President of Student Services.

The College condemns and will not tolerate discriminatory harassment against any employee, student, visitor, or guest on the basis of any status protected by college policy or law.

B. Sexual Harassment

Both the Equal Employment Opportunity Commission and the State of Kansas regard sexual harassment as a form of sex/gender discrimination and, therefore, as an unlawful discriminatory practice. The College has adopted the following definition of sexual harassment, in order to address the special environment of an academic community, which consists not only of employer and employee but also of students as well. ^[5] Sexual harassment is unwelcome, sexual or gender-based verbal, written, online, and/or physical conduct. ^[6]

Anyone experiencing sexual harassment in any College program is encouraged to report it immediately to the College's Title IX and Title VI Coordinator.

Sexual harassment creates a hostile environment, and may be disciplined when it is sufficiently severe, persistent/pervasive, and objectively offensive that it

- has the effect of unreasonably interfering with, denying or limiting employment opportunities or the ability to participate in or benefit from the university's educational, social and/or residential program, and is
- is based on power differentials (*quid pro quo*^[7]), the creation of a hostile environment or retaliation.^[8]

C. Sexual Misconduct

State law defines various violent and/or non-consensual sexual acts as crimes. Additionally, the College has defined categories of sexual misconduct, as stated below, for which action under this policy may be imposed. The College uses the term "sexual misconduct" to address behaviors like rape and sexual assault. The use of this term is not intended to diminish or minimize a victim's experience but is instead a recognition that the College has no authority to determine that a crime occurred. The College does not view sexual misconduct as a lesser form of misconduct than rape or sexual assault. Generally speaking, the College considers Non-Consensual Sexual Intercourse violations to be the most serious and therefore typically imposes the most severe sanctions, including suspension or expulsion for students and termination for employees. However, the College reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any act of sexual misconduct or other gender-based offenses, including intimate partner or relationship (dating and/or domestic) violence, non-consensual sexual contact and stalking based on the facts and circumstances of the particular grievance. Acts of sexual misconduct may be committed by any person upon any other person, regardless of the sex, gender, sexual orientation, and/or gender identity of those involved. Violations include:

1. Sexual Harassment (as defined in section B above)

2. Non-Consensual Sexual Intercourse^[9]

Defined as

- any sexual penetration or intercourse (anal, oral, or vaginal)
- however slight
- with any object
- by a person upon another person
- that is without consent and/or by force.^[10]

Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.

3. Non-Consensual Sexual Contact

Defined as

- any intentional sexual touching
- however slight
- with any object
- by a person upon another person
- that is without consent and/or by force.

Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

4. Sexual Exploitation

Sexual Exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and situations in which the conduct does not fall within the definitions of Sexual Harassment, Non-Consensual Sexual Intercourse or Non-Consensual Sexual Contact. Examples of sexual exploitation include but are not limited to

- Invasion of sexual privacy;
- Sexual voyeurism (such as watching a person undressing, using the bathroom, or engaged in sexual acts without the consent of the person observed);
- Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent);
- Prostitution;
- Prostituting another student or employee;
- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection;
- Administering alcohol or drugs (such as "date rape" drugs^[11]) to another person without his or her knowledge or consent;
- Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

5. Consent^[12]

Consent is knowing, voluntary, and clear permission by word or action to engage in mutually agreed upon sexual activity. Consent is active, not passive. 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. Silence—without actions demonstrating permission—cannot be assumed to show consent.

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

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.

Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. It is not an excuse that the individual responding party of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other. Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because s/he lacks the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of her/his sexual interaction). 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. Likewise, consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. 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. Under this policy, “No” always means “No,” and “Yes” may not always mean “Yes.” Anything but a clear, knowing, and voluntary consent to any sexual activity is equivalent to a “No.”

In the State of Kansas, a minor (meaning a person under the age of 17 years) cannot consent to sexual activity. This means that sexual contact by an adult with a person younger than 17 years old is a crime, as well as a violation of this policy, even if the minor wanted to engage in the act.

D. Sexual Misconduct Scenarios:

1. Situation:

Amanda and Bill meet at a party. They spend the evening dancing and getting to know each other. Bill convinces Amanda to come up to his room. From 11:00pm until 3:00am, Bill uses every line he can think of to convince Amanda to have sex with him, but she adamantly refuses. He keeps after her and begins to question her religious convictions, and accuses her of being “a prude.” Finally, it seems to Bill that her resolve is weakening, and he convinces her to give him a “hand job” (hand to genital contact). Amanda would never have done it but for Bill’s incessant advances. He feels he successfully seduced her and that she wanted to do it all along but was playing shy and hard to get. Why else would she have come up to his room alone after the party? If she really didn’t want it, she could have left.

·Bill is responsible for violating the College’s non-consensual or forced sexual contact policy. It is likely that a College hearing board would find that the degree and duration of the pressure Bill applied to Amanda are unreasonable. Bill coerced Amanda into performing unwanted sexual touching upon him. Where sexual activity is coerced, it is forced. Consent is not effective when forced. Sex without effective consent is sexual misconduct.

2. Situation:

Mark is a sophomore at the college. Beth is a freshman. Mark comes to Beth’s dorm room with some mutual friends to watch a movie. Mark and Beth, who have never met before, are attracted to each other. After the movie, everyone leaves, and Mark and Beth are alone. They “hit it off” and are soon becoming more intimate. They start to make out. Mark verbally expresses his desire to have sex with Beth. Beth, who was abused by a baby-sitter when she was five and has not had any sexual relations since, is shocked at how quickly things are progressing. As Mark takes her by the wrist over to the bed, lays her down, undresses her, and begins to have intercourse with her, Beth has a severe flashback to her childhood trauma. She wants to tell Mark to stop but cannot. Beth is stiff and unresponsive during the intercourse.

·Mark would be held responsible in this scenario for non-consensual sexual intercourse. It is the duty of the sexual initiator, Mark, to make sure that he has mutually understandable consent to engage in sex. Though consent need not be verbal, it is the clearest form of consent. Here, Mark had no verbal or non-verbal mutually understandable indication from Beth that she consented to sexual intercourse. Of course, wherever possible, students should attempt to be as clear as possible as to whether or not sexual contact is desired, but students must be aware that for psychological reasons, or because of alcohol or drug use, one’s partner may not be in a positive position to provide as clear an indication as the policy requires. As the policy makes clear, consent must be actively, not passively, given.

3. Situation:

Kevin and Amy are at a party. Kevin is not sure how much Amy has been drinking, but he is pretty sure it’s a lot. After the party, he walks Amy to her room, and Amy “comes on” to Kevin, initiating sexual activity. Kevin asks her if she is really up to this, and Amy says, “Yes.” Clothes go flying, and they end up in Amy’s bed. Suddenly, Amy runs for the bathroom. When she returns, her face is pale, and Kevin thinks she may have thrown up. Amy gets back into bed, and they begin to have sexual intercourse. Kevin is having a good time, though he can’t help but notice that Amy seems pretty groggy and passive, and he thinks Amy may have even passed out briefly during the sex,

but he does not let that stop him. When Kevin runs into Amy the next day, he thanks her for the wild night. Amy remembers nothing and decides to make a complaint.

·This is a violation of the non-consensual sexual intercourse policy. Kevin should have known that Amy was incapable of making a rational, reasonable decision about sex. Even if Amy seemed to consent, Kevin was well aware that Amy had consumed a large amount of alcohol, and Kevin thought Amy was physically ill and knew that she passed out during sex. Kevin should be held accountable for taking advantage of Amy in her condition. This is not the level of respectful conduct expected of students.

E. Sexual Misconduct—Risk Reduction Tips

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame and with recognition that only those who commit sexual misconduct are responsible for those actions, these suggestions may nevertheless help one reduce their risk experiencing a non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor “NO” clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. Real friends will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.
- DO NOT MAKE ASSUMPTIONS about consent, about someone’s sexual availability, about whether they are attracted to you, about how far you can “go” or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity, then you DO NOT have consent.
- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension, and communicate better. You may be misreading them. S/he may not have figured out how far s/he wants to go with you yet. You must respect the timeline for sexual behaviors with which s/he is comfortable.
- Do not take advantage of someone’s drunkenness or drugged state, even if s/he did it to her/himself.
- Realize that your potential partner could be intimidated by or fearful of you. You may have a power advantage simply because of your gender or size. Do not abuse that power.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

IV. College Policy Expectations with Respect to Consensual Relationships

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as faculty and student, supervisor and employee, coach and player). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of this policy. The College does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of the College. For the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student, supervisor-subordinate) are generally discouraged.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships, including supervision in an athletic, academic, or classroom setting, must bring those relationships to the timely attention of their supervisor or department chairperson, and will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or shift a party out of being supervised or evaluated by someone with whom they have established a consensual relationship. This includes

RAs and students over whom they have direct responsibility. While no relationships are prohibited by this policy, failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

V. Other Civil Rights Offenses, When the Act Is Based Upon the Status of a Protected Class

- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person on the basis of her/his actual or perceived membership in a protected class
- Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits, or opportunities on the basis of their actual or perceived membership in a protected class
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another on the basis of actual or perceived membership in a protected class
- Hazing, defined as any intentional, knowing or reckless act directed against a student by one person acting alone or by more than one person, occurring on or off the premises, that endangers the mental and/or physical health or safety of a student for the purpose of pledging or associating with, being initiated into, affiliating with, holding office in, seeking and/or maintaining membership in any organization whose membership consists of students); hazing is also illegal under Kansas State law[\[13\]](#) and prohibited by College policy
- Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally on the basis of actual or perceived membership in a protected class
- Violence between those in an intimate relationship to each other on the basis of actual or perceived membership in a protected class (which includes romantic relationships, dating[\[14\]](#), domestic[\[15\]](#), and/or relationship violence)[\[16\]](#)
- Stalking[\[17\]](#), defined as a course of conduct directed at a specific person on the basis of actual or perceived membership in a protected class that is unwelcome and would cause a reasonable person to feel fear[\[18\]](#)
- Any other College rules, when a violation is motivated by the actual or perceived membership of the victim on the basis of sex or gender or in a protected class, may be pursued using this policy and process.

Sanctions for the above-listed “Other Civil Rights Behaviors” behaviors range from reprimand up through and including expulsion (students) or termination of employment.

VI. Retaliation

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging harassment, for supporting a party bringing a grievance, or for assisting in providing information relevant to a claim of harassment 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 Coordinator of Equity & Compliance and will be promptly investigated. The College is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

VII. Remedial Action

The College will implement initial remedial and responsive and/or protective actions upon notice of alleged harassment, retaliation, and/or discrimination. Such actions could include but are not limited to: no contact orders, providing counseling and/or medial services, academic support, living arrangement adjustments, providing a campus escort, academic or work schedule and assignment accommodations, safety planning, referral to campus and community support resources.

The College will take additional prompt remedial and/or disciplinary action with respect to any member of the community, guest, or visitor who has been found to engage in harassing or discriminatory behavior or retaliation. Procedures for handling reported incidents are fully described below. Deliberately false and/or malicious accusations of harassment, as opposed to grievances which, even if erroneous, are made in good faith, are just as serious an offense as harassment and will be subject to appropriate disciplinary action.

VIII. Confidentiality and Reporting of Offenses Under This Policy

College officials, depending on their roles at the College, have varying reporting responsibilities and abilities to maintain confidentiality. In order to make informed choices, one should be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality, offering options and advice without any obligation to inform an outside agency or individual unless you have requested information to be shared. Other resources exist for you to report crimes and policy violations and these resources are required to take action when you report victimization to them. Some resources on campus fall in the middle of these two extremes; neither the College, nor the law, requires them to divulge private information that is shared with them, except in rare circumstances but yet must share general, non-identifiable information with designated officials. The following describes the three reporting options at the College:

A. Privileged & Confidential Reporting

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with one of the College's professional, licensed counselors who provide mental-health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor), off-campus local rape and/or domestic violence counselors (<https://www.brighthouseks.org/>) and/or local or state assistance agencies. [19] Such individuals will maintain confidentiality and are not required to report any information about an incident to the College's Title IX and Title VI Coordinator, or other College officials, without the reporting party's permission except in extreme cases of immediacy of threat or danger or abuse of a minor. Campus counselors are available to help free of charge and can be seen on an emergency basis during normal business hours. These College employees will submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client. A person bringing a grievance who initially requests confidentiality may later decide to wave such a request in order to file a formal complaint with the College or may choose to report the incident to local law enforcement and thus have the incident fully investigated.

Persons wishing to speak with one of the College's licensed counselors, should contact the Student Success Center (<https://www.hutchcc.edu/student-success-center#counseling>) or call 620-665-3377 during regular business hours.

B. Private & Limited Reporting

Those desiring to report misconduct may seek advice from certain resources who are not required to initially tell anyone else your private, personally identifiable information unless there is a pattern of abuse, cause for fear for your safety or the safety of others. These are resources who the College has *not* specifically designated as “responsible employees” [20] for purposes of putting the institution on notice and for whom mandatory reporting is required, other than in the stated limited circumstances. For instance, individuals who work or volunteer in the College's Student Health Services (HASHS), including the front desk staff and students, can generally talk to a victim without revealing any personally identifiable information about an incident to the College. While maintaining a victim's confidentiality, these individuals or their office should report the nature, date, time, and general location of an incident to the Title IX and Title VI Coordinator. This limited reporting helps keep the College informed of the general extent and nature of sexual misconduct on and off campus and allows the institution to track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. Before reporting any information to the Title IX and Title VI Coordinator, these individuals will consult with the victim to ensure that no personally identifying details are shared.

The employees (or categories of employees) listed below are designated as “responsible employees” under College policy and *are* required to report alleged incidents brought to their attention to the College's Title IX and Title VI Coordinator. A responsible employee must report all relevant details about the alleged incident shared by the reporting party—including the names of the reporting party, the alleged perpetrator(s) (responding party), any witnesses, and any other relevant information, including the date, time, and specific location of the alleged incident.

If the reporting party wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the reporting party that the College will consider the request but that s/he cannot guarantee the College will be able to honor it. Responsible employees will not pressure a reporting party to request confidentiality but will honor and support the reporting party's wishes, including for the College to fully investigate an incident. By the same token, responsible employees will not pressure a reporting party to make a full report if the reporting party is not ready to do so.

The College recognizes the following faculty, staff, and employee positions as responsible employees for which mandatory reporting, as outlined in the above policy, is mandatory:

- Members of the College Board of Trustees
- President of the College
- Vice Presidents
- Directors (including Executive, Associate, and Assistant)
- Coordinators
- Academic Advisors
- Coaches (including Head, Associate, Assistant, and Volunteer)
- Athletic Trainers
- Department Chairpersons
- Faculty/Instructors (including both full-time, adjunct, and part-time)
- Staff members with a formal supervisory role of either students or staff
- Residence Administrators

If a reporting party is unsure of a College official's duties and ability to maintain privacy and/or confidentiality, ask her/him before discussing the incident of concern with her/him. S/he will be able to explain and help a reporting party to make decisions about who is in the best position to help. All resources, except those specifically exempted from doing so, are instructed to share limited incident reports with their supervisors and/or the College's Title IX and Title VI Coordinator. If personally identifiable information is shared, it will be shared with as few people as possible and all efforts will be made to protect privacy to the greatest possible extent.

C. Formal Reporting Options

A party bringing a grievance(s) is encouraged to speak to the College's Title IX and Title VI Coordinator or a member of the College's Equity Grievance Panel (see membership list below) to make formal reports of incidents of sexual misconduct. A party bringing a grievance(s) has the right, and can expect, to have grievances taken seriously by the College when formally reported and to have those incidents afford privacy to the reporter, and only a small group of officials who need to know will be told. 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 party bringing a grievance's rights and privacy. Additionally safe and anonymous reports, which do not trigger investigations, can be made by victims and/or third parties using an online reporting form, if such mechanism is available, by using the designated reporting form.

D. Weighing Requests for Confidentiality in Reports Disclosed to Responsible Employees

If a reporting party discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action be taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all individuals, including the reporting party.

If the College honors the request for confidentiality, a reporting party must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited. Although rare, there are times when the College may not be able to honor a reporting party's request in order to provide a safe, non-discriminatory environment for all individuals.

The College has designated the Title IX and Title VI Coordinator to evaluate requests for confidentiality once a responsible employee is on notice of alleged misconduct. When weighing a reporting party's request for confidentiality or that no investigation or disciplinary action be pursued, the Title IX and Title VI Coordinator will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of misconduct or other violence, such as
 - whether there have been other misconduct complaints about the same alleged perpetrator;
 - whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
 - whether the alleged perpetrator threatened sexual violence or other violence against the reporting party or others;
- Whether the sexual violence was perpetrated with a weapon;
- Whether the reporting party is a minor;
- Whether the College possesses other means to obtain relevant evidence of the sexual misconduct (e.g., security cameras or personnel, physical evidence);
- Whether the reporting party's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the College will likely respect the reporting party's request for confidentiality.

If the College determines that it cannot maintain a reporting party's confidentiality, the College will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response.

The College will remain ever mindful of the reporting party's well-being and will take ongoing measures to protect the reporting party from retaliation or harm and work with the reporting party to create a safety plan. Retaliation against the reporting party, whether by students or College employees, will not be tolerated. The College will also

- assist the reporting party in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus;
- provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and

- inform the reporting party of the right to report a crime local law enforcement—and provide the reporting party with assistance if the victim wishes to do so.

The College may not require a reporting party to participate in any investigation or disciplinary proceeding.

Because the College is under a continuing obligation to address the issue of sexual misconduct campus-wide, reports of sexual misconduct (including non-identifying reports) will also prompt the College to consider broader remedial action—such as increased monitoring, supervision or security at location where the reported sexual misconduct occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments; and/or revisiting its policies and practices.

If the College determines that it can respect a reporting party's request for confidentiality, the College will also take immediate action as necessary to protect and assist the reporting party.

IX. Federal Statistical Reporting and Timely Warning Obligations

Certain campus officials have a duty to report sexual assault, domestic violence, dating violence and stalking for federal statistical purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be shared with campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the College's Annual Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include student/conduct affairs, campus security, local police, coaches, athletic directors, residence life staff, student activities staff, human resource staff, advisors to student organizations, and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

Victims of sexual misconduct should be aware that College administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The College will make every effort to ensure that a victim's name and other identifying information is not disclosed while still providing enough information for community members to make safety decisions in light of the potential danger.

X. Frequently Asked Questions Regarding Reporting

The following are some of the most commonly asked questions regarding the College's sexual misconduct policy and procedures.

- *Does information about a complaint remain private?*

The privacy of all parties to a complaint of sexual misconduct must be respected, except insofar as it interferes with the College's obligation to fully investigate allegations of sexual misconduct. Where privacy is not strictly kept, it will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted. Violations of the privacy of the complainant or the accused individual may lead to conduct action by the College.

In all complaints of sexual misconduct, all parties will be informed of the outcome. In some instances, the administration also may choose to make a brief public announcement of the nature of the violation and the action taken, without using the name or identifiable information of the alleged victim. Certain college administrators are informed of the outcome within the bounds of student privacy (e.g., the President of the College, Vice President of Student Services, Campus Security Officer). If there is a report of an act of alleged sexual misconduct to a conduct officer of the College and there is evidence that a felony has occurred, local police will be notified. This does not mean charges will be automatically filed or that a victim must speak with the police, but the institution is legally required to notify law enforcement authorities. The institution also must statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.

- *Will my parents be told?*

No, not unless you tell them or unless you are a minor. Whether you are the complainant or the accused individual, the College's primary relationship is to the student and not the parent. However, in the event of major medical, disciplinary, or academic jeopardy, students are encouraged to inform their parents. College officials will directly inform parents when requested to do so by a student, in a life-threatening situation, or if an accused individual has signed the permission form at registration which allows such communication.

- *Will the accused individual know my identity?*

Yes, if you file a formal complaint. Sexual misconduct is a serious offense and the accused individual has the right to know the identity of the complainant/alleged victim. If there is a hearing, the College does provide options for questioning without confrontation, including closed-circuit testimony, Skype, using a room divider or using separate hearing rooms.

- *Do I have to name the perpetrator?*

Yes, if you want formal disciplinary action to be taken against the alleged perpetrator. No, if you choose to respond informally and do not file a formal complaint (but you should consult the reporting policy above to better understand the college's legal obligations depending on what information you share with different college officials). Victims should be aware that not identifying the perpetrator may limit the institution's ability to respond comprehensively.

- *What do I do if I am accused of sexual misconduct?*

DO NOT contact the alleged victim. You may immediately want to contact someone who can act as your advocate (advisor); anyone may serve as your advocate. You may also contact the Student Services Office or the Title IX and Title VI Coordinator, which can explain the college's procedures for addressing sexual misconduct complaints. You may also want to talk to one of the college's confidential counselors or seek other community assistance.

- *Will I (as a victim) have to pay for counseling/or medical care?*

Not typically, if the institution provides these services already. If a victim is accessing community and non-institutional services, payment for these will be subject to state/local laws, insurance requirements, etc. In this state, victims may be ineligible for state-based assistance if they were engaged in any illegal activity during the assault or if they fail to cooperate with criminal prosecution.

- *What about legal advice?*

Victims of criminal sexual assault need not retain a private attorney to pursue prosecution because representation will be handled by the District Attorney's (Prosecutor's) office. You may want to retain an attorney if you are the accused individual or are considering filing a civil action. The accused individual may retain counsel at their own expense if they determine that they need legal advice about criminal prosecution.

