



## Enrollment & Academic Information

### LEARNING CALENDAR

The school year generally consists of a fall and a spring semester of 16 weeks each and a summer session of eight weeks. A variety of scheduling options are available during any semester, i.e., four-, six-, and eight-week sessions. Intersessions are typically scheduled the two weeks prior to the beginning of Fall, Spring and Summer sessions. Credit is granted on the semester hour basis. To graduate in four semesters, a student should plan to complete at least 15 to 16 hours of college-level credit each semester.

### ENROLLMENT CHECK LIST

- **Do you have a current application on file?** Be sure to verify address, phone numbers, and other pertinent information each semester via Pipeline or with an advisor.
- **Do you have an Educational Plan?** Visit with an academic advisor for assistance in developing a plan for success.
- **Do you plan to take an English or math course?** If you do, you must take the ACT or ASSET/COMPASS test before enrolling in a math or English course or provide a college transcript showing completion of the prerequisites for the courses in which you plan to enroll. (See placement testing for more information.)
- **Courses with prerequisites will be strictly monitored.** Courses taken at other institutions to fulfill these requirements need to be submitted to the Registrar via an official transcript prior to enrolling. In limited situations, advisors may (with appropriate documentation) temporarily override prerequisites.
- **Do you plan to enroll online?** If so, contact an advisor each semester to develop or check on your Educational Plan and to have your registration account enabled. For more information see pipeline information or visit [pipeline@butler](mailto:pipeline@butler) on Butler's homepage at [www.butlercc.edu](http://www.butlercc.edu).

**Remember:** If registering online, you as a student, take responsibility for the implementation and fulfillment of your Educational Plan. Advisors are available to assist you in meeting your educational goals and aspirations.

- **Can I enroll at any location?** If you choose to enroll in person rather than online, you can enroll at any location with the exception of McConnell. If you are interested in classes at McConnell Air Force Base, contact a McConnell advisor. Due to military regulations, international students and other non U.S. citizens are not allowed to take courses at McConnell Air Force Base. **The Air Force also requires a background check two weeks prior to enrolling.**
- **Are there deferments by third party payments?** Tuition payments deferred by third party payments must have written authorization from paying party.
- **What if I need to simultaneously drop and add?** During the refund period, students wishing to change their schedules in person will be charged a \$10 service fee. There is no service fee for dropping a class via Pipeline. Students who withdraw from a course after the refund period and add another course will not receive a refund for the dropped course and will be required to pay for the added class at the time of enrollment. Adds, drops and withdrawals are not accepted via phone.

### COLLEGE ORIENTATION

All first-time, full-time freshmen students are required to enroll in Student Connect, OR 102. Should a student not be successful in this one hour class, he/she assumes the responsibility to re-enroll until the course is successfully completed.

### HOW TO USE PIPELINE

Pipeline is your central source for Butler information. Besides providing convenient, easy access to e-mail and college announcements, Pipeline offers you numerous ways to enrich your student life. Services include: adding and dropping classes, online transcripts and grades, degree audits, financial aid and account information, record updates, and much more!

#### How to get started:

1. Go to Butler's homepage at [www.butlercc.edu](http://www.butlercc.edu).
2. Log in to the system by entering your user name and password at the top of the homepage. This is the first initial of your first name and usually your full last name. i.e. Linda Johnson = ljohnson Those with common last names such as Johnson in the example may have a number added to the end of his or her user name i.e. Lynn Johnson = ljohnson2 to signify a different user. Your initial password is your six digit birth date i.e. 050180 = May 1, 1980. Contact the Helpdesk at 316-322-3306, or 316-733-3306 from the Wichita metro area, for log in assistance.
3. After logging in the first time, a screen will appear telling you that your password has expired. You must choose and confirm a new password. Your new password must be between 4 and 10 characters in length using letters and numbers only you remember. DO NOT share your new password with anyone else! Additionally, you will be asked a series of questions the answers you give will be encrypted to protect your privacy, which will be used to verify your identity should you forget your password.
4. You should now be at the "My Homepage" page. Personal and Campus announcements, your e-mail Inbox and Quick Clicks are accessible from here.
5. Most of the more frequently used services to students are available from the "Student Quick Clicks" channel on the My Homepage tab. Other services are available by going to the "Student Services" tab. Students' course information is accessible from the "My Courses" tab.