- *What about changing residence hall rooms?*

If you want to move, you may request a room change. Room changes under these circumstances are considered emergencies. It is typically institutional policy that in emergency room changes, the student is moved to the first available suitable room. If you want the accused individual to move and believe that you have been the victim of sexual misconduct, you must be willing to pursue a formal or informal college complaint. No contact orders can be imposed and room changes for the accused individual can usually be arranged quickly. Other accommodations available to you might include

- Assistance from college support staff in completing the relocation;
 - Arranging to dissolve a housing contract and pro-rating a refund;
 - Assistance with or rescheduling an academic assignment (paper, exams, etc.);
 - Taking an incomplete in a class;
 - Assistance with transferring class sections;
 - Temporary withdrawal;
 - Assistance with alternative course completion options;
 - Other accommodations for safety as necessary.
- *What should I do about preserving evidence of a sexual assault?*

Police are in the best position to secure evidence of a crime. Physical evidence of a criminal sexual assault must be collected from the alleged victim's person within 120 hours, though evidence can often be obtained from towels, sheets, clothes, etc. for much longer periods of time. If you believe you have been a victim of a criminal sexual assault, you should go to the Hospital Emergency Room before washing yourself or your clothing. The Sexual Assault Nurse Examiner (a specifically trained nurse) at the hospital is usually on call 24 hours a day, 7 days a week (call the Emergency Room if you first want to speak to the nurse; ER will refer you). A victim advocate from the institution can also accompany you to the hospital and law enforcement or campus security can provide transportation. If a victim goes to the hospital, local police will be called, but s/he is not obligated to talk to the police or to pursue prosecution. Having the evidence collected in this manner will help to keep all options available to a victim but will not obligate him or her to any course of action. Collecting evidence can assist the authorities in pursuing criminal charges, should the victim decide later to exercise it.

For the Victim: the hospital staff will collect evidence, check for injuries, address pregnancy concerns and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless). If you have not changed clothes, bring a change of clothes with you to the hospital if possible, as they will likely keep the clothes you are wearing as evidence. You can take a support person with you to the

hospital, and they can accompany you through the exam if you want. Do not disturb the crime scene—leave all sheets, towels, etc. that may bear evidence for the police to collect.

- *Will a victim be sanctioned when reporting a sexual misconduct policy violation if s/he has illegally used drugs or alcohol?*

No. The severity of the infraction will determine the nature of the College's response, but whenever possible the College will respond educationally rather than punitively to the illegal use of drugs and/or alcohol. The seriousness of sexual misconduct is a major concern and the College does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct.

- *Will the use of drugs or alcohol affect the outcome of a sexual misconduct complaint?*

The use of alcohol and/or drugs by either party will not diminish the accused individual's responsibility. On the other hand, alcohol and/or drug use is likely to affect the complainant's memory and, therefore, may affect the outcome of the complaint. A person bringing a complaint of sexual misconduct must either remember the alleged incident or have sufficient circumstantial evidence, physical evidence, and/or witnesses to prove her/his complaint. If the complainant does not remember the circumstances of the alleged incident, it may not be possible to impose sanctions on the accused without further corroborating information. Use of alcohol and/or other drugs will never excuse a violation by an accused individual.

- *Will either party's prior use of drugs and/or alcohol be a factor when reporting sexual misconduct?*

Not unless there is a compelling reason to believe that prior use or abuse is relevant to the present complaint.

- *What should I do if I am uncertain about what happened?*

If you believe that you have experienced sexual misconduct but are unsure of whether it was a violation of the institution's sexual misconduct policy, you should contact the College's Title IX and Title VI Coordinator or the College's counseling office. The College provides non-legal advocates (advisors) who can help you to define and clarify the event(s) and advise you of your options.

Equity Grievance Process for Resolving Grievances of Harassment, SEXUAL MISCONDUCT and OTHER FORMS OF Discrimination

The College will act on any formal or informal grievance or notice of violation of the policy on Equal Opportunity, Harassment and Nondiscrimination, that is received by the Title IX and Title VI Coordinator, his or her deputies (if/when applicable), a member of the Equity Grievance Panel, a member of the administration, or a responsible employee (as designated by College policy).

The procedures described below will apply to all grievances involving students, staff or faculty members. Redress and requests for responsive actions for grievances brought involving non-members of the community are also covered by these procedures.

I. Equity Grievance Panel (EGP)

A. Membership Roles

Members of the EGP are announced in an annual distribution of this policy to campus, prospective students, their parents and prospective employees. The list of members and a description of the panel can be found at www.hutchcc.edu. Members of the EGP are trained in all aspects of the grievance process and can serve in any of the following roles at the direction of the Title IX and Title VI Coordinator:

- To provide sensitive intake and initial counseling of grievances
- To serve in a mediation role in conflict resolution
- To investigate grievances
- To act as advocates (advisors) to those involved in grievances
- To serve on hearing panels for grievances
- To serve on appeal panels for grievances

EGP members also recommend proactive policies and serve in an educative role for the community. The President, in consultation with the Title IX and Title VI Coordinator, appoints the panel which reports to the Title IX and Title VI Coordinator. EGP members receive annual training organized by the Title IX and Title VI Coordinator, including a review of College policies and procedures, so that they are able to provide accurate information to members of the community. All EGP members are required to attend this annual training.

B. Membership

The Equity Grievance Panel includes

- At least 2 Co-chairs: one representative from Human Resources and one from Student Services, etc.

- One Administrative Hearing Officer who is an *ex officio* member and serves as Chair of grievance panel hearings for grievances involving student responding parties such as the Vice President of Student Services or her/his designee
- At least 2 members of academic affairs administrators and/or faculty
- At least 2 members of the administration
- At least 2 members of the staff
- At least 1 representative from Campus Security and/or Campus Facilities
- At least 1 representative from Human Resource
- At least 1 representative from Athletics

Panel members are usually appointed to three-year terms. Appointments to the EGP should be made with attention to representation of groups protected by the harassment and non-discrimination policy. Individuals who are interested in serving on the EGP are encouraged to contact the Title IX and Title VI Coordinator.

II. Filing a grievance

Any member of the community, guest or visitor who believes that the policy on Equal Opportunity, Harassment and Nondiscrimination has been violated should contact the Title IX and Title VI Coordinator or a member of the EGP. It is also possible for employees to notify a supervisor, or for students to notify an administrative advisor or faculty member, or any member of the community may contact Campus Security. These individuals will in turn notify the Title IX and Title VI Coordinator. The College website may also include a reporting form, if available, which may serve to initiate a grievance.

All employees receiving reports of a potential violation of College policy are expected to promptly contact the Title IX and Title VI Coordinator, within 24 hours of becoming aware of a report or incident. All initial contacts will be treated with the maximum possible privacy; specific information on any grievances received by any party will be reported to the Title IX and Title VI Coordinator, but, subject to the College's obligation to redress violations, every effort will be made to maintain the privacy of those initiating a report of a grievance. In all cases, the College will give consideration to the party bringing a grievance with respect to how the grievance is pursued, but reserves the right, when necessary to protect the community, to investigate and pursue a resolution when an alleged victim chooses not to initiate or participate in a formal grievance.

III. Grievance Intake

Following receipt of notice of a grievance, the Title IX and Title VI Coordinator [\[21\]](#) will, promptly assign an EGP panel member to work as an advocate (advisor) to the person who reported the grievance or, if so desired by the party bringing a grievance, the party bringing a grievance may choose from the EGP pool (or choose a non-trained advocate from outside the pool, if preferred, or proceed without an advocate). Normally, within two business days, an initial determination is made whether a policy violation may have occurred and/or whether conflict resolution might be appropriate. If the grievance does not appear to allege a policy violation or if conflict resolution is desired by the party bringing a grievance and appears appropriate given the nature of the alleged behavior, then the grievance does not proceed to investigation.

A full investigation will necessarily be pursued if there is evidence of a pattern of misconduct or a perceived threat of further harm to the community or any of its members. The College aims to complete all investigations within a 60 business day time period, which can be extended as necessary for appropriate cause by the Title IX and Title VI Coordinator with notice to the parties.

In campus investigations and hearings, legal terms like "guilt," "innocence," and "burdens of proof" are not applicable, but the College never assumes a student is in violation of College policy. Campus investigations and hearings are conducted to take into account the totality of all evidence available from all relevant sources.

The College reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to local law enforcement. Not all forms of harassment or misconduct will be deemed to be equally serious offenses, and the College reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The College will consider the concerns and rights of both the party bringing a grievance and the respondent (person accused of misconduct).

IV. Investigation

If a party bringing a grievance wishes to pursue a formal grievance or if the College, based on the alleged policy violation, wishes to pursue a formal grievance, then the Title IX and Title VI Coordinator appoints EGP members to conduct the investigation, usually within two business days of determining that a grievance should proceed. Investigation of grievances brought directly by those alleging harm should be completed expeditiously, normally within 10 business days of notice to the Title IX and Title VI Coordinator. The investigation may take longer when initial grievances fail to provide direct first-hand information. The College may undertake a short delay (3-10 days,

to allow evidence collection) when criminal charges on the basis of the same behaviors that invoke this process are being investigated. College action will not be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced. All investigations will be thorough, reliable, and impartial, and will entail interviews with all relevant parties and witnesses, obtaining available evidence and identifying sources of expert information if necessary.

V. Interim Remedies

If, in the judgment of the Title IX and Title VI Coordinator, the safety or well-being of any member(s) of the campus community may be jeopardized by the presence on-campus of the accused individual or the ongoing activity of a student organization whose behavior is in question, the Title IX and Title VI Coordinator (or designee) may provide interim remedies intended to address the short-term effects of harassment, discrimination and/or retaliation, i.e., to redress harm to the alleged victim and the community and to prevent further violations. These remedies may include referral to counseling and health services or to the Employee Assistance Program (if available), education to the community, altering the housing situation of an accused student or resident employee (or the alleged victim, if desired), altering work arrangements for employees, providing campus escorts, implementing contact limitations between the parties, offering adjustments to academic deadlines, course schedules, etc.

The College may interim suspend a student, employee, or organization pending the completion of EGP investigation and procedures. In all cases in which an interim suspension is imposed, the student, employee, or student organization will be given the opportunity to meet with the Title IX and Title VI Coordinator prior to such suspension being imposed, or as soon thereafter as reasonably possible, to show cause why the suspension should not be implemented. The Title IX and Title VI Coordinator has sole discretion to implement or stay an interim suspension under the policy on Equal Opportunity, Harassment and Nondiscrimination, and to determine its conditions and duration. Violation of an interim suspension under this policy will be grounds for expulsion or termination.

During an interim suspension or administrative leave, a student or employee may be denied access to College housing and/or the College campus/facilities/events. As determined by the Title IX and Title VI Coordinator (or designee), this restriction includes classes and/or all other College activities or privileges for which the student might otherwise be eligible. At the discretion of Title IX and Title VI Coordinator (or designee), alternative coursework options may be pursued to ensure as minimal an impact as possible on the accused student.

VI. Grievance Resolution

During or upon the completion of investigation, the investigators will meet with the Title IX and Title VI Coordinator. Based on that meeting, the Title IX and Title VI Coordinator will make a decision on whether there is reasonable cause to proceed with the grievance. If the Title IX and Title VI Coordinator decides that no policy violation has occurred or that the preponderance of evidence (i.e., whether it is more likely than not that the accused individual committed each alleged violation) does not support a finding of a policy violation, then the process will end unless the party bringing a grievance requests that the Title IX and Title VI Coordinator makes an extraordinary determination to re-open the investigation or to forward the matter for a hearing. This decision lies in the sole discretion of the Title IX and Title VI Coordinator. If there is reasonable cause, the Title IX and Title VI Coordinator will direct the investigation to continue, or if there is a preponderance of evidence of a violation, then the Title IX and Title VI Coordinator may recommend conflict resolution, a resolution without a hearing, or a formal hearing, based on the below criteria.

A. Conflict Resolution

Conflict resolution is often used for less serious, yet inappropriate, behaviors and is encouraged as an alternative to the formal hearing process to resolve conflicts. The Title IX and Title VI Coordinator will determine if conflict resolution is appropriate, based on the willingness of the parties, the nature of the conduct at issue and the susceptibility of the conduct to conflict resolution. In a conflict resolution meeting, an EGP member will facilitate a dialogue with the parties to an effective resolution, if possible. Sanctions are not possible as the result of a conflict resolution process, though the parties may agree to appropriate remedies. The Title IX and Title VI Coordinator will keep records of any resolution that is reached, and failure to abide by the accord can result in appropriate responsive actions.

Conflict resolution will not be the primary resolution mechanism used to address grievances of sexual misconduct or violent behavior of any kind or in other cases of serious violations of policy, though it may be made available *after* the formal process is completed should the parties and the Title IX and Title VI Coordinator believe that it could be beneficial. It is not necessary to pursue conflict resolution first in order to make a formal EGP grievance, and anyone participating in conflict resolution can stop that process at any time and request a formal hearing.

B. Resolution Without a Hearing

Resolution without a hearing can be pursued for any behavior that falls within the policy on Equal Opportunity, Harassment and Nondiscrimination, at any time during the process. The Title IX and Title VI Coordinator will provide written notification of a grievance to any member of the College community who is accused of an offense of harassment, discrimination, or retaliation. The Title IX and Title

VI Coordinator [together with the investigator(s)] will meet with the responding individual to explain the finding(s) of the investigation. Once informed, the responding party may choose to admit responsibility for all or part of the alleged policy violations at any point in the process. If so, the Title IX and Title VI Coordinator will render a finding that the individual is in violation of College policy for the admitted conduct, and will normally proceed to convene a formal hearing on any remaining disputed violations. For admitted violations, the appropriate Co-chair of the EGP will recommend an appropriate sanction or responsive action. If the sanction/responsive action is accepted by both the party bringing a grievance and responding party, the Title IX and Title VI Coordinator will implement it, and act promptly and effectively to remedy the effects of the admitted conduct upon the victim and the community. If either party rejects the sanction/responsive action, an EGP hearing will be held on the sanction/responsive action only, according to the EGP procedures below, except in the case of at-will employees for whom findings and responsive actions will be determined by the Director of Human Resources, in cooperation with the Title IX and Title VI Coordinator, based on the results of the investigation.

C. Formal Hearing

For any grievances that are not appropriate for conflict resolution and which are not resolved without a hearing, the Title IX and Title VI Coordinator will initiate a formal hearing or for employees for whom no hearing process is available and will refer her/his findings to the Director of Human Resources for joint implementation.

VII. Formal EGP Procedure

A. Hearing Panels

The Title IX and Title VI Coordinator will appoint a non-voting panel Chair (one of the EGP co-chairs [or their designee]; the Administrative Hearing Officer [or her/his designee]), depending on whether the responding party is a faculty member, other employee, or student, and three members of the EGP to the hearing panel, none of whom have been previously involved with the grievance. EGP members who served as investigators will be witnesses in the hearing of the grievance and therefore may not serve as hearing panel members. Hearing panels may include both faculty and non-faculty employees with a least one faculty or academic affairs employee selected in a grievance involving a faculty member. No member of the panel may be a practicing attorney. The panel will meet at times determined by the Chair.

B. Notification of Charges

At least one week prior to the hearing, or as far in advance as is reasonably possible if an accelerated hearing is scheduled with the consent of the parties, the EGP Co-chair will send a letter to the parties with the following information. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered. The letter will contain

- A description of the alleged violation(s), a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.
- The time, date, and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities. If any party does not appear at the scheduled hearing, the hearing will be held in their absence. For compelling reasons, the Co-chair may reschedule the hearing.
- The parties may have the assistance of an EGP panel member, or other advocate (advisor), at the hearing. Typically, advocates are members of the campus community, but the Title IX and Title VI Coordinator may grant permission for an outside advocate upon request. The advocate may not make a presentation or represent the party bringing a grievance or responding party during the hearing. The parties to the hearing are expected to ask and respond to questions on their own behalf, without representation by their advocate. The advocate may consult with the party quietly or in writing, or outside the hearing during breaks, but may not speak on behalf of the advisee to the panel.
- Hearings for possible violations that occur near or after the end of an academic term will be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by the College and remain within the 60-day goal for resolution.

C. Hearing Procedures

EGP Hearings will be convened, usually within one to two weeks of the completion of the investigation, and will be conducted in private. The EGP has the authority to hear all collateral misconduct, meaning that it hears all allegations of discrimination, harassment and retaliation, but also may hear any additional alleged policy violations that have occurred in concert with the discrimination, harassment or retaliation, even though those collateral allegations may not specifically fall within EGP jurisdiction. Accordingly, investigations should be conducted with as wide a scope as necessary.

Participants will include the non-voting Chair, the three members of the panel, the investigator(s) who conducted the investigation on the grievance, the party bringing a grievance and responding party(ies) (or three organizational representatives in a case where an organization is charged), advocates (advisors) to the parties, and any called witnesses. The Chair will exchange the names of witnesses the College

intends to call, all pertinent documentary evidence and any written findings from the investigators between the parties at least two business days prior to the hearing. In addition, the parties will be given a list of the names of each of the EGP panel members at least two business days in advance of the hearing. Should either (any) party object to any panelist, s/he must raise all objections, in writing, to the Chair immediately. Panel members will only be unseated if the Chair concludes that their bias precludes an impartial hearing of the grievance. Additionally, any panelist or Chair who feels s/he cannot make an objective determination must recuse himself or herself from the proceedings when notified of the identity of the parties and all witnesses in advance of the hearing.

The Chair, in consultation with the parties and investigators, may decide in advance of the hearing that certain witnesses do not need to be physically present if their testimony can be adequately summarized by the investigator(s) during the hearing. All parties will have ample opportunity to present facts and arguments in full and question all present witnesses during the hearing, though formal cross-examination is not used between the parties. If alternative questioning mechanisms are desired (screens, Skype, questions directed through the Chair, etc.), the parties should request them from the Chair at least two business days prior to the hearing.

Once the procedures are explained and the participants are introduced, the investigator will present the report of the investigation first and be subject to questioning by the parties and the EGP. The investigator(s) will be present during the entire hearing process but will only be present during deliberations at the request of the Chair. The findings of the investigation are not binding on the panel, though any undisputed conclusions of the investigation report will not be revisited, except as necessary to determine sanctions/responsive actions. Once the investigator(s) is/are questioned, the EGP will permit questioning of and by the parties and of any present witness. Questions may be directed through the panel at the discretion of the Chair.

Formal rules of evidence will not apply. Any evidence that the panel believes is relevant and credible may be considered, including history and pattern evidence. The Chair will address any evidentiary concerns prior to and/or during the hearing, may exclude irrelevant or immaterial evidence and may ask the panel to disregard evidence lacking in credibility. The Chair will determine all questions of procedure and evidence. Anyone appearing at the hearing to provide information will respond to questions on her/his own behalf.

Unless the Chair determines it is appropriate, no one will present information or raise questions concerning (1) incidents not directly related to the possible violation, unless they show a pattern, or (2) the sexual history of or the character of the victim/party bringing a grievance.

There will be no observers in the hearing. The Chair may allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the panel or the parties involved. The panel does not hear from character witnesses but will accept up to two letters supporting the character of the individuals involved.

In hearings involving more than one accused individual or in which two parties bringing a grievance have accused the same individual of substantially similar conduct, the standard procedure will be to hear the grievances jointly; however, the Title IX and Title VI Coordinator may permit the hearing pertinent to each responding party to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each responding party.

Proceedings are private. All persons present at any time during the hearing are expected to maintain the privacy of the proceedings, subject to College consequences for failure to do so. While the contents of the hearing are private, the parties have discretion to share their own experiences if they so choose and should discuss doing so with their advocates.

Hearings are recorded for purposes of review in the event of an appeal. EGP members, the parties and/or the persons who initiated the action, and appropriate administrative officers of the College will be allowed to listen to the recording in a location determined by the Title IX and Title VI Coordinator or designee. No person will be given or be allowed to make a copy of the recording without permission of the Title IX and Title VI Coordinator. Persons given access to the recording will be required to sign an agreement confirming that they will protect the privacy of the information contained in the recording.

D. Decisions

The EGP will deliberate in closed session to determine whether the responding party is responsible or not responsible for the violation(s) in question. The panel will base its determination on a preponderance of the evidence (i.e., whether it is more likely than not that the accused individual committed each alleged violation). If an individual responding party or organization is found responsible by a majority of the panel, the panel will recommend appropriate sanctions to the Title IX and Title VI Coordinator.

The Chair will prepare a written deliberation report and deliver it to the Title IX and Title VI Coordinator, detailing the finding, how each member voted, the information cited by the panel in support of its recommendation and any information the hearing panel excluded from its consideration and why. The report should conclude with any recommended sanctions. This report should not exceed two pages in length and must be submitted to the Title IX and Title VI Coordinator within two (2) days of the end of deliberations.

The Title IX and Title VI Coordinator will inform the responding party and the party bringing a grievance of the final determination within 2-3 business days of the hearing, without significant time delay between notifications. Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in

official College records, or emailed to the parties' College-issued email account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

E. Sanctions

Sanctions or responsive actions will be determined by the EGP. Factors considered when determining a sanction/responsive action may include

- The nature, severity of, and circumstances surrounding the violation
- An individual's disciplinary history
- Previous grievances or allegations involving similar conduct
- Any other information deemed relevant by the EGP
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the victim and the community

1. Examples of Possible Student Sanctions

The following are the usual sanctions that may be imposed upon students or organizations singly or in combination:

- *Warning*: A formal statement that the behavior was unacceptable and a warning that further infractions of any College policy, procedure or directive will result in more severe sanctions/responsive actions. *Probation*: A written reprimand for violation of the Code of Student Conduct, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any College policy, procedure or directive within a specified period of time. Terms of the probation will be specified and may include denial of specified social privileges, exclusion from co-curricular activities, non-contact orders and/or other measures deemed appropriate.
- *Suspension*: Termination of student status for a definite period of time not to exceed two years, and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure at the College. This sanction may be noted as a Conduct Suspension on the student's official transcript.
- *Expulsion*: Permanent termination of student status, revocation of rights to be on campus for any reason or attend College-sponsored events. This sanction may be noted as a Conduct Expulsion on the student's official transcript.
- *Withholding Diploma*. The College may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has a grievance pending or as a sanction if the student is found responsible for an alleged violation.
- *Revocation of Degree*. The College reserves the right to revoke a degree awarded from the College for fraud, misrepresentation or other violation of College policies, procedures or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- *Organizational Sanctions*. Deactivation, de-recognition, loss of all privileges (including University registration), for a specified period of time.
- *Other Actions*: In addition to or in place of the above sanctions, the College may assign any other sanctions as deemed appropriate.

2. Employee Sanctions

Responsive actions for an employee who has engaged in harassment, discrimination, and/or retaliation include warning, required counseling, demotion, suspension with pay, suspension without pay, and/or termination.

F. Withdrawal or Resignation While Charges Pending

Students: The College does not permit a student to withdraw if that student has a grievance pending for violation of the policy on Equal Opportunity, Harassment and Nondiscrimination, or for charges under the Code of Student Conduct. Should a student decide to leave and not participate in the investigation and/or hearing, the process will nonetheless proceed in the student's absence to a reasonable resolution and that student will not be permitted to return to College unless all sanctions have been satisfied.

Employees: Should an employee resign while charges are pending, the records of the Title IX and Title VI Coordinator will reflect that status, as will College responses to any future inquiries regarding employment references for that individual. The Title IX and Title VI Coordinator will act to promptly and effectively remedy the effects of the conduct upon the victim and the community.

G. Appeals

All requests for appeal considerations must be submitted in writing to the Title IX and Title VI Coordinator within three business days of the delivery of the written finding of the EGP.

A three-member panel of the EGP designated by the Title IX and Title VI Coordinator who was not involved in the grievance previously will consider all appeal requests. Any party may appeal, but appeals are limited to the following:

- A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures, etc.).
- To consider new evidence, unknown or unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
- The sanctions fall outside the range of sanctions the College has designated for this offense.

The appeals panel of the EGP will review the appeal request(s). The original finding and sanction/responsive actions will stand if the appeal is not timely or is not based on the grounds listed above, and such a decision is final. When any party requests an appeal, the other party (parties) will be notified and joined in the appeal. The party requesting appeal must show that the grounds for an appeal request have been met, and the other party or parties may show the grounds have not been met, or that additional grounds are met. The original finding and sanction are presumed to have been decided reasonably and appropriately.

Where the EGP appeals panel finds that at least one of the grounds is met, and proceeds, additional principles governing the hearing of appeals include the following:

- Appeals decisions by the EGP panel are to be deferential to the original decision, making changes to the finding only where there is clear error and to the sanction/responsive action only if there is a compelling justification to do so.
- Appeals are not intended to be full rehearings of the grievance. In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal. Appeals granted based on new evidence should normally be remanded to the original hearing panel for reconsideration. Other appeals may be remanded at the discretion of the Title IX and Title VI Coordinator or heard by the three-member panel of the EGP.
- Sanctions imposed are implemented immediately unless the Title IX and Title VI Coordinator or designee stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
- The Title IX and Title VI Coordinator will normally, after conferring with the EGP appeals panel, render a written decision on the appeal to all parties within 2-3 business days from hearing of the appeal.
- All parties should be informed of whether the grounds for an appeal are accepted and the results of the appeal decision.
- Once an appeal is decided, the outcome is final; further appeals are not permitted.

H. Failure to Complete Sanctions/Comply with Responsive Actions

All responding parties are expected to comply with conduct sanctions/responsive/corrective actions within the time frame specified by the Title IX and Title VI Coordinator. Failure to follow through on conduct sanctions/responsive/corrective actions by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanctions/responsive/corrective actions and/or suspension, expulsion, and/or termination from the College and may be noted on a student's official transcript. A suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX and Title VI Coordinator.

I. Records

In implementing this policy, records of all grievances, resolutions, and hearings will be kept by the Title IX and Title VI Coordinator indefinitely in the Coordinator's designated database and/or filing system.

J. Statement of the Rights of a Party Bringing a Grievance

- To be treated with respect by College officials.
- To take advantage of campus support resources (such as counseling services, the Hutchinson Area Student Health Services for students, or EAP services for employees [if such program is available]).
- To experience a safe living, educational, and work environment.
- To have an advocate (advisor), if desired, during this process.
- To refuse to have an allegation resolved through conflict resolution procedures.
- To receive amnesty for minor student misconduct (such as alcohol or drug violations) that is ancillary to the incident.
- To be free from retaliation.
- To have grievances heard in substantial accordance with these procedures.

- To full participation of the injured party in any EGP process whether the injured party is serving as the party bringing a grievance or the College is serving as party bringing a grievance.
- To be informed in writing of the outcome/resolution of the grievance, sanctions where permissible, and the rationale for the outcome where permissible.
- Refer to law enforcement and have assistance.
- Housing and living accommodations.
- No contacts.

K. Statement of the Rights of the Responding Party

- To be treated with respect by College officials.
- To take advantage of campus support resources (such as counseling services, the Hutchinson Area Student Health Services for students, or EAP services for employees [if such program is available]).
- To have an advocate (advisor), if desired, during this process.
- To refuse to have an allegation resolved through conflict resolution procedures.
- To have grievances heard in substantial accordance with these procedures.
- To be informed of the outcome/resolution of the grievance and the rationale for the outcome in writing.

VIII. Revision

These policies and procedures will be reviewed and updated annually by the Title IX and Title VI Coordinator. The Title IX and Title VI Coordinator may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party. However, the Title IX and Title VI Coordinator may also vary procedures materially with notice (on the institutional web site, with appropriate date of effect identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this policy and procedure. Procedures in effect at the time of its implementation will apply. Policy in effect at the time of the offense will apply even if the policy is changed subsequently, unless the parties consent to be bound by the current policy.

This policy and procedure was originally approved by the Board of Trustees on January 15, 2015.

[1] *USE AND ADAPTATION OF THIS MODEL WITH CITATION TO THE NCHERM GROUP/ATIXA IS PERMITTED THROUGH A LICENSE TO HUTCHINSON COMMUNITY COLLEGE (HUTCHINSON, KS). ALL OTHER RIGHTS RESERVED. ©2013. THE NCHERM GROUP, LLC/ATIXA*

[2] *Specific requirements and time frames may exist for filing complaints with these agencies.*

[3] *The determination of whether an environment is “hostile” must be based on all of the circumstances. These circumstances could include*

- *The frequency of conduct;*
- *The nature and severity of the conduct;*
- *Whether the conduct was physically threatening;*
- *Whether the conduct was humiliating;*
- *The effect of the conduct on the complainant’s mental or emotional state;*
- *Whether the conduct was directed at more than one person;*
- *Whether the conduct arose in the context of other discriminatory conduct;*
- *Whether the conduct unreasonably interfered with the complainant’s educational work performance;*
- *Whether the statement is a mere utterance of an epithet which engenders offense in an employee or student, or offends by mere discourtesy or rudeness;*
- *Whether the speech or conduct deserves the protections of academic freedom or the 1st Amendment.*

[4] *This definition of hostile environment is based on Federal Register / Vol. 59, No. 47 / Thursday, March 10, 1994: Department Of Education Office For Civil Rights, Racial Incidents And Harassment Against Students At Educational Institutions Investigative Guidance. The document is available at <http://www.ed.gov/about/offices/list/ocr/docs/race394.html>.*

[5] *Also of relevance is the Office of Civil Rights 2001 statement on sexual harassment, “Revised Sexual Harassment Guidance: Harassment Of Students By School Employees, Other Students, Or Third Parties, Title IX,” which can be found at*

[6] Some examples of possible Sexual Harassment include

- A professor insists that a student have sex with him/her in exchange for a good grade. This is harassment regardless of whether the student accedes to the request.
- A student repeatedly sends sexually oriented jokes around on an email list s/he created, even when asked to stop, causing one recipient to avoid the sender on campus and in the residence hall in which they both live.
- Explicit sexual pictures are displayed in a professor's office or on the exterior of a residence hall door.
- Two supervisors frequently "rate" several employees' bodies and sex appeal, commenting suggestively about their clothing and appearance.
- A professor engages students in her class in discussions about their past sexual experiences, yet the conversation is not in any way germane to the subject matter of the class. She probes for explicit details, and demands that students answer her, though they are clearly uncomfortable and hesitant.
- An ex-girlfriend widely spreads false stories about her sex life with her former boyfriend to the clear discomfort of the boyfriend, turning him into a social pariah on campus.
- Male students take to calling a particular brunette student "Monica" because of her resemblance to Monica Lewinsky. Soon, everyone adopts this nickname for her, and she is the target of relentless remarks about cigars, the president, "sexual relations," and Weight Watchers.
- A student grabbed another student by the hair, then grabbed her breast and put his mouth on it. While this is sexual harassment, it is also a form of sexual violence.

[7] Quid pro quo sexual harassment exists when there are

1. unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
2. submission or rejections of such conduct results in adverse educational or employment action.

[8] Retaliatory harassment is any adverse employment or educational action taken against a person because of the person's participation in a complaint or investigation of discrimination or sexual misconduct.

[9] The state definition of rape (sexual assault), as outlined by K.S.A. 44-1131 or any crime defined in chapter 21 article 55 of the Kansas Statutes Annotated, is provided below and is applicable to criminal prosecutions for rape (sexual assault) in Kansas, but may differ from the definition used on campus to address policy violations.

Rape is

1. knowingly engaging in sexual intercourse with a victim who does not consent to the sexual intercourse under any of the following circumstances:
 - a. when the victim is overcome by force or fear; or
 - b. when the victim is unconscious or physically powerless;
2. knowingly engaging in sexual intercourse with a victim when the victim is incapable of giving consent because of mental deficiency or disease, or when the victim is incapable of giving consent because of the effect of any alcoholic liquor, narcotic, drug or other substance, which condition was known by the offender or was reasonably apparent to the offender;
3. sexual intercourse with a child who is under 14 years of age;
4. sexual intercourse with a victim when the victim's consent was obtained through a knowing misrepresentation made by the offender that the sexual intercourse was a medically or therapeutically necessary procedure; or
5. sexual intercourse with a victim when the victim's consent was obtained through a knowing misrepresentation made by the offender that the sexual intercourse was a legally required procedure within the scope of the offender's authority.

[10] Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent.

- Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressures someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
- Note: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-

consensual but non-consensual sexual activity is not by definition forced.

[11] Possession, use and/or distribution of any of these substances, including, but not limited to, Rohypnol, Ketomine, GHB, Burundanga, etc., is prohibited, and administering one of these drugs to another student is a violation of this policy. More information about these drugs can be found at <http://www.911rape.org/>

[12] The state meaning of 'consent' (or the inability to provide it) is implied through the related state definition of rape (and/or sexual assault), as outlined by K.S.A. 44-1131, K.S.A. 21-5501, and/or in chapter 21 article 55 of the Kansas Statutes Annotated. Such a definition may differ from the definition used on campus to address policy violations. [See earlier footnote for the definition of rape (and/or sexual assault)].

[13] The state meaning of 'hazing,' as outlined by K.S.A. 21-5418 or any crime defined in chapter 21 article 54 of the Kansas Statutes Annotated, is provided below. Such a definition may differ from the definition used on campus to address policy violations.

Hazing is recklessly coercing, demanding or encouraging another person to perform, as a condition of membership in a social or fraternal organization, any act which could reasonably be expected to result in great bodily harm, disfigurement or death or which is done in a manner whereby great bodily harm, disfigurement or death could be inflicted.

[14] The federal definition of dating violence, as outlined by 42 U.S.C. § 40002(a) of the Violence Against Women Act of 1994 and subsequent amendments thereof, and for which the College is required to both track and disclose incidents of in its Annual Security Report (ASR), is applicable to criminal prosecutions for, but may differ from the definition used on campus to address policy violations.

Dating Violence means violence committed by a person

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- where the existence of such a relationship shall be determined based on a consideration of the following factors
 - the length of the relationship;
 - the type of relationship; and
 - the frequency of interaction between the persons involved in the relationship.

[15] The state definition of domestic violence (domestic battery), as outlined by K.S.A. 21-5414 or any crime defined in chapter 21 article 54 of the Kansas Statutes Annotated, is provided below and is applicable to criminal prosecutions for domestic violence in Kansas, but may differ from the definition used on campus to address policy violations.

Domestic Violence is

1. knowingly or recklessly causing bodily harm by a family or household member against a family or household member; or
 2. knowingly causing physical contact with a family or household member by a family or household member when done in a rude, insulting or angry manner.
- "Family or household member" means persons 18 years of age or older who are spouses, former spouses, parents or stepparents, and children or stepchildren, and persons who are presently residing together or who have resided together in the past, and persons who have a child in common regardless of whether they have been married or who have lived together at any time. "Family or household member" also includes a man and woman if the woman is pregnant and the man is alleged to be the father, regardless of whether they have been married or have lived together at any time.

Furthermore, the federal definition of domestic violence, as outlined by 42 U.S.C. § 40002(a) of the Violence Against Women Act of 1994 and subsequent amendments thereof, and for which the College is required to both track and disclose incidents of in its Annual Security Report (ASR), is also applicable.

Domestic Violence means a felony or misdemeanor crime of violence committed by

- a current or former spouse or intimate partner of the victim,
- a person with whom the victim shares a child in common,
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or
- any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

[16]Relevant Examples:

- *Employee A has been in an intimate relationship with Employee B for over a year; Employee A punches Employee B in the face during an argument (Dating Violence).*
- *Student A has been in an intimate relationship with Student B for over a year; Students A & B live together. During an argument, Student A shoves Student B to the ground (Domestic Violence).*

[17]The state definition of stalking is, as outlined by K.S.A. 21-5427 or any crime defined in chapter 21 article 54 of the Kansas Statutes Annotated, is provided below and is applicable to criminal prosecutions for stalking in Kansas, but may differ from the definition used on campus to address policy violations.

Stalking is

1. *recklessly engaging in a course of conduct targeted at a specific person which would cause a reasonable person in the circumstances of the targeted person to fear for such person's safety, or the safety of a member of such person's immediate family and the targeted person is actually placed in such fear;*
2. *engaging in a course of conduct targeted at a specific person with knowledge that the course of conduct will place the targeted person in fear for such person's safety or the safety of a member of such person's immediate family.*

Furthermore, the federal definition of stalking, as outlined by 42 U.S.C. § 40002(a) of the Violence Against Women Act of 1994 and subsequent amendments thereof, and for which the College is required to both track and disclose incidents of in its Annual Security Report (ASR), is also applicable.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- *fear for his or her safety or the safety of others; or*
- *suffer substantial emotional distress.*

[18]Relevant Examples:

- *Employee A recently ended an intimate relationship with Employee B. For the past three weeks, B has been sending A 100 text messages per day and waits by A's car at the end of each day to beg and plead with her to take him back. When she refuses, he loses control, makes threatening gestures, and tells her she will regret this. Employee A indicates she is fearful of what B might do to her (Stalking).*
- *Joe is a student on campus who has always been fascinated by women who dye their hair. One day, he notices Mary Lou, whose hair is dyed a very bright purple. He follows her home to see where she lives and begins to track her history, actions, and movements online. His fascination increases to the point where he follows her frequently on campus, takes pictures of her without her permission, and spies through her window at night with a long-range camera lens. He wants to have her beautiful purple hair for his own so that he can stroke it whenever he wants.*

[19]While these off-campus counselors and agencies may maintain a victim's confidentiality vis-à-vis the College, they may have reporting or other obligations under state law.

[20]A "responsible employee" is a College employee who has the authority to redress sexual harassment or sexual misconduct, who has the duty to report incidents of sexual harassment or sexual misconduct, or who a student could reasonable believe to have this authority or duty. A responsible employee should work to ensure that the reporting party understands the employee's obligations.

[21]If circumstances require, the President of the College or Title IX and Title VI Coordinator may designate another person to oversee the process below, should a grievance be made against the Coordinator or the Coordinator be otherwise unavailable or unable to fulfill her/his duties.

Interactions with Immigration and Customs Enforcement (ICE) Policy

Interactions with Immigration and Customs Enforcement (ICE) Policy

Hutchinson Community College is committed to fostering a safe and welcoming learning environment for all members of our community, regardless of immigration status. We recognize the authority of federal law enforcement agencies, including Immigration and Customs Enforcement (ICE), to carry out their duties. This policy outlines the procedures and guidelines for college employees to follow in the event that an ICE officer is present on campus to ensure the safety and well-being of our students and staff, while upholding legal obligations and protecting the educational mission of the institution.

Core Principles:

- 1. Prioritization of Safety and Well-being:** The immediate safety and well-being of our students, faculty, and staff is our paramount concern.
- 2. Respect for Legal Rights:** We will uphold the legal rights of all individuals on our campus, including the right to remain silent and the right to legal counsel.
- 3. Protection of Student Privacy:** We are committed to protecting the privacy of student records in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.
- 4. Minimizing Disruption to Educational Activities:** We will strive to minimize any disruption to the educational environment while addressing the presence of law enforcement officials.
- 5. Transparency and Communication:** We will communicate relevant information to our community to the extent possible and legally permissible.

Procedures for College Employees Upon Encountering an ICE Officer

I. Initial Contact and Verification:

- 1. Remain Calm and Professional:** Stay composed to avoid escalating the situation.
- 2. Request Identification:** If approached by an individual claiming to be an ICE officer, employees should politely request to see the ICE officer's official identification (badge and credentials). Note the following:
 - a. the officer's name and identification number.
 - b. title.
 - c. agency affiliation.
 - d. contact information.

If the employee has access to a camera (e.g., phone camera), request permission to photograph their government credentials.

- 3. Inquire About Purpose:** Request to see a search warrant or arrest warrant. Politely inquire about the reason for their presence on campus and the specific location(s) they intend to visit.

- 4. Do Not Obstruct:** While gathering information, employees and students should not obstruct or interfere with the officer's lawful activities. Politely inform the agent that

the College is represented by legal counsel, and request that the agent wait to meet with a HutchCC designated official.

II. Notification and Communication:

1. Immediately Notify Designated Personnel: The employee should immediately notify one of the following designated HutchCC officials:

- Darrin Cox, Coordinator of Campus Safety - (620) 665-3379
- Dana Hinshaw, Executive Director of Student Affairs and Campus Safety - (620) 665-3436
- Julie Blanton, Vice President of Finance and Operations - (620) 665-3595

If the interaction should occur outside of business hours, the employee should immediately notify Campus Safety by calling (620) 665-3379.

2. Provide Details: When notifying designated personnel, provide as much information as possible, including the officer's identification details, stated purpose, and location.

3. Follow Instructions: Follow the instructions provided by the designated HutchCC official(s) noted above. These individuals will be responsible for assessing the situation, determining the appropriate institutional response, and communicating with the ICE officer(s), as necessary.

III. Responding to Requests for Information or Access:

1. Direct ICE Agents to Designated Personnel: HutchCC employees should politely inform the agent that the employee is not authorized to accept documentation on behalf of the College and not authorized to grant permission to enter any non-public areas. Employees should generally not answer questions or provide information directly to ICE

officers beyond basic directions or publicly available information. All requests for student information, employee records, or access to non-public areas should be directed to

the designated HutchCC officials noted above.

2. Protect Student and Employee Privacy/FERPA Compliance: Employees must be mindful of FERPA regulations and should not release student information unless there

is a valid legal basis (e.g., a lawfully issued subpoena or court order) or the student has provided explicit written consent. Refer all requests for student information to the

Registrar or HutchCC's legal counsel for review.

3. Access to Non-Public Areas: Unless legally compelled by a warrant or exigent circumstances exist, ICE officers should be directed to the designated college officials for

authorization to access non-public areas of the campus.

Non-public areas include but are not limited to student housing; classrooms, especially while classes are in session; laboratories; faculty, staff, and administrative offices;

and any area requiring keycard access or specific permission to enter.

IV. Witnessing Enforcement Action:

1. Observe and Document (if safe to do so): If an employee witnesses an ICE enforcement action (e.g., questioning, detention, arrest), and it is safe to do so without

interfering, they should try to observe and document the following:

- Date, time, and specific location of the action.
- Number of ICE officers involved and their identifying information (if visible).
- Number of individuals being questioned or detained.
- Any details about the nature of the interaction (e.g., were warrants presented?).
- Names and contact information of any witnesses.

2. Do Not Interfere: Employees should not physically interfere with or obstruct any lawful enforcement action.

3. Report Observations: Immediately report all observations to the designated college officials.

V. Providing Support to Affected Individuals:

1. Offer Assistance (within limitations): If an employee witnesses a student or colleague being questioned or detained, they may offer general support, such as providing

contact information for college resources (e.g., student support services, etc.) after the enforcement action has concluded and if it does not interfere with the duties of the

officer(s).

2. Refer to Designated Resources: Direct students and employees with concerns about their immigration status or who have been affected by ICE activity to the designated

college resources and support services. HutchCC has specific resources available, such as an international student advisor.

VI. Post-Encounter Procedures:

1. Debriefing: Designated college officials will debrief employees who have interacted with ICE officers to gather information and assess the situation.

2. Communication with the Community: The college will determine the appropriate level and type of communication to the campus community following an ICE presence or

enforcement action, taking into account privacy concerns and legal restrictions.

Summary of Employee Responsibilities:

- Familiarize themselves with this policy and the designated college officials to contact.
- Remain calm and professional when interacting with individuals claiming to be ICE officers.
- Prioritize the safety and well-being of students and colleagues.
- Respect the legal rights of all individuals.
- Accurately and promptly report any encounters with ICE officers to HutchCC designated officials.
- Cooperate fully with HutchCC designated officials in responding to such situations.

This policy is subject to change as needed to comply with evolving laws and regulations.\

By adhering to these procedures, Hutchinson Community College aims to navigate interactions with federal immigration authorities in a manner that protects our community, upholds legal obligations, and preserves our educational mission.

First Amendment Activity Policy

This policy addresses usage of the Hutchinson Community College campuses for First Amendment Activity.

Hutchinson Community College (HutchCC) is a political subdivision of and a public higher education institution in the State of Kansas. As a public higher education institution, HutchCC buildings, facilities, grounds, and campuses are dedicated to education and the fulfillment of HutchCC's approved mission to expand the tradition of excellence through learning and collaboration. As part of this mission, HutchCC supports First Amendment Activity as outlined in this First Amendment Activity Policy. This Policy applies to any Participant, which is defined as any member of the campus community, including all students, personnel, and visitors, who engage in First Amendment Activity on the HutchCC campus.

First Amendment Activity is defined as non-commercial expression that is protected by the First Amendment to the United States Constitution, which may include peaceful assembly, speeches, protests, picketing, and similar expressive communications and activities. First Amendment Activity does not inflict or threaten harm, cause a breach of the peace, consist of fighting words, incite individual(s) to commit a crime or cause panic, and is not obscene or defamatory. First Amendment Activity does not cover commercial expression or activity, such as offering or soliciting business opportunities and advertising. Any questions about scheduling commercial activity should be directed to the Office of the Vice President of Student Services.

HutchCC supports the right of all members of the campus community and guests to explore new ideas and learn from one another through exercising their First Amendment rights of free speech on the HutchCC campus. While respecting these rights, HutchCC encourages individuals to be guided by principles of civil decency. The First Amendment to the United States Constitution does not protect conduct that threatens the health, safety, or welfare of individuals.

Please note the public character of HutchCC does not grant to individuals unlimited license to engage in activity that limits, interferes with, or otherwise disrupts the normal activities for and to which the HutchCC buildings, facilities, grounds, and campuses are dedicated and said buildings, facilities, grounds, and campuses are not available for unrestricted use by HutchCC or non-HutchCC individuals or organizations. The time, place, and manner regulations are intended to balance HutchCC's responsibility to fulfill its mission as an educational institution in Kansas with the interests of HutchCC or non-HutchCC individuals or organizations who are interested in coming onto the campus of the College for purposes of constitutionally protected speech, assembly, or expression.

Pursuant to this First Amendment Activity Policy, Participants are expected to schedule First Amendment Activity in advance to ensure Participants' safety and to ensure the First Amendment Activity takes place in a constructive and peaceable manner without disrupting the normal functioning of HutchCC. No scheduling request will be denied based on the content or viewpoint of the proposed First Amendment Activity or organizer. Any denial will include a written rationale for the decision. A completed [First Amendment Activity Scheduling Request Form](#) must be submitted at the link above to the Office of the Vice President of Student Services for approval.

Subject to the regulations and requirements of this First Amendment Activity Policy, individual(s) and group(s) may use the HutchCC campus for First Amendment Activity as follows:

1. Notification of intent to be on campus to engage in First Amendment Activity shall be provided by submitting a completed [First Amendment Activity Scheduling Request Form](#) to the Office of the Vice President of Student Services no later than one week (7 calendar days) prior to the proposed date of the First Amendment Activity. If an incomplete form is submitted, HutchCC will return the form for the missing information prior to reviewing the request.

If an individual or group submits a completed [First Amendment Activity Scheduling Request Form](#) to the Office of the Vice President of Student Services with less than one-week notice (7 calendar days) prior to the proposed First Amendment Activity, HutchCC will evaluate the request based on the following objective criteria:

- Reason for Short Notice: The requester must explain why the one-week notice requirement could not be met (e.g., unforeseen events, time-sensitive matters).
- Impact on College Operations: HutchCC will assess whether the requested activity conflicts with existing schedules, space availability, or planned College operations.
- Safety and Security: HutchCC will evaluate whether adequate time exists to implement necessary safety and security measures for the proposed activity.
- Compliance with Policies: The proposed activity must comply with all other provisions of the First Amendment Activity Policy, including content-neutral considerations such as the use of facilities, sound levels, and maintenance of public order.

- Feasibility of Accommodation: HutchCC will assess whether reasonable adjustments can be made within the available timeframe to accommodate the request.

As with any First Amendment Activity request, (a) the requested activity may not interfere with the operational, administrative, or educational activities inside or outside any HutchCC building or otherwise prevent HutchCC from fulfilling its mission; and (b) the requested activity must not create safety hazards or pose unreasonable safety risks to HutchCC students, employees, or visitors.

No request will be denied based on the content or viewpoint of the proposed First Amendment Activity organizer, and any denial will include written rationale for the decision.

2. The location for all First Amendment Activity is the Crimson Courtyard, Hutchinson Campus, and may not interfere with any previously scheduled HutchCC event or activity. The First Amendment Activity may be relocated at any point in time if HutchCC deems it necessary to maintain normal college operations.
3. No demonstrations associated with the scheduled First Amendment Activity may occur inside HutchCC buildings or facilities.
4. HutchCC maintains its right to place reasonable restrictions on time, place, and manner of First Amendment Activity, including to reasonably restrict or prohibit certain conduct on HutchCC buildings, facilities, grounds, and campuses to protect Participants and HutchCC property.
5. HutchCC reserves the right to control the use of loudspeakers and sound amplifiers in HutchCC buildings or facilities and on HutchCC grounds or campuses and other property owned by HutchCC. The noise level of the First Amendment Activity must not disrupt the normal use of classrooms, residence halls, offices, or laboratories, or any previously scheduled HutchCC event or activity. If the noise level can be heard in surrounding neighborhoods, the organizer(s) must acquire a City of Hutchinson permit for operating a sound system and adhere to applicable city ordinance, state, and federal law.
6. Signs and/or flags shall be no larger than 2' X 3' and no individual may carry more than one sign and/or flag.
7. The First Amendment Activity shall not last longer than five hours from beginning to end. Further, HutchCC may limit the duration of the First Amendment Activity to under five hours based on the type of event and the resources required to manage it, including campus operating hours.
8. Solicitations of funds, or activities where products or services are offered for sale, shall not occur in connection with the First Amendment Activity.
9. Information may be distributed providing it is not obscene or libelous or does not advocate unlawful conduct. Organizers are encouraged, but not required, to include the organization's name and address on the distributed information.
10. The organizer(s) are expected to clean up the area in which the First Amendment Activity was located and to leave the area in its original condition. The area in which the First Amendment Activity was located may be subject to inspection by a HutchCC representative after the First Amendment Activity has concluded. Reasonable charges may be assessed against the organizer(s) for the costs of extraordinary cleanup or for the repair of damaged property.
11. All fire, safety, sanitation, or special regulations specified for the First Amendment Activity are to be honored.
12. HutchCC cannot and will not provide utility connections or hook-ups in connection with any First Amendment Activity.
13. The First Amendment Activity must not obstruct vehicular, bicycle, pedestrian or other traffic or otherwise interfere with ingress or egress to HutchCC, or to HutchCC buildings or facilities, or to HutchCC activities or events.
14. The First Amendment Activity must not create safety hazards or pose unreasonable safety risks to HutchCC students, employees, invitees, or guests to HutchCC.
15. The First Amendment Activity must not interfere with educational activities inside or outside any HutchCC building or otherwise prevent HutchCC from fulfilling its mission and achieving its primary purpose of providing an education to its students.
16. The First Amendment Activity must not materially infringe on the rights and privileges of HutchCC students, employees, invitees, or guests to HutchCC.
17. The First Amendment Activity also must be in accordance with any other applicable HutchCC policies and regulations; policies and regulations of the Kansas Board of Regents; local ordinances and state or federal laws.

18. HutchCC at any time may restrict, terminate, cancel, or prohibit First Amendment Activity that (a) disrupts the normal operations of HutchCC, including, but not limited to, teaching, study, administration, meetings, and/or other authorized and permissible use of HutchCC facilities; (b) obstructs the free movement of persons about campus or blocks access to buildings; (c) infringes on the rights and privileges of others; (d) endangers the safety of any person(s); (e) causes damage to property; or (f) violates local ordinances, state or federal laws, or HutchCC policies.

19. Any person or organization determined to be violating this First Amendment Activity Policy is subject to an order from HutchCC to leave HutchCC buildings, facilities, grounds, and campuses. Any person or organization failing to comply with such an order to leave HutchCC buildings, facilities, grounds, and campuses are subject to arrest for criminal trespass.

20. HutchCC recognizes and supports the rights of HutchCC and non-HutchCC individuals and groups to engage in First Amendment activities. This First Amendment Activity Policy shall be interpreted and construed to support such activities while simultaneously balancing the needs and interests of HutchCC to fulfill its mission as an educational institution in Kansas.

Rights of Pregnant and Parenting Students

Applicable Scope:

Hutchinson Community College (the College) affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise. All students are protected by Title IX of the Education Amendments of 1972 (Title IX)—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of College educational programs and activities. The College is committed to creating and maintaining a community in which all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX. Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited in admissions, educational programs and activities, extracurricular activities, hiring, absences, employment policies, and health insurance coverage.

Compliance:

Any member of the Hutchinson Community College community may report a violation of this policy to the Title IX and Title VI Coordinator[1] (Title IX Coordinator) or the Coordinator of Accessibility Services. Any report should be promptly forwarded to the Office of Title IX and Title VI. The Title IX and Title VI Coordinator is responsible for overseeing complaints of discrimination involving pregnant and parenting students, as detailed by this policy, the College [Equal Opportunity, Harassment, and Nondiscrimination Policy and Procedures \(1089\)](#), and the College [Non-Discrimination of Individuals with Disabilities Policy \(1060\)](#).

Inquiries about and reports regarding this policy may be made internally to:

Office of Title IX and Title VI

(620) 665-3512

DillonB@hutchcc.edu

Inquiries may be made externally with the U.S. Department of Education's Office for Civil Rights at:

Office for Civil Rights (OCR)

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-1100 Phone (Customer Service Hotline): (800) 421-3481

Fax: (202) 453-6012

TDD#: (877) 521-2172

Email: OCR@ed.gov

Web: <https://www.ed.gov/about/ed-offices/ocr>

Complaints may be filed online using the [Office of Civil Right Complaint Form](#).

I. Overview of College Policy on Pregnant and Parenting Students

Under the Department of Education's (DOE) Title IX regulations, an institution that receives federal funding "shall not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom." According to the DOE, appropriate treatment of a pregnant student includes granting the student leave "for so long a period of time as is deemed medically necessary by the student's physician," and then effectively reinstating the student to the same status as was held when the leave began.

The College will treat pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery from pregnancy, and related medical conditions in the same manner and under the same policies as any other temporary disability. As with all temporary disabilities, the Coordinator of Accessibility Services may request a physician's note or other documentation. The Coordinator of Accessibility Services, in consultation with the Title IX and Title VI Coordinator, has the authority to determine that an accommodation is reasonable, necessary and appropriate.

For the purpose of this policy, reasonable accommodations are changes in the academic environment or typical operations which enable pregnant students or students with pregnancy-related medical conditions to continue to pursue their education and to enjoy the equal benefits of the College. The College need not provide an accommodation if the accommodation would cause the College undue hardship.

An accommodation will be deemed to cause undue hardship if it would:

- fundamentally alter the nature of the course and/or program;
- pose a safety risk to the individual seeking the accommodation or to others; or
- create an undue administrative or financial burden.

Determination of fundamental requirements and essential elements of a program and/or course are reviewed, as necessary, by the department chairperson(s) and the Coordinator of Accessibility Services.

Reasonable accommodations may include, but are not limited to:

- Extending deadlines and/or allowing the student to make up tests, quizzes, papers, presentations, or assignments missed for pregnancy-related absences;
- Offering remote learning options;
- Excusing medically-necessary absences (this must be granted, irrespective of classroom attendance requirements set by a faculty member or department);
- Providing accommodations requested by a pregnant student to protect the health and safety of the student and/or the pregnancy (such as allowing the student to maintain a safe distance from hazardous substances);
- Making modifications to the physical environment (such as accessible seating);
- Providing mobility or other ergonomic and assistive supports typically provided by the College Accessibility Services Office;
- Granting leave per the College medical leave policy (when applicable) or implementing incomplete grades for classes that will be resumed at a future date; or
- Allowing breastfeeding students reasonable time and space to pump breast milk in a location that is private, clean, and reasonably accessible. Bathroom stalls do not satisfy this requirement. See the College [Lactation Policy \(1095\)](#) regarding the specific locations and availability of designated lactation rooms for on-campus facilities.

A pregnant student may be eligible for a medical leave if prescribed by the student's physician. In that situation, the pregnant student must provide a physician's note or documentation regarding the need for medical leave to the Coordinator of Accessibility Services, who will approve, coordinate, and implement an appropriate accommodation plan for the student. To the extent possible and pursuant to normal operating procedures of the College, the College will take reasonable steps to return pregnant students to the same position of academic progress as they were in when they took medical leave. In situations such as clinical rotations, performances, labs, and group work, the College will work with the student to devise an alternative path to completion, if possible. In progressive curricular and/or cohort-model programs, medically necessary leaves are sufficient cause to permit the student to shift course order, substitute similar courses, or join a subsequent cohort when returning from leave.

As with disability accommodations, information about pregnant students' requests for accommodations will be shared with faculty and staff only to the extent necessary to provide the reasonable accommodation. Faculty and staff will consider all information associated with such requests as private and will not disclose this information unless necessary. Administrative responsibility for these accommodations lies with the Coordinator of Accessibility Services, who, in cooperation with the Title IX and Title VI Coordinator, will maintain all appropriate documentation related to accommodations. No artificial deadlines or time limitations will be imposed on requests for accommodations, but the College is limited in its ability to impact or implement accommodations retroactively.

Communication and cooperation among the student, the student's academic advisor, the appropriate academic department(s), the Title IX and Title VI Coordinator, and the Coordinator of Accessibility Services are crucial. This policy should not replace that communication. Rather it should reinforce the importance of that cooperation, offer a formal mechanism to enable reasonable and appropriate accommodations, and encourage flexibility from all involved parties. Students, faculty, administration, and staff are expected to work with sensitivity and creativity, making good-faith efforts to articulate and meet the needs of the pregnant and parenting student. Students are expected to be proactive in articulating specific accommodations that will enable them to retain satisfactory progress toward a degree.

The Coordinator of Accessibility Services, in consultation with the Title IX and Title VI Coordinator, will coordinate the development and implementation of reasonable and appropriate accommodations. Students are encouraged to work with their faculty members and College support systems to devise a plan for how to best address the conditions as pregnancy progresses, anticipate the need for leaves, minimize the academic impact of their absence, and get back on track as efficiently and comfortably as possible. The student's academic requirements will be adjusted and deadlines postponed as appropriate, in collaboration with the Accessibility Services Office, the Office of Title IX and Title VI, and the relevant academic department(s).

Students are advised to consult with the appropriate departments concerning how a medical leave for parenting students may affect financial aid, employment, non-immigrant status, or other concerns.

II. Harassment and Retaliation

Harassment of any member of the College community based on sex, gender identity, gender expression, pregnancy, or parental status is prohibited by federal law and the College [Equal Opportunity, Harassment, and Nondiscrimination Policy & Procedures \(1089\)](#). College employees are prohibited from interfering with students exercising their rights under this policy, including but not limited to seeking reasonable accommodation and taking medical leave.

College employees are prohibited from retaliating against students for exercising the rights articulated by this policy, including imposing or threatening to impose negative educational outcomes because students request leave or accommodation, file a complaint, or otherwise exercise their rights under this policy.

III. Frequently Asked Questions

Below are some frequently asked questions from students in postsecondary schools regarding their Title IX rights.

How does Title IX ensure that my pregnancy or family responsibilities do not interfere with my education?

Title IX requires faculty and administrators to treat pregnancy, childbirth, and related medical conditions in the same manner and under the same policies as any other temporary disability. The College can require a pregnant student to provide a doctor's certification of fitness to continue in an education program or activity only if the same requirement is imposed on all other students with physical or emotional conditions requiring a doctor's care. Pregnant students must be provided the same accommodations and support services available to other students with similar medical needs. Neither faculty nor staff should tell you that you have to drop out of your classes or academic program or change your educational plans due to your pregnancy. If you have a concern regarding your status as a pregnant or parenting student at the College, please contact the Title IX and Title VI Coordinator or the Coordinator of Accessibility Services.

What constitutes pregnancy discrimination under Title IX?

Pregnancy discrimination includes treating an individual affected by pregnancy or a pregnancy-related condition less favorably than similar individuals not so affected. It may also occur through a failure to provide legally mandated leave or accommodations.

Will my absences be excused due to documented pregnancy, childbirth, or abortion?

Absences due to documented pregnancy, childbirth, or related medical conditions must be excused and cannot be treated or penalized like unexcused absences. A pregnant student may be eligible for a medical leave if prescribed by the student's physician. In that situation, the pregnant student must provide a physician's note or documentation regarding the need for medical leave to the Coordinator of Accessibility Services, who will approve, coordinate, and implement an appropriate accommodation plan for the student.

To the extent possible and pursuant to normal operating procedures of the College, the College will take reasonable steps to return pregnant students to the same position of academic progress as they were in when they took medical leave.

After returning from an excused absence or medical leave, faculty must allow a reasonable amount of time to make up missed assignments and tests. The makeup assignments and tests must be reasonably equivalent to those missed, but need not be identical. If a faculty member provides specific "points" or other advantages to students based on class attendance, you must be given the opportunity to earn back the credit from classes missed due to pregnancy.

What if faculty members say their absence/makeup policy applies regardless of any medical condition?

While faculty may have a strict attendance policy, the College is bound by federal civil rights law. Title IX requires that the College ensure all faculty and staff comply with the law and do not discriminate against pregnant and parenting students. An individual faculty member's policy is not okay if it breaks the law. Please contact the Title IX and Title VI Coordinator if you have questions about your faculty member's attendance policy as it relates to your pregnancy or parental responsibilities.

Does the College need to provide me with special academic services?

Title IX requires the College to provide pregnant students with any special services provided to students with any other type of temporary disabilities. Please contact the Coordinator of Accessibility Services for more information.

If my program requires internships, career rotations, or other off-campus elements, can I be excluded from participation?

No. Your program must allow you to continue participating in off-campus programs. If your program provides opportunities to "work in the field," you cannot be excluded based on your pregnancy. Faculty cannot require a doctor's note for continued participation unless faculty requires one for all students who have a medical condition that requires treatment by a doctor. If a faculty member asks for a note, the faculty member cannot second-guess your doctor's decision.

What if classmates or faculty have made offensive comments to me about my pregnancy?

Title IX requires the College to prevent and address sex-based harassment, including harassment based on pregnancy. If you experience this sort of treatment, you should immediately contact the Title IX and Title VI Coordinator. The law prohibits anyone from retaliating against you for filing a complaint or raising a concern.

[1] Note that throughout this policy, the term "Title IX and Title VI Coordinator" refers to the Title IX and Title VI Coordinator or designee.

Food and Beverages in Classrooms

Food and beverages with lids will be allowed in classrooms at the discretion of the instructors unless posted otherwise. Restricted areas where food and beverages are not allowed include but are not limited to John F. Kennedy Library; all computer laboratories; Stringer Fine Arts Recital Hall, recording studio, and music rehearsal rooms; Science Hall laboratories; and the broadcasting laboratories in Building 12 (Media Production).

Health Insurance Portability and Accountability Act (HIPAA)

Hutchinson Community College is committed to protecting the privacy and confidentiality of health information for the campus community including students, faculty, and staff. Federal law gives individuals rights over their health information and sets rules and limits regarding who can look at and receive health information. This applies to all forms of individuals' protected health information, whether electronic, written, or oral. Health information should not be disclosed or confirmed to anyone without prior written consent from the student or employee. Failure to adhere to state and federal law or Hutchinson Community College policies and procedures will result in disciplinary and or legal action.

Hutchinson Community College may use and disclose medical information without prior written consent for treatment and to support the college's health care operations. Examples of this may include sending medical information to specialists or using patient data to improve treatment methods. The college may also release information to the sports information staff and members of the media regarding athletic participation.

Students or employees may inspect and review their health records upon request. Request to inspect health records should be directed to the record custodian or an appropriate college staff person to make arrangements for access as promptly as possible. Access to the record may be granted immediately if the student can verify their identity using acceptable identification (student i.d., driver's license). If it is not possible to view the record immediately, the student should submit a written request to the record custodian or appropriate college staff person. Access must be given within 30 days from the receipt of the request

If students or employees believe their HIPAA-rights have been violated, they may file a complaint with the Office for Civil Rights (OCR). Health Information Privacy complaints can be filed electronically by visiting: [Health Information Privacy Complaint Form Package - PDF](#).

Medical Record Custodians:

Accessibility Services

Athletics

Child Care Center

Director of Financial Aid

Director of Residence Life

Food Service

Human Resources

Registrar

Selective Admissions Program

Student Success Center

Immunization Policy

IMMUNIZATION POLICY

The Immunization Policy at Hutchinson Community College (HutchCC) is intended to protect the campus and community from illness and disease. HutchCC requires the listed students to provide proof of the following immunizations:

HUTCHCC Residence Hall Students

- Two doses of Measles, Mumps and Rubella Vaccine (MMR) or signed waiver
- Meningitis vaccination or signed waiver

HUTCHCC Paramedic Students

- Begin the hepatitis B vaccination series during the first semester prior to the first clinical experience or provide documentation of the Hep B series vaccination; or documentation of an adequate titer result.
- Maintain an up-to-date, negative TB test during clinical experiences as evidenced by one of the following: negative TB skin test; or negative QuantiFERON/t-spot test; or negative chest x-ray.
- Tdap administered and documented within the last 10 years.
- MMR vaccine administered (2 doses); or documentation of an adequate titer result; or physician documentation of a past infection.
- Varicella vaccine administered (2 doses); or documentation of an adequate titer result; or physician documentation of a past infection.
- Flu shots for Fall and Spring semesters (typically October 1 through March 31)

HUTCHCC EMT (Emergency Medical Technician) Students

- Tuberculin skin test (PPD) within 1 year of enrollment - chest x-ray is required if skin test is positive

HUTCHCC Allied Health Students (Including RRT)

- TB Screening Documentation within the last 12 months (annual requirement):
 - Skin Test: Mantoux tuberculin skin test two steps (2 tests done 1-3 weeks apart); or
 - Blood Test: QuantiFERON or T-spot; or
 - Negative chest x-ray.
- Tetanus, Diphtheria, and Pertussis:
 - Documentation of a single dose of Tdap (ADACEL™) within the last 10 years
- Measles (Rubeola), Mumps, and Rubella:
 - Documentation of 2 MMR vaccines (if born in 1957 or after) or
 - Laboratory evidence of immunity (positive titer)
- Hepatitis B
 - Documentation of Hep B vaccine series (3 injections over a 6-month period)
- Influenza (annual requirement)
 - Documentation of flu shots administered during the current flu season
- Varicella (chicken pox):
 - Documentation of 2 Varicella vaccines or
 - laboratory evidence of immunity (positive titer)

Early Childhood Education (Child Care Internship)

- Tuberculin skin test (PPD) - chest x-ray is required if skin test is positive.

IT Acceptable Use Policy

Purpose:

All users of the Hutchinson Community College (HutchCC) computer system - defined as a computer, hand held/cell phones, computer system, computer network, computer software, computer program, data base, or any part thereof owned and controlled by HutchCC - hereby agree to abide by the procedures and policies of HutchCC and the State and Federal laws.

Outlined in this policy are expected standards of conduct on the use of the HutchCC computer system and the disciplinary actions taken for not adhering to those standards.

Mission and Rights:

HutchCC owns a variety of computing systems that are provided for the use of HutchCC students, faculty, and staff in support of the educational programs of the college. All computer use shall be consistent with the mission and goals of HutchCC.

Unauthorized commercial uses of the HutchCC computer system are prohibited.

All users are responsible for seeing that the computing facilities are used in an effective, efficient, ethical, and lawful manner.

HutchCC reserves all rights, including termination of service without notice, to the computing resources that it owns and operates.

This policy shall not be construed as a waiver of any rights of HutchCC, nor shall it conflict with applicable laws.

Computer User Names and Passwords:

It is the responsibility of all HutchCC users to maintain and protect their user names and passwords. HutchCC users are solely responsible for all computing operations executed under their user names.

Sharing a user name and/or password with others is prohibited.

Disguising an identity to acquire a user name falsely is prohibited.

Users may not, under any circumstances (except for system administrators), transfer or confer computer information privileges to other individuals.

Electronic accounts that remain inactive for six months will be disabled.

System Resources:

Users are responsible for maintaining an environment in which resources are shared equitably between users.

Any attempt to deprive other authorized users of resources or access to any HutchCC computer is prohibited.

Any attempt to gain access to unauthorized computer resources is prohibited.

Any unauthorized modification or destruction of computer resources is prohibited.

The willful introduction of malicious software, such as computer "viruses" is prohibited.

Harassment:

HutchCC's Harassment Policy applies with full force and effect to any use of the HutchCC computer system. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about any individual or group's race, color, ancestry, religion, national origin, physical or mental attribute, age, gender, and/or sexual preference will be transmitted. A user who violates this policy shall bear full responsibility for his or her actions. Further, by their use of HutchCC's computer system, users agree that individuals who transmit such remarks shall bear sole responsibility for their actions.

All users have the right to be free from any conduct connected with the use of HutchCC's computing systems that discriminates against any person on the basis of race, color, ancestry, religion, national origin, disability, age, gender, and/or sexual preference. Discriminatory conduct includes, but is not limited to, written or graphic conduct that satisfies the following conditions:

Harasses, denigrates, or shows hostility or aversion toward an individual or group based on that person's race, color, ancestry, religion, national origin, age, gender, and/or sexual preference; and

Has the purpose or effect of creating a hostile, intimidating, or offensive environment.

Users agree that HutchCC's role in managing this system is only as an information carrier and that they will never consider transmission through this system as an endorsement of said transmission by HutchCC.

Internet Access, including Internet II and other private networks:

The purpose of allowing or providing internet access through HutchCC's computer system is to facilitate communications and research in support of the public purpose, mission, vision, and value statements at HutchCC. Users have the responsibility to act consistent with and to enhance the public purpose of HutchCC including the mission, vision, and value statements of HutchCC.

Within these purposes, users must comply with the following guidelines for using the internet through the HutchCC computer system:

1. Users accessing the internet are representing HutchCC. All communications should be for or related to the purposes, mission, vision, and value statements of HutchCC;
2. Users are responsible for ensuring that the internet is used in an effective, ethical, and lawful manner;
3. Users are responsible for the content of all text, audio, or images placed or sent over the internet. Messages that are inconsistent with the HutchCC Acceptable Use are prohibited, including but not limited to, fraudulent, harassing, or obscene messages;
4. All messages communicated on the HutchCC computer system should have the user's name attached. No messages will be transmitted under an assumed name;
5. Information published on the internet through the HutchCC computer system should not violate or infringe upon the rights of others;
6. Any network traffic that originates at HutchCC and moves to other networks must conform with any applicable policies of those subsequent networks.
7. HutchCC reserves the right to restrict access to internet or any other outside network.

Unacceptable uses:

1. Uses that violate any local, state, or federal statute;
2. Uses that interfere with the user's duties and responsibilities to HutchCC;
3. Downloading software that does not follow the procedures outlined in HutchCC's Software Acquisition Process;
4. Accessing, uploading, downloading, or distributing any text, graphic, video, or audio clip that is obscene, sexually explicit, profane, or harassing in nature;
5. Accessing, uploading, downloading, or distributing any text, text, graphic, video, or audio clip that is for personal financial gain;
6. Uses that interfere with or disrupt any network services - disruptions include, but are not limited to, introducing malicious software, such as computer viruses, and unauthorized entry into any other machine or system (hacking);
7. Uses that violate any other provisions of the HutchCC Acceptable Use Policy and/or the HutchCC Conflict of Interest policy.

Software Licensing, Copyright and Unauthorized Distribution:

Computer software protected by copyright shall not be copied from, into, or by means of HutchCC computing facilities, except as permitted by law or by the contract with the owner of the copyright.

HutchCC may not duplicate any software or related documentation for use either on HutchCC premises or elsewhere unless HutchCC is expressly authorized to do so by agreement with the licensor. Unauthorized duplication of software may subject

the user to both civil and criminal penalties under the United States Copyright Act.

HutchCC computers are organization-owned assets and must be kept both software legal and virus free. Only software approved through the software acquisition/standardization procedures may be used on HutchCC machines. Software purchased outside of this procedure is not permitted to be loaded on HutchCC computers.

Generally, institution-owned software is not licensed for home use; however, some software companies permit home use under certain circumstances. If software is needed for home use, and is not covered in its license agreement, a separate license should be purchased and recorded as an institution-owned asset in the software register. Before taking any software home, please check with the software manager.

Assume that all software is bound by copyright.

Any unauthorized release of printed or computer-based information is prohibited.

Disclaimers:

While reasonable attempts have been made to ensure the privacy of users' electronic information, this in no way guarantees that electronic information is private. The HutchCC computing system is not necessarily secure.

System administrators will respect users' privacy to the extent possible and will not examine electronic information except when investigating an apparent violation, investigating systems resource over-utilization or abuse, performing preventive maintenance, forwarding misdelivered messages, or closing an account.

Students who reside within the Kansas Department of Corrections (KDOC) system are subject to additional account restrictions, relinquishing account access, and account activity monitoring by authorized HutchCC personnel.

Violations:

Any violation of this policy or applicable laws will result in disciplinary actions by the proper authorities.

Any user's privileges may be suspended immediately upon the discovery of a possible violation of this policy.

Such suspected violations will be confidentially reported to the appropriate college official(s).

Violations of these policies will be dealt with in the same manner as violations of other HutchCC policies and may result in disciplinary review or termination of employment.

Appendixes:

A. Electronic Communication Policy

B. Software Acquisition/Standardization Procedure

C. Social Networking Policy

Lactation Policy

Hutchinson Community College supports lactating employees and students by providing reasonable break time and private spaces for milk expression, consistent with federal law (FLSA as amended by the PUMP for Nursing Mothers Act in 2022). The College is committed to providing a welcoming, non-discriminatory environment.

Lactation Accommodation Provisions

Reasonable Time to Express Milk at Work

Employees and students shall be provided a reasonable time to express milk while at work for up to three years following the child's birth each time the employee has need to express milk. Employees should use their usual break and meal periods for expressing milk, when possible. If additional time is needed beyond the provided breaks, employees may use personal leave or may make up the time as negotiated with their supervisors.

A Private Area for Milk Expression

Employees and students will be provided with a private place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public, to express breast milk. The rooms are listed at the end of this policy.

No employee shall be discriminated against for breastfeeding or expressing milk during the work period, and reasonable efforts will be made to assist employees in meeting their infant feeding goals while at work.

Any act found to be intentional that invades a nursing mother's privacy shall be treated as a disciplinary offense and reported to the appropriate supervisor.

Employer Responsibilities

Hutchinson Community College will:

- Maintain the cleanliness of the room or location set aside for the use of employees and students expressing breast milk while on campus.
- Notify employees returning to work following the birth of a child of their rights under the national worksite lactation accommodation law in the U.S. Patient Affordable Care Act. This notice may either be provided individually to affected employees or to all employees through college communications.

Employee/Student Responsibilities

Breastfeeding persons utilizing lactation support services will:

- Give supervisors advance notice of the need for lactation accommodation, preferably prior to their return to work or school following the birth of the child. This will allow supervisors the opportunity to establish a location and work out scheduling issues.
- Maintain the designated area by wiping the pump (if provided) and surfaces with microbial wipes so the area is clean for the next user.

Students may inquire at the Information Counter, main floor of the Parker Student Union, about locations and contact persons.

LACTATION LOCATIONS

STRINGER FINE ARTS

Location: Dressing Room # 148

Contact: Secretary - 620.665.3503

SHEARS TECHNOLOGY CENTER

Location: Conference Room # 107

Contact: Secretary - 620.728.8104

PARKER STUDENT UNION

Location: Human Resource Conference Room

Contact: Admin. Assist. – 620.665.3495

SCIENCE HALL

Location: Conference Room 128A

Contact: Secretary – 620.665.3533

BUILDING 12

Location: Audio Lab

Contact: Secretary – 620.665.3349

RIMMER LEARNING CENTER (available M-TH evenings and Sundays during academic year)

Location: Varies

Contact: Admin. Assist.- 620.728.8125

NEWTON AXTELL CENTER

Location: Conference Room

Contact: Secretary – 316.283.7000

McPHERSON CENTER

Location: Workforce Dev. Room #117

Contact: Secretary – 620.245.0202

FIRE SCIENCE

Location: Conference Room 103

Contact: Admin. Asst. – 620.728.4460

DAVIS HALL/PEEL CENTER

Location: Room #12

Contact: Secretary – 620.665.4930

PIONEER BUILDING/SOUTH CAMPUS

Location: Dispatch Room

Contact: Secretary – 620.728.3349

LOCKMAN HALL

Location: Lactation Room attached to Women's South First Floor Restroom Near Waldo Aud.

Contact: Admin. Asst. –620.665.350

Privacy Policy

I. Commitment to Privacy

Hutchinson Community College (“HutchCC” and/or the “College”) is committed to safeguarding all Private Information entrusted to the College by the public and members of the HutchCC community. This notice describes the College’s general privacy policy as it relates to the collection, protection, and disclosure of such information. (Note: see the “Definitions” section below for the definition of “Private Information.”)

II. Purpose

To set forth requirements regarding information entrusted to the College by the public and members of the HutchCC community.

III. Scope & Application

This Privacy Policy describes College practices in connection with information HutchCC may collect through the use of the [College website](#) (“Site”). By accessing this site, visitors consent to the collection and use of the information described in this Privacy Policy. If you are a HutchCC consumer, please read about our policy and practices relating to information the College collects in providing services to you.

IV. Definitions

Private Information: includes all information protected by state and/or federal law or that the College is contractually obligated to protect. Private Information also includes information designated by the College as private (confidential or sensitive) through the creation of standards, procedures, and guidelines. Access to these data must be tightly monitored.

Examples of Private Information include, but are not limited to the following:

- Nondirectory student records as defined by the *Family Educational Rights and Privacy Act* (FERPA) and the College [Family Educational Rights and Privacy Act Policy](#) (Policy 1043)
- Financial aid and scholarship records
- Any identifying information of an individual
- Personal information utilized to verify identify, including but not limited to Social Security numbers (SSN) and HutchCC identification numbers (HutchCC ID)
- Passwords and PINS
- Digital signatures
- Individually identifiable health information protected by state or federal law (including but not limited to “protected health information” as defined by the *Health Insurance Portability and Accountability Act* (HIPAA))
- Individually identifying information created and collected by research projects
- Credit card numbers and financial transactions covered by the Payment Card Industry (PCI) Standard
- Information resources with access to confidential or sensitive data
- Information covered by nondisclosure agreements
- Any information relating to an identified or identifiable person, or personal data, as defined by the European Union’s *General Data Protection Regulation* (GDPR).

V. Collection of Private Information

HutchCC will only collect Private Information, such as your name, address, or telephone number, if you provide it to the College voluntarily. Private Information collected on our Site is stored and processed in the United States.

In addition, the College automatically collects certain information regarding visitors to our Site, including information about your equipment, browsing actions, and usage patterns. HutchCC uses this information solely for internal purposes, such as to improve our Site.

The technologies the College uses for this automatic data collection include cookies. A cookie is a small file, placed on the hard drive of your computer, containing an identifier (a string of letters and numbers) that is sent by a web server to your web browser. The information the College automatically collects is statistical data and does not include Private Information. However, Private Information that the College stores about you may be linked to the information stored in and obtained from cookies.

You have the ability to delete cookie files from your hard drive at any time or avoid cookies by configuring your browser to reject them or to notify you when a cookie is being placed on your hard drive.

Cookies may be either “persistent” cookies or “session” cookies: a persistent cookie will be stored by a web browser and will remain valid until its set expiry date, unless deleted by the user before the expiry date; a session cookie, on the other hand, will expire at the end of the user session, when the web browser is closed.

The College may use cookies for the following purposes:

- **Authentication:** to identify you when you visit our Site and as you navigate our Site
- **Security:** to protect user accounts, including preventing fraudulent use of login credentials, and to protect our Site and services generally
- **Advertising:** to help HutchCC display advertisements that will be relevant to you, including remarketing
- **Analysis:** to analyze the use and performance of our Site and services

The College, through third party vendors, occasionally uses third-party cookies together to inform, optimize, and serve advertisements based on your past visits to our Site. The techniques HutchCC’s third-party vendors employ do not collect any Private Information.

You can visit the [Digital Advertising Alliance](#) to identify and opt out of cookie-based targeted advertising. Alternatively, you can opt out of third-party cookies by visiting the [Network Advertising Initiative opt-out website](#).

In addition, your browser or device may offer settings that allow you to choose whether browser cookies are set and to delete them. For more information about these controls, visit your browser or device’s help resources.

The College uses Google Analytics. The information gathered by Google Analytics cookies relating to our Site is used to create reports about the use of our Site. [Google’s privacy policy](#) is available online.

The College uses Google AdWords. The information gathered by Google AdWords cookies is used to serve you with relevant advertising based on your interests, as determined by your use of our Site and other websites across the web. You can opt out of Google’s use of cookies by visiting [Google’s Ads Settings](#).

The College uses social media based Advertising (e.g. Facebook, Twitter, Instagram, etc.). The information gathered by social media cookies is used to serve you with relevant advertising based on your interests and use of our Site. You can opt out of seeing online internet-based ads from social media and other participating companies through the [Digital Advertising Alliance](#) in the United States, the [Digital Advertising Alliance of Canada](#) in Canada, or the [European Interactive Digital Advertising Alliance](#) in Europe.

The College occasionally hires other companies to provide services on its behalf; for example, to process event registrations. HutchCC will provide these companies only with the information they need to deliver services, and they are contractually prohibited from using that information for any other purpose.

At any time, while accessing our Site, any visitor may decline participation in any activity that would require providing information (e.g. such as survey email or e-commerce). Your decision not to participate will not affect your ability to use any other feature on our Site.

The College offers you opportunities to engage in blogs, forums, and social media accounts, as well as similar functions within its restricted DragonZone platform, that are designed to be visible to other users, including comments and postings. You should be aware that any private information you choose to submit via those methods can be read, collected, and used by other participants and could be used to send you unsolicited messages. HutchCC is not responsible for the private information you choose to submit when you engage in such activities.

The College does not knowingly collect any information from children under age 13 (“children”) nor does it provide any Private Information collected from children, regardless of its source, to any third-party for any purpose whatsoever. No information collected from children is used for any marketing or promotional purposes, either inside or outside HutchCC. If the College learns that it has collected or received private information from a child without verification of parental consent, it will delete that information.

VI. Appropriate Use of Private Information

Private Information may be collected in a variety of ways, paper or electronic, including but not limited to, websites, surveys, email, information requests, databases, etc., as required to support official College activities.

Private Information collected, regardless of the method of collection or format, may be used only to carry out the authorized business of the College. The College shall make reasonable efforts to limit the Private Information it collects to only that information strictly relevant to accomplish a clearly defined institutional purpose.

Every division of the College is responsible for maintaining the necessary confidentiality, integrity, and availability of the Private Information it handles and for disclosing such information only with recipients officially authorized by the College. Every division is responsible for granting to assigned individuals within the division the reasonable, minimum access to Private Information needed to accomplish the necessary institutional purposes. All College employees are required to abide by state and federal laws and College policies, procedures and guidelines regarding the protection and handling of Private Information.

VII. Disclosure of Private Information

Private Information may be disclosed to external recipients only to the extent that is permitted or required by law and as authorized by the College. Disclosure must comply with applicable requirements regarding consent or authorization for disclosure. Additional College policies, procedures, and guidelines may also apply to specific types of information.

VIII. Security & Protection of Private Information

The College has implemented a number of security features to help prevent the unauthorized release of or access to personal information. Although HutchCC has endeavored to create a secure and reliable environment, the confidentiality of any communication or material transmitted to or from HutchCC cannot be guaranteed.

IX. External Websites

Some hyperlinks and banner advertisement may link to third-party websites. You should be aware that these third-party websites are not controlled by HutchCC and are not subject to this Privacy Policy. You should check the privacy policies of the third-party websites to learn how your Private Information will be collected and used.

X. User Rights

You have a number of rights under the GDPR. These include the rights of access, to be informed, to rectification, to erasure of private data (“to be forgotten”), to restrict processing, to data portability, to object, and rights in relation to automated decision making and profiling. You also have the right to withdraw consent to the use of your private data.

You may exercise these rights by contacting the HutchCC Privacy Officer.

XI. Changes to Policy

The College reserves the right to change this policy at any time by notifying visitors of the existence and location of the new or revised policy. Your continued use of this Site, following the posting of changes to these terms, will acknowledge your acceptance of such changes.

Posting Policy

Activities sponsored by HutchCC or any of its departments:

Posting of all HutchCC activity flyers will be allowed per the following guidelines on Main Campus (at all other locations, the building representative should be consulted on the placement of flyers):

1. Flyers must be approved in the Vice President of Student Services Office. Approved flyers will be stamped with an expiration date written in. Non-stamped and expired flyers will be taken down.
2. Flyers may only be posted on bulletin boards and sign boards.
3. Flyers may NOT be posted on windows, doors, or walls.
4. Use only staples and thumbtacks.
5. Flyers and posters can be posted for a maximum of 60 days.
6. Improperly posted and/or unapproved signs will be removed.

Non-HutchCC Sponsored Activities:

This includes: Flyers searching for roommates or selling items (even if by a HutchCC Student), outside organizations such as other colleges, employers, churches, military recruiters; these entities may post flyers on HutchCC property per the following guidelines on Main Campus (at all other locations, the building representative should be consulted on the placement of flyers):

1. Flyers must be approved in the Vice President of Student Services Office. Approved flyers will be stamped with an expiration date written in. Non-stamped and expired flyers will be taken down.
2. Flyers may only be posted on bulletin boards and sign boards. In the Parker Student Union, non-HutchCC entities may post on the community bulletin board only.
3. Flyers may NOT be posted on windows, doors, or walls. Use only staples and thumbtacks.
4. Flyers and posters can be posted for a maximum of 60 days.
5. Improperly posted and/or unapproved signs will be removed.

Social Networking Policy

Purpose

This addendum to the Information Technology Acceptable Use Policy (ITAUP) is to promote responsible engagement and dialogue between HutchCC employees and students, prospective students and/or constituents. Whether or not HutchCC faculty and staff choose to create or participate in a blog, wiki, online social network or discussion is his or her decision. However, emerging online collaboration platforms are fundamentally changing the way faculty and staff work and how they engage with each other, students and the public. To promote learning and collaboration, HutchCC believes in the importance of open exchange between HutchCC and our students or prospective students. The rapidly-growing phenomenon of user-generated web content such as blogging, social web-applications and social networking are emerging important arenas for learning and collaboration.

Policy Detail

1. Hutchinson Community College does not monitor staff or student social networking content published independently of their work at HutchCC. The views and information on such postings do not constitute official college information.
2. Personnel will identify themselves by name and, when relevant, their role at HutchCC when discussing HutchCC-related matters.
3. When possible (without limiting effectiveness) and as information technology at HutchCC progresses, HutchCC related content will be published on HutchCC owned systems (blogs, wiki's, etc...), and outside sites referred to those URLs.
4. Content published to blogs (and other narrative based discussions) outside of HutchCC that has something to do with the College require a disclaimer such as, "The postings on this site are my own and don't necessarily represent Hutchinson Community College's positions, strategies or opinions."
5. When participating in any social networking online community, content should be treated in such a manner that once posted online it is available to anyone in the world. Any text or photo placed online typically becomes the property of the social networking site(s) and can not be controlled the moment it is placed online.
6. All laws and regulations relating to copyright and fair use shall be followed without exception.
7. Web content is by definition public information and as such no HutchCC proprietary information, student information, confidential information or personally-identifying information will be published at any time.
8. Clients, partners, or suppliers will not be cited without their approval. When possible, references will be linked back to the source.
9. It is recommended that HutchCC students, faculty, and staff adhere to the terms and conditions of social networking sites.
10. For those social networking sites that require identification of HutchCC official representatives, those representatives shall be determined by the HutchCC President's Council. HutchCC faculty, staff, or students shall not electronically agree to manage social networking sites on behalf of HutchCC without President's Council approval.
11. Any HutchCC faculty, staff or student should follow all state and federal laws regarding comments that discriminate against any person on the basis of race, color, gender, national origin, disability, religion, sexual orientation, veteran status, or age.
12. Be aware of your association with HutchCC in online social networks. If you identify yourself as an HutchCC faculty, staff, or student, ensure your profile and related content is consistent with how you wish to present yourself with colleagues, students and the public.
13. Social networking activities should not interfere with work commitments.
14. Company logos and trademarks may not be used on social networking sites without written consent of the HutchCC Marketing Department.
15. Use of social networking sites are subject to all aspects of the Information Technology Acceptable Use Policy, the disciplinary policy, and other HutchCC policies.

Student Classification

Hutchinson Community College classifies students who have completed 0-23 credit hours as freshmen. Students who have completed 24 or more credit hours are classified as sophomores.

Residency Classification

Residency Classification

In-State Residency

When applying to attend Hutchinson Community College (HutchCC), it is the students' responsibility to indicate the proper residence classification for tuition purposes. Residency status is determined by procedures consistent with [Kansas Statutes. https://www.ksrevisor.org/statutes/chapters/ch71/071_004_0006.html](https://www.ksrevisor.org/statutes/chapters/ch71/071_004_0006.html) Generally, residency is determined by length of residence. A minimum of six months is required to establish residency at a Kansas Community College.

To change residency, students must complete the **Affidavit of Residency** and provide three items from the following list. The documentation provided must indicate dates at least six months before the first day of the semester involved.

- Kansas registration of an automobile
- Payment of Kansas personal property tax
- Kansas Voter Registration
- Kansas Job verification **or** Kansas school attendance
- Kansas driver's license
- Six months of Kansas rent **or** six months of Kansas utility receipts
- Notarized statement from a Kansas resident verifying that the student has resided with him or her for six months

Special Circumstances

- **Military:** The following applies to current members of the armed forces, veterans, spouses, and dependent children of current armed forces members and veterans.
 - **Current Members of the Armed Forces:** Deemed residents of the state for tuition and fee purposes. (Show your military ID card at the time of admission/enrollment.)
 - **Veterans: Entitled** to pay tuition and fees at in-state rates if:
 - You live in Kansas while attending or
 - You are eligible (do not have to be receiving) for benefits under the federal post-9/11 veterans educational assistance act or any other federal law authorizing benefits for veterans. (Show a copy of your DD-214 or NG-15 at the time of admission/enrollment.)
 - **Spouses and Dependents of Current Members of the Armed Forces: Deemed** residents of the state for tuition and fee purposes (Show your member's military ID card and a copy of your dependent/spouse ID card at the time of admission/enrollment)
 - **Spouses and Dependents of Veterans: Eligible** to pay in-state rates (Show a copy of the veteran's DD-214 or NG-15 at the time of admission/enrollment)

Domiciliary Residence

If Kansas residency was established due to recruitment or transfer for full-time employment, the six-month waiting period is waived. Complete the [Certification of Employment](#) form and contact Records@hutchcc.edu for processing.

- **Undocumented:** Beginning July 1, 2004, Kansas House Bill No. 2145 is a Kansas law that allows students with a legal, non-permanent immigration status to receive the in-state tuition rate when they satisfy the requirements of the law. Undocumented students must meet the following:
 - Students must reside in Kansas for a minimum of six months before the first day of classes of the semester in which they intend to enroll.
 - Submit to the Admissions Office: an accredited Kansas high school transcript showing three years of attendance and graduation, **or** a Kansas high school transcript showing three years of attendance and a Kansas GED transcript.
 - Submit a completed **HB-2145** Affidavit at the time of admission/enrollment.

- **International Students:** All international students attending HutchCC on a non-immigrant visa are subject to international student tuition and fee rates.
- **Indigenous Americans:** The Kansas Legislature enacted a provision to allow certain students enrolling at a public institution of higher education in Kansas to have residency status for tuition & fees. This current provision is in place from July 1, 2024, through June 30, 2025.

Students who are enrolled as members of the following Nations are eligible for residency status at Kansas public institutions of higher education, regardless of the location of their residence

- The Kickapoo Tribe of Indians of the Kickapoo Reservation in Kansas
- The Prairie Band Potawatomi Nation
- The Iowa Tribe of Kansas and Nebraska
- The Sac and Fox Nation of Missouri in Kansas and Nebraska

The following Indigenous Nations with historical connections to Kansas territories are also eligible:

- The Apache Tribe of Oklahoma
- The Cheyenne and Arapaho Tribes of Oklahoma
- The Cherokee Nation
- The Chippewa
- Choctaw Nation of Oklahoma
- The Citizen Potawatomi Nation
- Comanche Nation of Oklahoma
- The Delaware Tribe of Indians
- The Kaw Nation of Oklahoma
- The Kiowa Indian Tribe of Oklahoma
- The Miami Tribe of Oklahoma
- The Oneida Nation
- The Osage Nation
- The Otoe-Missouria Tribe of Indians of Oklahoma
- The Ottawa Tribe of Oklahoma
- The Little River Band of Ottawa Indians
- The Grand Traverse Bay Band of Ottawa and Chippewa Indians
- The Pokagon Band of Potawatomi Indians
- The Little Traverse Bay Band of Odawa Indians
- The Bay Mills Indian Community
- Sault Ste. Marie Tribe of Chippewa Indians
- The Michigan Bands of Ottawa/Odawa
- The Pawnee Nation of Oklahoma
- The Peoria Tribe of Indians of Oklahoma
- The Quapaw Tribe of Indians
- The Shawnee Tribe
- United Keetoowah Band of Cherokee Indians
- The Wichita and Affiliated Tribes (Wichita, Keechi, Waco, and Tawakonie) of Oklahoma
- The Wyandotte Nation

For a student to qualify, they must show their Certificate of Indian Blood, Tribal Identification Card, or Tribal Enrollment Certificate at the time of admission/enrollment.

Appeal for Residency

If a student disagrees with their classification as a nonresident for tuition purposes, they should contact Records@hutchcc.edu immediately. The Registrar will review the case and work with the Student Billing office to

determine what action can be taken.

Students Attending Off Campus Locations

Hutchinson Community College offers affiliated programs through courses, academic and vocational programs, internships, clinical placements, and other educational experiences at off campus locations. Students who participate in any activity sponsored by the college at an off campus location are required to follow all rules and regulations of the host site, as well as abiding by college policies while engaged in the activity.

Students who violate regulations of the host site are subject to academic and/or behavioral discipline by the college. Students who are dismissed from a site that houses a required portion of an academic or technical program are subject to dismissal from the program. If an affiliated program dismisses a student, the college must have written approval from the site administrator before permitting the student's return to the site.

Registered Sex Offender Policy

A federal law, the Campus Sex Crimes Prevention Act amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, requires registered sex offenders to indicate when they are enrolled or employed at an institution of higher learning. Hutchinson Community College requires offenders who are required to register with law enforcement authorities to also register with the college's Title IX and Title VI Coordinator prior to the start of that student's first class at HutchCC following conviction. Employees are required to register with the Human Resources Office upon conviction. Applicants for employment are required to disclose convictions on their application for employment.

Hutchinson Community College reserves the right to limit enrollment or the activities of students who are registered sex offenders. Students who fail to comply with this policy are subject to immediate cancellation of current classes. Employees who fail to comply with the policy may be subject to dismissal.

The Campus Sex Crime Prevention Act revised previous laws to require colleges to inform the campus community as to where information may be obtained about registered sex offenders attending or working at the college. The list is available at the Hutchinson Community College Security Office and with the Title IX and Title VI Coordinator.

Transfer to Baccalaureate-Granting Institutions

Hutchinson Community College follows the Transfer and Articulation Policy of the Kansas Board of Regents (KBOR) as written in the [KBOR Policy Manual](#) (Chapter III. A. 2).

The college offers a comprehensive parallel program of freshman-sophomore requirements to prepare students for baccalaureate degree completion.

Students who will be transferring to a baccalaureate-granting institution should study that institution's catalog and the corresponding HutchCC course map, consult with their adviser, and enroll in HutchCC courses that satisfy transfer requirements.

Tuberculosis Assessment Policy

Individuals seeking international student admission are required to have tuberculosis screening upon arrival at Hutchinson Community College. International students must present the results of a tuberculosis skin test completed in the United States within the last twelve months, or be tested at a college approved clinic. If the results of a TB skin test are positive, the applicant must complete a TB blood test at a clinic designated by the college.

Documentation must be presented for prior treatment for latent or active tuberculosis. Chest X-Rays are required for any student with a positive TB blood test or who has been treated for latent or active tuberculosis.

To avoid suspension of enrollment, testing must be completed within ten days of the start of the semester. In the event that testing is completed at college approved facilities, fees will be added to the student's account to cover all testing charges.

Workplace Violence

The safety and security of Hutchinson Community College employees, students and patrons are very important. Threats, threatening behavior, acts of violence or any related conduct which disrupts another's work performance or the organization's ability to execute its mission will not be tolerated.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on owned or leased property or at a college sponsored event of Hutchinson Community College may be removed from the premises, program or activity pending the outcome of an investigation. Threats, threatening behavior or other acts of violence executed off college-owned or leased property but directed at Hutchinson Community College employees while conducting official college business, is a violation of this policy. Off-site threats include but are not limited to threats made via the telephone, fax, electronic or conventional mail or any other communication medium.

Violations of this policy will lead to disciplinary action that may include dismissal, arrest and prosecution. In addition, if the source of such inappropriate behavior is a member of the public, the response may also include barring the person(s) from college-owned or leased premises, termination of the business relationships with that individual and/or prosecution of the person(s) involved.

Employees are responsible for notifying their supervisor of any threats that they have witnessed, received or have been told that another person has witnessed or received. Employees should also report any behavior they have witnessed which they regard as threatening or violent when the behavior is job related or might be carried out on college-owned or leased property or in connection with Hutchinson Community College employment.

Each employee who has received a protective or restraining order which lists college-owned or leased premises as a protected area is required to provide their supervisor with a copy of such order.

Academic Appeal

PURPOSE

The academic appeal procedure is designed to offer a means to resolve disagreements related to the interpretation of academic and/or selective admissions program policies. A student may request in writing (through the Office of the Vice President of Academic Affairs) a hearing before the Academic Appeal Committee.

NOTE: Academic dismissal from the institution, based on grade point average (GPA) per the Academic Standing, Probation, Dismissal and Reinstatement Policy (#1003), may not be appealed.

If a department or program has recommended course or program dismissal, the student may continue in coursework (providing there are no threatening or security behavioral issues) until appeal processes are concluded. However, if an issue has been documented at a partnership location (e.g., clinical sites, secondary institutions, correctional or military facilities), then the student is no longer eligible to continue participation in internships, apprenticeships, and or clinical-based practice. For clinical sites, this sanction is immediate.

The College President or the President's designee may immediately suspend a student in the event that it is reasonably determined that a student's continued presence on campus poses a significant danger to either the student or to others or if there is reasonable cause to believe that such an interim suspension is required to protect lives or property and to ensure the maintenance of order. (Section C. Emergency Suspension, Standards of Conduct for Students Policy)

LEVEL 1 –ACADEMIC APPEAL COMMITTEE

DOCUMENTATION OF ISSUE

Documented evidence of said policy violation must be provided by the student in regard to the academic issue (this includes correspondence, course notes, grading/testing, procedural variances, etc.).

The appeal (containing documented evidence) must be received by the Vice President of Academic Affairs' office within 10 business days after the event. The student will be notified by email at least three business days prior to the hearing with the Academic Appeal Committee. The notice will state the time, date, and place of the hearing. The hearing will be held within 10 business days of receipt of the request for appeal. If the student appeals and fails to present during a live appearance (in person or through an electronic medium) for the scheduled appeal hearing, the committee will dismiss the appeal. There will be no further opportunity for appeal. The Academic Appeal Committee is appointed by the Vice President of Academic Affairs and consists of administrators, faculty and students. Five members of the committee, selected from these three groups, with at least one member from each group, will hear the student appeal. An audio recording of the proceedings will be made.

TIMELINE

The hearing will occur within 10 business days of the appeal being received by the college. A business day is defined as a day the college is open for business. The student will be requested to appear at the hearing, each party/group shall have the right to have an advisor present (including an attorney) at the party's own expense. Although each party has the right to have an advisor present, the advisor may not speak for the student or the college.

OUTCOME

The outcome or decision will be communicated to the student, college faculty/administrators and the Vice President of Academic Affairs within 5 business days of the hearing.

LEVEL 2—INSTITUTIONAL REVIEW

ADDITIONAL DOCUMENTATION

The Level 2 Institutional Appeal Review is not intended to be a full re-hearing of the original appeal. A summary of NEW EVIDENCE that was unknown or unavailable during the original hearing which could substantially impact the original finding or sanction must be included in order to request an additional hearing. This evidence must be

provided before the appeal date will be scheduled ONLY NEW documented evidence of said policy violation will be accepted from the student in regard to the academic issue (this includes additional correspondence, course notes, grading/testing, procedural variances, etc.) to provide causal evidence in the case.

If the decision of the Academic Appeal Committee requires further clarification by the student, the follow-up appeal (including new/unpresented evidence) must be received by the Vice President of Academic Affairs' office within 10 business days. The student will be notified by email at least three business days prior to the hearing with the Vice President of Academic Affairs. The notice will state the time, date, and place of the hearing. The hearing will be held within 10 business days of receipt of the request for appeal. If the student appeals and fails to present during a live appearance (in person or through an electronic medium) for the scheduled appeal hearing, the appeal will be dismissed. A business day is defined as a day the college is open for business. Each party shall have the right to have an advisor present (including an attorney) at the party's own expense. Although each party has the right to have an advisor present, the advisor may not speak for the student or the college. An audio recording of the proceedings will be made. The Vice President of Academic Affairs will consult with the President about the recommended outcome before the final decision is rendered. This decision will be final.

OUTCOME

The outcome or decision will be communicated to the student and college faculty/administrators within 5-business days of the hearing.

Appeal Course Grades

If a student believes the grade issued by an instructor is incorrect, the student may use the following appeal procedures:

1. The student shall, no later than two weeks after the grade is officially posted, contact the instructor in writing and outline the reason(s) the student believes the grade is incorrect.* In the absence of the instructor, the student may contact the department chairperson to initiate the process of contacting the instructor. Students should also contact the department chairperson in the event the instructor has retired or resigned (move to step 3).
2. The instructor shall, within five business days following the initial contact, advise the student in writing of the outcome and the grade change, if applicable.
3. If the student is not satisfied with the outcome, the student may request in writing a meeting with the department chairperson within five business days of the instructor's decision. The student shall provide documentation to the department chair at the time a meeting with the department chair is requested.
4. If the student is not satisfied with the outcome from the department chairperson, the student may request in writing within five business days of the department chairperson's decision that the Vice President of Academic Affairs initiate a review with the student.
5. The Vice President of Academic Affairs shall issue a final decision and notify the student in writing of the final decision within three business days following the review.

*The time frame may be shortened if the course grade in question affects transfer, eligibility or sequential courses for the next semester.

Appeal Past Academic Record - Grade Expungement

To provide a reasonable means for students to appeal a past HutchCC academic record, the following procedures have been established.

Grade Expungement: A student may request a grade change to either change one grade in a semester or any combination of grades in a single semester to a grade of W (Withdrawal). Grade expungement can be granted only once at HutchCC.

Students who have shown academic progress by completing 12 hours with at least a 2.00 GPA at HutchCC or any other accredited institution may petition through the Grade Expungement Policy only for those courses taken three or more years ago.

Students can begin the grade expungement process by filing a written request with the Vice President of Academic Affairs. The Vice President of Academic Affairs will review if the request aligns within the appropriate conditions.

Altered grades carry an appropriate notation and the date the expungement was granted. Courses excluded from grade point computation cannot be used to fulfill graduation requirements or to determine extracurricular activity eligibility.

Student Responsibilities

Students at Hutchinson Community College are expected to conduct themselves as self-respecting, educated men and women in accordance with the laws of the nation, state and community, as well as the academic community. Hutchinson Community College affirms the principle of intellectual freedom in scholarly activity, the right of each member of the community to be treated with respect and dignity and the right to learn. This affirmation imposes a duty not to infringe upon the rights of others. Within its sphere of responsibilities, the college will afford students proper procedural safeguards to resolve matters in dispute. Those students who willfully violate college standards must expect to face disciplinary action on the part of the institution.

Students at Hutchinson Community College have the following responsibilities:

1. Provide the necessary documents for admission to the college.
2. Observe all regulations of the college.
3. Consult their advisors on academic careers, curriculum planning and changes in their programs.
4. Attend all meetings of each class in which they are enrolled from the first class meeting and be aware of and comply with the instructor's attendance policy as outlined in the instructor sheet.
5. Prepare for each class meeting as instructed and be an active participant in the class.
6. Answer promptly all written notices from advisors, faculty, vice presidents and other college officials.
7. Upon completion of requirements, file an application for graduation with the Records Office.
8. Enroll in only those courses for which the stated prerequisite(s) -- if there are any -- have been satisfactorily met. Failure to comply with prerequisites may result in administrative withdrawal.
9. Be aware of and comply with the policy and procedures for college or course withdrawal.
10. Be aware of and comply with the academic honesty policy.
11. Use the appropriate channels in appealing any academic actions which the students believe are unfair.

Student Code of Conduct

I. Student Code of Conduct

When students enroll at Hutchinson Community College (HutchCC), they assume the obligation to conduct themselves in a manner compatible with the College's mission and function as an educational institution. The Student Code of Conduct has been approved by the governing board of HutchCC and will apply on College property, any College sponsored or sanctioned activities, and any off-campus behavior which reflects on the mission of the College. Each student is expected to be fully acquainted with all published policies, rules, and regulations of the College. Students are also expected to comply with all federal, state, and local laws.

For a student who is found to have committed an offense and who previously has been found in violation of the Hutchinson Community College Code of Conduct, the previous offense will be considered during the disciplinary process.

The standard of evidence used to determine responsibility is a "preponderance" of evidence (i.e. is it more likely than not a violation has occurred). This determination is based on the greater weight of the evidence and does not require a standard beyond a reasonable doubt.

Misconduct or prohibited behavior includes, but is not limited to:

1. Alcoholic Beverages

- a. Use, possession, sale, delivery, manufacture, or distribution of alcoholic beverages.
- b. Storage of alcohol in any amount or possession of alcohol containers.

2. Narcotics or Drugs

- a. Use, possession, sale, delivery, manufacture, and/or cultivation or distribution whether usable or not of any narcotic, drug, illicit drug, medicine prescribed to someone else, chemical compound, synthetic drug, or other controlled substances.
- b. Possession of drug-related paraphernalia.
- c. Possession of any item that may not in itself be an illegal drug but presented to be a drug and passed off as a drug.
- d. Improper use of products for purposes of altering mood or state of being. This includes the misuse of legal products as inhalants.

3. Flammable Materials/Arson

- a. Use or possession of flammable materials, including incendiary devices, and/or other dangerous materials or substances used to ignite, spread, or intensify flames for fire. Attempting to ignite and/or the action of igniting College facilities, and/or personal property either by intent or through reckless behavior which results in damage to College and/or student property.

4. Firearms, Weapons and Explosives

- a. Violation of the [Possession of Weapons](#) policy (Policy Number 1134) and/or [Concealed Carry](#) policy (Policy Number 1552).

5. Theft, Damage, or Unauthorized Use

- a. Attempted or actual theft of property or services of the College, other College students, other members of the College community, or campus visitors.
- b. Possession of property known to be stolen or belonging to another person without the owner's permission.
- c. Unauthorized use of facility, equipment, lab or resource, including unauthorized use of communication systems.
- d. Attempted or actual damage to property owned or leased by the College, by College students, members of the College community, or campus visitors.
- e. Attempted or actual unauthorized use of a credit card, debit card, student identification card, cell phone, personal identification number, test number, account information, and/or personal check.
- f. Misuse of, or attempted misuse of, or actual damage to, or defacing of property owned or leased by the College, by College students, members of the College community, or campus visitors.
- g. Tampering with security camera systems.

h. Tampering with automated door systems

6. Violation of the [Equal Opportunity, Harassment, and Nondiscrimination Policy and Procedure](#) (Policy Number 1089)

Statement Regarding Sexual Discrimination, Harassment, and Sexual Misconduct

HutchCC neither tolerates nor condones any form of sexual discrimination - including, but not limited to rape, "date or acquaintance" rape, sexual assault, sexual misconduct, or sexual harassment. In accordance with federal and state regulations regarding sexual discrimination, the College has established an official policy and procedure which is both independent from the Student Code of Conduct and application to students, faculty, and staff, to investigate, and adjudicate such prohibited behavior. The [Equal Opportunity, Harassment, and Nondiscrimination Policy and Procedures](#) (Policy Number 1089) is available in the College Catalog and in the Student Handbook.

7. Actions against Members of the College Community Not Included in the [Equal Opportunity, Harassment, and Nondiscrimination Policy and Procedures](#) (Policy Number 1089)

a. Intentional or reckless conduct which endangers the health or safety of self or others.

b. Physical abuse, verbal abuse, threats, intimidation, harassment, stalking, and/or coercion.

c. Behavior that disrupts the normal operation of the College, including its students, faculty and or staff.

d. Deliberate constraint or incapacitation of another, without that person's knowledge or consent.

e. Excessive pressure, threats or any form of conduct, coercive tactics or unwanted mental coercion techniques used to retain or recruit a student for membership in an organization.

f. Passive or covert behavior may also be regarded as quite disruptive. Examples of passive yet disruptive behaviors include students whose poor personal hygiene so seriously offends the sensibilities of roommates/classmates and instructors that the classroom becomes an academic/residential environment that is no longer tenable.

g. Failure to register as a sex offender with the Title IX and Title VI Coordinator in accordance with college policy.

h. Gambling, wagering, gaming, or bookmaking as defined by federal, state, and/or local laws is prohibited on College premises or while using College equipment or other services.

i. Hazing (i.e. any intentional, knowing or reckless act directed against a student by one person acting alone or by more than one person, occurring on or off the premises, that endangers the mental and/or physical health or safety of a student for the purpose of pledging or associating with, being initiated into, affiliating with, holding office in, seeking and/or maintaining membership in any organization whose membership consists of students). Consent and/or acquiescence by a student(s) subjected to hazing is not considered a reasonable defense in a disciplinary proceeding.

8. Fire Safety, False Alarms, or Terroristic Threats

a. Intentional sounding of a false fire alarm, falsely reporting an emergency or terroristic threat in any form, issuing a bomb threat, constructing mock explosive devices, destruction or activation of fire sprinklers, filing false police reports, improperly possessing, tampering with, or destroying fire equipment or emergency signs on College premises.

b. Failure to evacuate the building immediately upon the sound of an alarm or to follow specific evacuation and safety procedures. Exceeding designated fire code capacity of a room/facility.

c. Exceeding designated fire code capacity of a room/facility.

d. Misusing or tampering with fire safety equipment (e.g. alarm pull stations, smoke detectors, or fire extinguishers), or removal of doors, door closures, exit signs, or emergency exits.

e. Initiating, communicating, or circulating a false report of a present, past, or future bombing, fire, offense, or other emergency that would cause action by an agency services agency.

f. Placing a person in fear of imminent, serious bodily injury.

g. Preventing or interrupting the occupation of a building, room, vehicle, or other mode of transportation.

h. Posting any statement on social media that could be considered a threat against the college community or an individual.

9. Financial Irresponsibility

a. Failure to meet financial obligations owed to the College, or components owned or operated by the College, including, but not limited to, the writing of checks from accounts with insufficient funds.

10. Financial Transactions with the College

a. A student who owes a debt or has an outstanding financial obligation to the College may be denied admission or readmission to the College, and have their official transcript, grades, diplomas, and degrees to which they otherwise would be entitled, withheld until the debt or obligation is paid or met.

b. A student with a past due unpaid balance is considered to have a delinquent status. Delinquent accounts may be turned over to a collection agency, potentially affecting students' personal credit ratings. Students with delinquent accounts are responsible for any charges associated with the collection of such delinquent accounts.

11. Unauthorized Entry, Possession, or Use

a. Unauthorized entry into or use of College premises or equipment.

b. Unauthorized possession, use, duplication, production, or manufacture of any key or unlocking device, College Identification Card, or access code for use in College premises or equipment.

c. Unauthorized use of the College name, logos, registered marks, and/or symbols of the College.

d. Unauthorized use of the College's name to advertise or promote events or activities in a manner that suggests sponsorship and/or recognition by the College.

e. Accessing campus roofs or window ledges.

f. Removing or damaging window screens in the Residence Halls.

12. Violation of College Parking Services

a. Violation of the [Traffic Regulations](#) policy (Policy Number 1200).

b. Obstruction of the free flow of vehicular and/or pedestrian traffic on College premises or at College-sponsored or College-supervised functions.

13. Failure to Comply

a. Failure to comply with the reasonable directives or requests of a College official acting in the performance of their duties.

b. Failure to present student identification on request or identify oneself to any College official acting in the performance of their duties.

c. Failure to comply with the reasonable directives of an institutional official (e.g., resident assistants and security personnel) acting in the performance of their duties (includes loitering upon College property after being warned to leave by a person in charge).

d. Violation of College regulations and policies, including residential life policies, housing contracts, or motor vehicle regulations.

e. Obstruction of an investigation being conducted by the College administration/security/police and/or other law enforcement officers while conducting official business on Campus by a student/visitor.

14. Violation of the [Anti-Tobacco/Smoking Policy](#) (Policy Number 1063).

15. Providing False Information or Misuse of Records

a. Knowingly furnishing false information to the College, or to a College official in the performance of their duties, either verbally or through forgery or alteration.

b. Failure to provide requested information to the College or to a College official in the performance of their duties

c. Misuse, alteration, forgery, or misrepresentation of any College Document, form, records, or instrument of identification.

d. Possession or use of any form or false identification.

e. Failure to report felonies on an application for admission or housing application, if requested.

16. Ball Playing, Skateboards, Rollerblades, Scooters, Bicycles, or Similar Devices

a. Ball playing, the use of skateboards, rollerblades, hover boards, scooters, bicycles, or other similar devices in College buildings or on College premises in such a manner as to constitute a safety hazard or cause damage to College or personal property.

17. Violation of Federal, State, and/or Local Law

a. Misconduct which constitutes a violation of any provisions of federal, state, and/or local laws.

18. Violation of Published College Policies, Rules, or Regulations

a. Violation of any published College policies, rules, or regulations that govern student or student organization behavior.

b. Violating a published College policy governing residence life or breaching a Housing and Residential Life contract.

19. Abuse of the Discipline System

a. Failure of a student to comply with or respond to a notification to appear, during any stage of an investigation or disciplinary proceeding. Failure to appear will not prevent the designated disciplinary officer from proceeding with an investigation of disciplinary action.

b. Falsification, distortion, or misrepresentation of information in disciplinary proceedings.

c. Disruption or interference with the orderly conduct of a disciplinary proceeding.

d. Filing an allegation known to be without merit or cause.

e. Discouraging or attempting to discourage an individual's proper participation in or use of the disciplinary system.

f. Influencing or attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the disciplinary proceeding.

g. Harm, threat of harm, or intimidation, either verbally, physically, or written, of a member of a disciplinary body prior to, during, and/or after disciplinary proceedings.

h. Influencing or attempting to influence another person to commit an abuse of the discipline system.

i. Aiding, abetting, conspiring, or being an accessory to any act prohibited by this code is to be considered the same as a violation.

j. Retaliation against any person or group who files grievances or provides evidence, testimony, or allegations in accordance with the Student Code of Conduct.

k. Failure to comply with the sanctions, conditions, and/or restrictions imposed under the Student Code of Conduct by a designated disciplinary officer or College official.

l. Failure to maintain a current legal mailing address in the DragonZone or giving a false or fictitious address to an institutional representative.

20. Guests

a. Students may be responsible for the behavior of guests, including any violations of the Student Code of Conduct (e.g., guests bring alcohol onto campus).

b. Persons visiting who have been evicted and/or advised of criminal trespass from the residence halls/campus for any reason following eviction/trespassing.

21. Possession of a Pet on Campus

a. Other than a service/emotional support animal, pets are not allowed in campus housing without prior approval from the Director of Residence Life.

b. Other than service animals, pets are not allowed in campus buildings without prior approval from the Vice President of Student Services.

22. Entry without Permission

a. Entering any private room, locked building, or common area without following security procedures or obtaining appropriate permission is prohibited.

23. Complicity

a. Attempting, aiding, abetting, conspiring, hiring, or being an accessory to any act prohibited by the Student Code of Conduct shall be considered to the same extent as completed violations.

24. Disorderly Conduct/Breach of Peace

a. Engaging in conduct on College premises or at College-sanctioned events, which a reasonable person would believe to be violent, abusive, indecent, obscene, profane, unreasonably loud, or disorderly, and which has a tendency to disturb the peace.

b. Engaging in conduct on College premises or at College-sanctioned events which a reasonable person would believe to be maliciously disturbing, threatening, or insolent, and which has the tendency to cause a disturbance of the peace.

c. Engaging in conduct that aids and abets another in a disturbance of the peace to the College or to a College-sanctioned event.

25. Ethical or Professional code violation

a. Violation of licensure board rules and regulations, state and federal laws, and/or other applicable regulatory or privileges issues: as defined by the student's program or professional association or licensure board, as may be applicable to the student(s), or applicable laws and regulations.

26. Photographing, Recording, or Spying

a. Secretly viewing, with or without a device, another person without that person's consent in any location where the person has a reasonable expectation of privacy, or in a manner that violates a reasonable expectation of privacy. This does not apply to lawful security or surveillance filming or recording that is authorized by law enforcement or the College.

27. Unmanned Aircraft Systems (UAS)

a. The use of any unmanned aerial vehicle (i.e. drones) is prohibited on campus. Students seeking exemptions for the use of such devices in teaching or research may apply to the Vice President of Student Services.

II. Campus Disorder or Unrest

The following policies will be followed in case of campus disorders or student unrest or in the event any building or portion thereof is seized or occupied unlawfully.

The College President (or in the President's absence, the President's designee) will be notified immediately of any such activity. No other action shall be taken on behalf of the College until such notification has been made. Only the President (or in the President's absence, the President's designee) is authorized to call for assistance from law enforcement officials.

No conference will be held between any College official and 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 persons from such building, or portion thereof, thereby preventing the orderly conduct of school activities.

The College reserves the right to pursue civil, criminal, and college disciplinary remedies against any person involved in such activity.

III. Emergency Suspension (Danger to Self or Others)

The College President or the President's designee may immediately suspend a student in the event that it is reasonably determined that a student's continued presence on campus poses a significant danger to either the student or to others or if there is reasonable cause to believe that such an interim suspension is required to protect lives or property and to ensure the maintenance of order.

IV. Additional Campus Disciplinary Action

If a crime is committed on campus (including but not limited to murder, robbery, aggravated assault, burglary, or motor vehicle theft), the occurrence shall be reported to the proper authorities by calling 911 and should also be reported to Campus Safety (620-665-3379). Campus staff will consult with police agencies and any other applicable College official investigating the case, when appropriate, and will assist the victim as necessary in accordance with College policy and federal and state laws and regulations.

V. Disclosure of Disciplinary Information

1. Upon written request, the College will disclose to the alleged victim of a violent act or a sexual assault, the result of any disciplinary hearing conducted by the College. In the event that the alleged victim is deceased, the College will disclose the results of any hearing conducted to the student's next of kin upon written request.
2. In the event that a disciplinary investigation or action yields information upon which the College reasonably concludes that a crime may be committed or that an individual represents a danger to the individual or to others, the College may disclose information to appropriate parties without the student's consent.

Disciplinary Proceedings for Student Code of Conduct Violations

I. Initial Disciplinary Procedure

The Vice President of Student Services will designate disciplinary officers for purposes of dealing with issues of non-academic misconduct and for acting as hearing officers upon appeal. These officers include, but are not limited to, the director of Residence Life and Student Activities and the Executive Director of Student Affairs and Campus Safety.

For violations of the Student Code of Conduct (other than those that result in an immediate suspension as described in the [Student Code of Conduct](#) [Policy Number 1047]) that occur in a course or College program, the faculty member or department chairperson will inform the student of the alleged offense, and after an investigation and a conference with the student, will take one of the following actions:

1. Dismiss the allegation as unfounded.
2. Upon admission of guilt by the student, impose a level one sanction.
3. Upon admission of guilt by the student, recommend to a disciplinary officer the imposition of a level two sanction.
4. Determine guilt based upon reasonable evidence and impose a level one sanction.
5. Determine guilt based upon reasonable evidence and recommend to a disciplinary officer the imposition of a level two sanction.

Upon completion of the investigation, a written statement will be provided to the student and to the Executive Director of Student Affairs and Campus Safety detailing the allegation, the finding, and the sanction imposed or recommended. If a level two sanction is recommended, the author of the report will specify the following: (1) whether the behavior of the student is reasonably expected to cause continued disruption or interference with the school's operation and (2) whether the sanction should stand pending the outcome of any appeal.

For incidents that occur in areas other than those reasonably construed as academic, the College disciplinary officers or their designees will inform the student of the alleged offense, and after an investigation and a conference with the student, will take one of the following actions:

1. Dismiss the allegation unfounded.
2. Upon admission of guilt by the student, impose a level one sanction
3. Upon admission of guilt by the student, recommend to a disciplinary officer the imposition of a level two sanction; or as a disciplinary officer, impose a level two sanction.
4. Determine guilt based upon reasonable evidence and impose a level one sanction.
5. Determine guilt based upon reasonable evidence and recommend to a disciplinary officer the imposition of a level two sanction; or as a disciplinary officer, impose a level two sanction.

Upon completion of the investigation, a written statement will be provided to the student and to the Executive Director of Student Affairs and Campus Safety detailing the allegation, the finding and the sanction imposed or recommended. If a level two sanction is imposed or recommended, the author of the report will specify the following: (1) whether the behavior of the student is reasonably expected to cause continued disruption or interference with the school's operation and (2) whether the sanction should stand pending the outcome of any appeal.

The office of the Executive Director of Student Affairs and Campus Safety will maintain disciplinary files on each case. The office of the Director of Residence Life and Student Activities will maintain disciplinary files on each case that involves housing discipline.

Disciplinary Sanctions

Sanctions are divided into two categories as described below. When sanctions are imposed, it is the responsibility of the student to abide by sanctions applied and to follow established procedure in connection with any appeal from decisions imposing such sanctions.

If a sanction is imposed that has a time limit and the time remaining in the semester or school year is less than the sanction imposed, the sanction will carry forward to the next semester or college year that the student attends HutchCC.

Level One Sanctions

Imposed for less serious violations of the Student Code of Conduct, level one sanctions include those sanctions not ordinarily imposed for conduct described under level two sanctions. Level one sanctions include but are not limited to the following:

1. Warning - oral or written reprimand from the disciplinary officer to the student on whom it is imposed.
2. Dismissal from a class period by the instructor - if a student is disruptive in a classroom, lab, or other structured learning activity, they may be immediately dismissed for the remainder of the period without an investigation or conference.
3. Dismissal from a section of a class by the instructor and department chair.
4. Probationary periods in a class, activity, housing, food service area, recreation area, or other environments where a violation has taken place.
5. The imposition of College service work or community service work.
6. Restriction of privileges including, but not limited to access to services, visitation in housing, recreational services, food service area, parking, and entrance into College events.
7. Required professional consultation (e.g., counseling, medical, psychological, drug and alcohol, etc.) to address behavioral problems.

Level Two Sanctions

Level two sanctions are imposed for repeated or serious offenses that, in the judgment of the disciplinary officer, merit the imposition of level two sanctions. These sanctions are college-wide and include but are not limited to:

1. Educational sanctions - completion of a reflection or research paper, attending a class, attending a program, attending a lecture, or other actions.
2. Disciplinary probation - indicates that the student has engaged in unacceptable behavior and that further violation may result in more severe disciplinary action which may include suspension. Failure to meet the conditions will be considered an additional violation.
3. Administrative withdrawal from a class or classes.
4. Withholding of grades, official transcript, or degree - the disciplinary officer may withhold the issuance of an official transcript, degree, grade, or certificate of completion from a student alleged to have violated the Student Code of Conduct. The disciplinary officer may take such action pending an investigation, disciplinary hearing, appeals hearing, and/or exhaustion of appeal rights.
5. Suspension of rights and privileges - including but not limited to participation in intramural or extracurricular activities, election to student office, housing or visitation privileges, and other student activities. Suspension will be for a specified period and may impose limitations to fit the case, including removal from office or activities. Suspension may include prohibition from representing the College. This penalty does not supersede or negate the rights of responsibility of any director of such activities to take interim action as necessary.
6. Bar against readmission for a specified period, and/or drop from current enrollment, and/or drop from enrollment in one or more courses. This sanction may become a part of the student's permanent record and may be removed upon completion of the sanction period at the student's request.
7. Restitution - reimbursement for damages to or misappropriation of College, student, employee, or guest property. Restitution may be monetary or by specific duties.
8. Denial of degree - a student found in violation of the Academic Honesty and Appeal Policy & Procedure (Policy Number 1002) may be denied his/her degree. This sanction will become a part of the student's permanent record.
8. Failing grade, or other academic penalty - other academic penalties could include reduction of grade in a test, course, or other academic work, and/or performance of additional academic work not required of other students in the course.

9. Suspension from the College for a specified period - during such a suspension, a student will not attend class or participate in College campus activities (prohibits the student from entering the College campus without prior written approval of the Vice President of Student Services).

10. Expulsion from the College - expulsion may be permanent or for a specific period not less than one year. Permanent dismissal from the College prohibits the student from entering the College campus without prior approval of the Vice President of Student Services. Expulsion may include receiving a failing grade for all classes in which the student is currently enrolled.

11. Revocation of a degree, grade, or certification may be imposed when the student violates the [Academic Honesty and Appeal Policy & Procedure](#) (Policy Number 1002).

12. Bar from all HutchCC Campus locations after suspension or dismissal - a student who has been suspended or dismissed from a state-supported institution of higher education after a hearing, in accordance with procedures established by the institution, for disrupting the orderly operation of the Campus or facility of the institution, as a condition of the suspension or dismissal, may be denied access to the Campus or facility, or both, for a period of suspension. In the case of dismissal, the period of suspension should not exceed one year.

13. Eviction or barred from campus housing.

II. Appeal of a Level One Sanction

Within three business days (a business day is defined as a day that the College is open for business) after the date a sanction is imposed against a student by a disciplinary officer, the student or a representative of the College may appeal the disciplinary officer's decision by communicating in writing a request for appeal. The request for appeal should contain a description of the disciplinary officer's decision being appealed, the date the offense took place, and the requested outcome. Requests for appeal should be returned to the Executive Director of Student Affairs and Campus Safety, either in person, by mail (must be postmarked within 3 business days after an imposition of a sanction), or email. If an appeal is not received by the College or the student within the period stated above, the student or the College will be deemed to have waived the right of appeal and the disciplinary officer's decision will be deemed final.

In the event of an appeal to the Executive Director of Student Affairs and Campus Safety, the Executive Director of Student Affairs and Campus Safety will interview the student and the disciplinary officer and either affirm, modify, or reverse the disciplinary officer's decision. The decision of the Executive Director of Student Affairs and Campus Safety shall be final and not subject to further appeal.

III. Appeal of a Level Two Sanction

Within three business days (a business day is defined as a day that the College is open for business) after the date of the electronic notification of the imposition of a sanction against a student by a disciplinary officer, the student or a representative of the College may appeal the disciplinary officer's decision by communicating in writing a request for appeal. The request for appeal should contain a description of the disciplinary officer's decision being appealed, the date the offense took place, and the requested outcome. Requests for appeal should be returned to the Executive Director of Student Affairs and Campus Safety, either in person, by mail (must be postmarked within 3 business days after an imposition of a sanction), or by email. If an appeal is not received from the College or the student within the period stated above, the student or the College will be deemed to have waived the right of appeal and the disciplinary officer's decision will be deemed final.

IV. The Discipline Committee

Upon receipt of the appeal of a level two sanction, a hearing officer will be appointed to chair a hearing before the College's Discipline Committee. The hearing officer will be a person other than the disciplinary officer whose decision is being appealed. The discipline committee shall be chaired by a hearing officer appointed by the Vice President of Student Services or designee and is composed of representatives from administration, faculty, and the student body. To hear an appeal, the Committee will consist of a minimum of two members and a designated hearing officer, and will include at least one administrator, one faculty member, and one student.

The student will be notified by email at least three business days before the hearing. The notice will state the time, date, and place of the hearing. The hearing will be held within ten business days of receipt of the request for appeal. If a student

appeals and fails to appear for the scheduled appeal hearing, the Committee will dismiss the appeal and the earlier decision will be deemed final.

At any hearing before the Discipline Committee the following will occur:

1. The student will have the right to hear charges of conduct violations read.
2. Each party will have the right to have an adviser present (including an attorney) at the party's own expense. Although each party has the right to have an adviser present, the adviser may not speak for the College or the student or cross-examine witnesses.
3. Each party will have the right to hear the testimony and see the evidence presented at the hearing.
4. Each party will have the right to present witnesses to be heard by the Committee.
5. Each party will have the right to provide a statement and give reasons supporting its position.
6. Proceedings will be recorded, except for Committee deliberations.
7. A written report will be prepared by the Committee affirming, modifying, or reversing the decision appealed. The Committee may modify the sanctions by either decreasing the severity of the sanctions or increasing the severity of the sanctions. Copies of the written report will be emailed to the student at the student's college email address and delivered to the Executive Director of Student Affairs and Campus Safety and to the Vice President of Student Services.

V. Appeal to the Vice President of Student Services

Within three business days after the date of the Discipline Committee's written report of its decision, the student or a representative of the College may appeal the Discipline Committee's decision. The request for appeal should contain a description of the Committee's decision being appealed, the reason for appeal, the date the offense took place, and the requested outcome. Requests for appeal should be returned to the Vice President of Student Services in writing. Appeals to the Vice President of Student Services are limited to the following:

1. A procedural error or omission occurred that significantly impacted the outcome of the hearing.
2. To consider new evidence, unknown or unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
3. The sanctions fall outside the range of sanctions the College has designated for this offense.

If neither of the parties appeal during the time specified, the Committee's decision will be deemed final.

If, in the opinion of the Vice President of Student Services, the behavior of the student is reasonably expected to cause continued disruption or interference with the school's operation, the Vice President may find that the sanction will stand pending the outcome of the appeal.

Upon receipt of a complete request for appeal, the Vice President of Student Services will review the recording and any written materials from the Discipline Committee hearing. At the Vice President's sole discretion, the parties may be asked to appear, or the parties may be asked to present additional evidence. If additional evidence is requested, it will be presented in a manner granting each party the same due process rights as those outlined above. Within ten days of receipt of the request for appeal or within ten days after the date upon which the parties appear or additional evidence is presented to the Vice President of Student Services, the Vice President of Student Services will affirm, modify, or reverse the decision of the Discipline Committee. The Vice President's decision is final and will be set forth in a written report and the report will be emailed to the student.

VI. Failure to Respond

If the charged student does not schedule or attend a mandatory meeting by the date specified in the notice or fails to follow instruction or submit requested documentation or information within a reasonable specified amount of time, the College may proceed with adjudication of the case in the student's absence. In such cases, the student, by failing to respond or participate, will have waived any right to further due process.

Instructional Staff

Nabil Abdullah - Computer Support Specialist

MS, Computer Science - University of Windsor - 2004

Joyce Armbrust - Nursing

MSN, Nursing - Wichita State University - 2007

BS, Nursing - St. Mary of the Plains College - 1987

Kane Austin - Agriculture

MS, Community & Leadership Development - University of Kentucky - 2018

BS, Agriculture - Kansas State University - 2016

Brian Baker - Manufacturing Engineering Technology

Universal CFC Certification

Miriam Barton - English

MA, English - Kansas State University - 2019

Erin Beavers - Chemistry

MS, Chemistry - Kansas State University - 2008

BS, Chemistry - Emporia State University - 2005

Travis Booe - Physical Therapist

MS, Healthcare Leadership (MHCL) - Friends University - 2008

BBA, Accounting - Pittsburg State University - 1997

AAS, Physical Therapy Assistant - Colby Community College - 2000

David Bosworth - Mathematics

MS, Integrated Sciences, Mathematics Option - University of Colorado-Denver - 2006

BS, Mathematics - Metropolitan State University of Denver - 1995

Charles Buller - Chemistry

PhD, Chemistry - Kansas State University - 1996

MS, Chemistry - University of Nebraska-Lincoln - 1983

Amber Carithers - English

MA, Teaching - Friends University - 2015

MA, Liberal Studies - Fort Hays State University - 2020

BAE, English Language Arts - Wichita State University - 2013

Michelle Carey - Biology

MS, Kinesiology - Kansas State University - 2009

BS, Kinesiology - Kansas State University - 2005

Max Carroll - English

MA, English - Emporia State University - 1996

BA, English - Emporia State University - 1993

Alison Casebolt - Nursing

MSN, Nursing - Educator Track - Liberty University - 2012

BSN, Nursing - Fort Hays State University - 2005

AA, General Studies - Hutchinson Community College - 2001

Jack Cassidy - Music

DMA, Musical Arts - University of Illinois Urbana-Champaign - 2022

MM, Music - DePaul University - 1991

BM, Jazz Studies - Indiana University - 1983

Courtney Cauble - Welding

AAS, Welding Technology - Hutchinson Community College - 2012

Tracy Chadwick - Computer Drafting

MS, Instructional Design Technology - Emporia State University - 2022

MBA, Business Administration - Wichita State University - 2007

BBA, Production/Operations Management - Kansas State University - 2001

AAS, Computer Drafting - Hutchinson Community College - 1998

AA, General - Hutchinson Community College - 1998

David Chastain - Success Seminar

MS, Justice Studies / Administration - Pittsburg State University - 2003

BS, Social Work - Pittsburg State University - 2001

Kelly Clasen - English

PhD, English - University of North Texas - 2011

MA, English - University of North Texas - 2006

BS, Journalism - University of Kansas, The - 2000

AA - Hutchinson Community College - 1998

Jillene Cunningham - Computer Support Specialist

MS, Instructional Design Technology - Emporia State University - 2004

BBA, Office Management Systems - Fort Hays State University - 2000

Lisa Davies - Nursing

MSN, Nursing - National American University - 2013

BSN, Nursing - Newman University - 1995

AASN, Nursing - Hutchinson Community College - 1986

AA, Elementary Education - Hutchinson Community College - 1981

Jeff Deal - Fire Science

AAS, Fire Science - Hutchinson Community College - 2003

Daniel Deane - Psychology

PhD, International Psychology - The Chicago School of Professional Psychology - 2021

MA, Psychology - The Chicago School of Professional Psychology - 2015

BA, Psychology - Saint Leo University - 1997

Dalene Deck - EMS Instructor

MBA, Business Administration - Friends University - 2012

BS, Organizational Management & Leadership - Friends University - 2009

Kansas Paramedic

Jennifer Desmond - Public Health/Safety

BS, Nursing - Western Governors University - 2023

AAS, Nursing - Hutchinson Community College - 2011

Madison Desmond-Ensminger - Public Health/Safety

Certificate of Completion, Nursing-Practical Nurse (LPN) - Hutchinson Community College - 2019

Wesley DeWitt - Cosmetology

GD, Cosmetology - Sidney's Hairdressing College - 2009

Ryan Diehl - English

PhD, Educational Studies - University of Nebraska-Lincoln - 2020

MA, English - Emporia State University - 2007

GDIP, Cultural Studies - University of Melbourne in Australia - 2006

BA, English and History - Emporia State University - 2004

Cathy Diggs - Health Information Management

BS, Health Information Administration - Dakota State University - 2007

AAS, Health Information Technology - Hutchinson Community College - 1998

Nick Dryden - English

MA, English - Wichita State University - 2015

BA, English Language and Literature - Wichita State University – 2013

Eric Dudley - History

PhD, History - Kansas State University – 2016

MA, History - Kansas State University - 2012

BA, California State University Sacramento - 2010

Thayne Ediger - Physical Education

M.Ed., Education - Wichita State University - 2006

BS, Education - Northwestern Oklahoma State University - 1994

Erin Ellis - Success Seminar

MS, Rehabilitation Counseling - Emporia State University – 2003

BS, Sociology - Emporia State University - 2000

AA, General Studies - Hutchinson Community College – 1997

Lisa Elstun - Nursing

BS, Nursing - Wichita State University - 2016

Miranda Engelken – Business

MAcc, Accountancy - Emporia State University - 2021

BS, Business Education – Fort Hays State University – 2016

BS, Business Administration – McPherson College – 2005

AA – Hutchinson Community College - 2004

Lael Ewy - English

MFA, Creative Writing - Wichita State University - 1999

BGS, General Studies English - Wichita State University - 1995

Ryan Ewy - Technology

AS - Hutchinson Community College - 2019

AAS, Computer Drafting Technology-Architectural CAD - Hutchinson Community College - 2018

AAS, Construction-Residential - Hutchinson Community College - 2017

Bethany Faimon - English

MA, English - University of Nebraska at Kearney - 2024

BAE, English - University of Nebraska at Kearney - 2016

Bonnie Folkerts - Health Information Management

MS, Instructional Technology - Fort Hays State University – 2011

BS, Technology Leadership - Fort Hays State University - 2009

AAS, Health Information Management – Hutchinson Community College - 2005

Staci Ford - Nursing

Ed.D., Higher Education - Concordia University - 2020

MSN, Nurse Education - Oklahoma University Health Sciences Center - 2007

BSN, Nursing - University of Central Oklahoma - 1997

Jennifer Forker - Early Childhood Education

ME, Educational Leadership - Wichita State University – 2009

BS, Elementary Education - Bethel College - 1997

AAS, Legal Assistant – Hutchinson Community College - 1992

Sydney Fountain - Psychology

MA, Psychology - Stephen F. Austin State University - 2019

BA, Psychology - Southwestern College - 2017

Jon Friesen - EMS Instructor

MS, Organization Development - Friends University - 2008

BS, Human Resource Management - Friends University - 1998

AA, General Studies - Friends University - 1996
Kansas Paramedic

Lindsey Galloway - Nursing

BS, Nursing - Hesston College - 2018

Amy Goforth - Art

MA, Commercial Art - Pensacola Christian College - 2010

BS, Visual Arts - Pensacola Christian College - 2008

Debra Graber - Success Seminar

MS, Family Therapy - Friends University - 2012

MS, Horticulture - Kansas State University - 1985

BS, Agriculture - Kansas State University - 1981

Roger Graham - EMS Instructor

BS, Emergency Medical Sciences Administration - Columbia Southern University - 2025

AAS, Emergency Medical Science-Paramedic - Hutchinson Community College - 2013

Stevie Gulick - Cosmetology

GD, Cosmetology - Sidney's Hairdressing College - 2011

Brad Hallier - Journalism

MS, Digital Content Strategy - Kansas University - 2023

BS, Journalism - University of Kansas - 2000

AA - Allen Community College - 1997

Norine Hamby - Surgical Technology

AAS, Surgical Technology - Hutchinson Community College - 2022

Certificate of Completion, Surgical Technology - Hutchinson Community College - 2003

Alex Hass - Cosmetology

BBA, Business Management – Friends University – 2016

GD, Cosmetology - Sidney's Hairdressing College - 2011

Heath Hensley - Computer Support Specialist

BS, Technology Leadership - Fort Hays State University - 2025

AGS - Hutchinson Community College - 2021

IT Technical Services for numerous businesses 2000-2018

Mariana Hernandez Razo - Spanish

PhD, Modern Foreign Languages - The University of Tennessee Knoxville - 2014

MA, Spanish - San Diego State University - 2009

BA, Spanish - San Diego State University - 2006

Shelli Hines - Nursing

MSN, Nursing - Grand Canyon University - 2020

BSN, Nursing - Wichita State University - 1990

Amy Hoffman - Nursing

BS, Nursing - Indiana University - 2015

BS, Psychology - Manchester University - 2005

Lacey Hoskinson - Radiology

BS, Medical Diagnostic Imaging - Fort Hays State University – 2003

AS, Radiologic Technology - Fort Hays State University - 2002

Jerry Houchin - Respiratory Care

BS, Respiratory Therapy - University of Kansas, The - 1985

Rolfe Huebner - Automation Engineering Technology

BS, Occupational Education - Southern Illinois University at Carbondale - 1985

Payton Isaacson - Cosmetology

AAS, Cosmetology - Hutchinson Community College - 2019

Kimberly Ivancovich – Art

MA, Art History - Pennsylvania State University - 2006

BFA, Applied Visual Arts-Photography - Oregon State University - 2003

BA, Art History - Oregon State University - 2003

Kim Jarvis - Public Health/Safety

AAAS, Nursing - Hesston College - 2005

Frances Johannsen - English

MFA, Creative Writing - Wichita State University – 2007

BA, Psychology - University of Mississippi - 1986

Kim Johnson - Business

MS, Personal Financial Planning - Kansas State University - 2025

MS, Instructional Technology-Fort Hays State University - 2020

MBA, Business Administration - Kennesaw State University - 2005

BS, Business Administration - Kansas State University - 2001

BS, Education -Business - Kansas State University – 2001

AA, Business - Hutchinson Community College - 1997

Roy Johnson - Business

PhD, Curriculum & Instruction - Kansas State University - 2012

MS, Personal Financial Planning - Kansas State University - 2025

MS, Instructional Design Technology - Emporia State University - 2006

MBA, Business Administration - Emporia State University - 2001

BS, Business - Emporia State University - 1999

Ginger Jones - Public Health/Safety

BS, RN to BSN - Bethel College - 2022

AAS, Nursing - Brown Mackie College - 2013

AS - Barton Community College - 2008

Teresa Klattenhoff-Newton - Speech

MA, Drama - University of Arkansas - 2001

Kim Koerner - Nursing

MS, Nursing - Kansas University - 2018

BS, Nursing - Fort Hays State University - 2013

AAS, Nursing - Hutchinson Community College - 2000

Patty Kolarik - Business

MA, Education, Curriculum & Instruction - Wichita State University – 1996

BAE, Secondary Education-Business - Wichita State University - 1982

David Krueger - Technology

BS, Agri-Business - Northwestern Oklahoma State Univ – 1996

AAS, Agriculture Diesel Mechanics - Hutchinson Community College - 1993

Christopher Lau - Success Seminar

MS, Family Therapy - Friends University – 2007

BA, Psychology/Sociology - Northwest Missouri State Univ - 2005

AS - Hutchinson Community College - 2003

Judson Lee - Music

MM, Choral Conducting - Simpson College - 2022

BA, Music Applied - Wartburg College - 2014

Josh Lewis - Welding

AAS, Auto Collision Repair - Southeast Community College - 2000

Rhonda Lippert - English

MA, English - Fort Hays State University - 2015

BS, Clinical Laboratory Science - University of Cincinnati - 2007

Angela Logan - Philosophy

MDiv, Divinity - Abilene Christian University - 2020

Denise Lovell - Health Information Management

BA, Elementary Education - Drury University - 1995

Cert., Health Information Management-Emphasis in Cancer Registry Management - Hutchinson Community College - 2020

Victor Martinez Gonzalez - Automation Engineering Technology

AAS, Automation Engineer Technology - Hutchinson Community College - 2020

AAS, Manufacturing Engineering Technology - Hutchinson Community College - 2020

Certificate of Completion, Industrial Electrical Technology - Hutchinson Community College - 2020

Certificate of Completion, Industrial Mechanical Maintenance - Hutchinson Community College - 2020

Deidre Mattox - Theatre

MA, Speech - Kansas State University - 1996

BA, Theatre - Kansas State University - 1992

AA - Hutchinson Community College - 1990

Mike McCandless - Fire Science

BA, Communication - Fort Hays State University - 1989

Michelle McClendon - Speech

MA, Communication - Wichita State University - 2003

BS, Agriculture - Kansas State University - 1993

Kent McKinnis - Agriculture

MS, General Agriculture - Stephen F Austin State University - 2000

BS, Agribusiness-Stephen F. Austin State University - 1995

Terri McQueen - Mathematics

MS, Curriculum and Instruction - Emporia State University - 2011

BS, Mathematics - Emporia State University - 1988

BS, Business/Finance - Emporia State University - 1988

Cliff Moore - EMS Instructor

MBA - University of Phoenix - 2014

BS, Computer Technology - Southwestern College - 2006

AAS, MICT, Cowley County Community College - 2001

De'Nae Mullins - Nursing

AAS, Nursing - Dodge City Community College - 2021

Certification of Completion, Nursing-Practical Nursing - Hutchinson Community College - 2014

Dan Naccarato - Business

MBA, Business Administration - Emporia State University - 1985

BS, Business Administration - Emporia State University - 1982

Todd Neises - Agriculture Diesel Mechanics

Exon Chemical Company-Maintenance Mechanic - 2 years experience

Cargill-Maintenance Supervisor - 6 years experience

Wildcat Construction-Equipment Supervisor - 4 years experience

John Deere-Heavy Equipment Operation/Truck Driver (CDL) - 3 years experience

Jesse Newberry - Computer Support Specialist

BS, Information Networking & Telecom (web development) - Fort Hays State University - 2013

AAS, Computer Support Specialist - Hutchinson Community College - 2008

Kim Newberry - Sociology

MA, Sociology - Kansas State University – 2003
BS, Psychology - Louisiana State University A & M - 2000

Jessica Niblack - Sociology

MA, Sociology - Wichita State University – 2013
BA, Women Studies - Wichita State University - 2010

Mark Nolen - Biology

PhD, Biological Sciences - Purdue University - 2010
BS, Animal Ecology - Iowa State University - 2002

Brian Nuest - Psychology

PhD, Psychology - Human Factors - Wichita State University – 2006
MS, Psychology - Emporia State University - 1993
BA, Behavioral Science - Sterling College - 1990

Bobby Obermite - Media Communication & Production

BGS, General Studies / Film & Media Studies - University of Kansas, The - 2011

Susan O'Sullivan - Physical Therapist

PhD, Physical Therapy - Wichita State University - 2011

Taliatha Palmer - Psychology

MS, Psychology - Fort Hays State University - 2017
BA, Art History & Cultural Studies - Brigham Young University - 2001

Tricia Paramore - Biology

PhD, Educational Studies - University of Nebraska-Lincoln – 2007
MA, Biology - University of Kansas, The - 1995
BS, Biology (Cellular Biology) & (Genetics) - University of Kansas, The - 1993

Blair Pauly - Animation

BA, Digital Art-3D Computer Animation - Bethany College – 2016
AAS, Visual Media Design-Emphasis in Animation & Game Development - Hutchinson Community College - 2013

John Pendergrass - Automation Engineering Technology/Manufacturing Engineering Technology

Certified Manufacturing Engineering HVAC- Hutchinson Community College- 2007

Tom Percy - History

PhD, History - University of Kansas, The – 2006
MA, History - Midwestern State University - 1990
BA, History - Brock University - 1988

Allen Pinkall - Mathematics

MS, Mathematics - Wichita State University – 2008
BS, Mathematics - Fort Hays State University - 1995

Ryan Pinkall - Biology

MS, Biology - Fort Hays State University - 2012
BS, Field Biology - Friends University - 2007

Rebecca Poland - Radiology

MPS, Medical Imaging Sciences-Education - Fort Hays State University - 2024
BS, Medical Diagnostic Imaging - Fort Hays State University - 2007
AS, Radiologic Technology - Fort Hays State University - 2007

Kristen Price - Biology

MS, Biomedical Engineering - Wichita State University - 2024

Joseph Ralph - Media Communication & Production

BA, Psychology - Kansas University - 2012

AAS, Media Communication and Production - Hutchinson Community College - 2018

Shaun Reimer - Public Health/Safety

AAS, Emergency Medical Science-Paramedic - Hutchinson Community College - 2013

Erin Roberts - Physics

MS, Physical Science - Emporia State University- 2019

BS, Earth Science - Emporia State University - 2016

Todd Sazama - Radiology

MA, Health Care Leadership - Friends University – 2009

BS, Medical Diagnostic Imaging - Fort Hays State University - 1996

AS, Radiologic Technology - Fort Hays State University - 1996

James Shannon - Automation Engineering Technology/Manufacturing Engineering Technology

AAS, Automation Engineer Technology - Hutchinson Community College - 2015

Jennifer Shaw - Speech

PhD, Communication - Regent University - 2024

MA, Communication/Speech Communication - University of Central Missouri - 2015

Kimberly Shea - Mathematics

MS, Curriculum & Instruction - Emporia State University - 2015

BS, Business Administration - Kansas University - 1989

Greg Siefert - Welding

MS, Career & Technical Education - Pittsburg State University - 2017

BS, Vocational-Technical Education - Pittsburg State University - 2015

AAS, Machining Technology - Hutchinson Community College – 2007

AAS, Welding Technology - Manhattan Area Vo-Tech School - 2003

Connie Smarsh - Public Health/Safety

BSN, Nursing - The University of Kansas - 2015

AAS, Nursing - Butler Community College - 2012

AA, Hutchinson Community College - 2011

Dan Smith - Physics/Physical Science

PhD, Physics - Kansas State University – 1996

MS, Physics - Univ of Illinois@Urbana-Champaign – 1991

BS, Physics - Kansas State University - 1989

AA - Hutchinson Community College - 1986

Jamie Smith - Computer Support Specialist

BS, Information Networking and Telecommunications - Fort Hays State University - 2019

AAS, Computer Support Specialist - Hutchinson Community College - 2013

AAS, Networking - Hutchinson Community College - 2013

Mark Smith - EMS Instructor

BS, Biology - Baker University – 1983

Kansas Board of EMS Certification – Paramedic - 2026

Matt Smith - Business

MBA, Business - Friends University – 2010

BBA, Accounting - Friends University - 2008

AS, Business Administration - Butler Co. Comm. College - 2005

Molly Stahl - Speech

MA, Communication - Wichita State University - 2011

Eric Stambaugh - Music

BM, Music Education - Kansas State University - 1998

MM, Music - Kansas State University - 2003

Melissa Stanton - English

MFA, Creative Writing - Wichita State University – 2000
MA, English - Wichita State University - 1992
BSE, Secondary Education and English - Emporia State University - 1987

Milissa Steffen - Nursing

MS, Nursing - Pittsburg State University - 2025
BS, Nursing - Walden University - 2021
AAS, Nursing-RN Traditional - Hutchinson Community College - 2014

Dani Stevenson - Cosmetology

GD, Barbering - Paul Mitchell The School Wichita - 2024
GD, Cosmetology - Academy of Hair Design - 2003

Marcia Stoesz - Mathematics

MS, Statistics - Southern Methodist University - 1992
BA, Mathematical Science - Bethel College - 1977

Haley Stropes - Surgical Technology

Certificate of Completion, Surgical Technology - Hutchinson Community College - 2005

Patrick Sullivan - Nursing

MS, Nursing - Pittsburg State University - 2024
BSN, Nursing - Regis University - 2006

Misha Thompson - EMS Instructor

AAS, Emergency Medical Science-Paramedic - Hutchinson Community College - 2013

Becky Warman - Health Information Management

AAS, Health Information Technology - Hutchinson Community College - 1998

R.C. Watson - Fire Science

AAS, Fire Science - Hutchinson Community College - 1998

Christine Watters - Nursing

MSN, Nursing - Western Governors University - 2018
BSN, Nursing - Fort Hays State University - 2017

Heath Weninger - Agriculture Diesel Mechanics

AAS, Agriculture Diesel Mechanics - Hutchinson Community College - 1991

Jennifer Wiens - Chemistry

MS, Biology - Kansas State University – 1996
BS, Fisheries & Wildlife Biology-Fisheries Biology - Kansas State University - 1994

Katherin Wilkerson - Respiratory Care

MS, Respiratory Care - Boise State University - 2023
BA, Political Science-Public Administration - Wichita State University - 1998
AAS, Respiratory Care - Hutchinson Community College - 2019

Benjamin Williams - Agriculture

MS, Animal Science, (meat science & muscle biology) - University of Nebraska-Lincoln – 2009
BS, Animal Science & Industry - Kansas State University - 2007
AS, Agriculture - Butler Co. Comm. College - 2005

Matt Wilper - Economics

MBA, Baker University - 2015

Casey Worley - Mathematics

MS, Mathematics - Wichita State University - 2018
BS, Mathematics - Wichita State University - 2017

Rob Yates - Speech

MFA, Creative Writing - Wichita State University - 2022

AA, Hutchinson Community College - 2008