#### How to access registration pages:

To add and drop classes through Pipeline you will need to contact an advisor each semester to have your registration account enabled. Go to *Release to Enroll* link. Some classes are not available to add and drop online due to dates or durations outside of the normal structure. Contact an advisor ( 316-322-3163 or e-mail [advising@butlercc.edu](mailto:advising@butlercc.edu)) for information regarding these classes.

\*\* Don't forget to log out when you're finished by clicking the "Logout" icon and closing your browser. This will ensure your records are secure. Not all classes are available for dropping or adding once the semester begins. Please allow time prior to published deadlines in case you need advisor assistance.

### ACADEMIC LOAD

#### Fall and Spring

Full-time Status .... 12 hours or more of semester credit  
Part-Time Status... less than 12 hours of semester credit  
Maximum Load..... 18 hours of semester credit

#### Summer

Full-Time Status ... 6 hours of semester credit  
Part-Time Status... less than 6 hours of semester credit  
Maximum Load..... 12 hours of semester credit

For financial aid purposes, class load requirements may vary. Please see the Financial Aid section of the catalog for clarification.

A typical academic load for the traditional college student is 15-16 hours per semester and 6 hours during the summer session. A student may request permission to take more than the maximum hours from the Director of Enrollment Management, or Director of On-Site Advising. Permission may, or may not, be granted based on director's judgment. This judgment will be based on, but not limited to, the student's past academic record and extracurricular demands such as student activities and employment situations.

### ENROLLMENT PERIODS

It is **strongly recommended** that students enroll early to improve their chances of getting the schedule of classes desired.

Enrollment for the fall semester begins in March. Enrollment for the spring semester begins in October, followed by summer enrollment a few days later. Check the Learning Calendar in Pipeline for exact dates.

Students wishing to take responsibility for their own educational plan, which includes students selecting appropriate courses to fit their educational plans, must contact an advisor each semester to enable their online pipeline registration.

Students wishing to enroll in an English or Math course or a course requiring prerequisites, must provide appropriate documentation of previous test scores or coursework. As always, advisors are available to assist any student as needed.

### ENROLLMENT AND FEE PAYMENT

All students enroll and pay fees on dates directed and publicized by the Accounts Receivable Manager and Registrar. These directions and dates are issued prior to the enrollment periods for fall, spring, summer, and special sessions. Each session's schedule of enrollment encompasses a specific time frame and directions are developed and publicized accordingly on the Butler website, [www.butlercc.edu](http://www.butlercc.edu), and is listed as "Important Registration Dates" in Pipeline.

### STUDENT I.D. CARD

Students are issued a photo identification card for each academic year. Students should carry the card at all times. The card admits them to all college activities and is used to identify those who have contracted for meals at the cafeteria. A student I.D. card is required to make purchases utilizing financial aid and to purchase computer software at the Butler Bookstores, or to utilize college computer labs. Cards are available as soon as students have registered for classes, and can be acquired at multiple locations:

1. El Dorado: Registration counter. Hubbard Center.
2. Andover: Copy Center , 6000 building.
3. Wichita: Butler Service Center

### PLACEMENT TESTING

The Advising Center or Testing Center administers the ASSET and/or COMPASS placement test which provides students with information about their academic skills in reading, English, and math prior to class enrollment. Advisors review results with students, providing them options to enhance their academic success.



**CREDIT SOURCES  
SEMESTER HOUR CREDITS**

The basis for granting credits is the semester hour. A semester hour represents 55 minutes of classroom work per week for 16 weeks or its equivalent. A course worth three hours credit could meet three times a week for an hour, 2 times a week for 1 ½ hours or 1 time a week for 3 hours. Laboratory courses and skill courses usually require twice as many clock hours as semester hours credit granted for the course. Students should plan to spend an average of 2 hours outside preparation for every credit hour in which he/she is enrolled.

**ACT CREDIT**

Students may earn credit for English Composition I and Math if they receive a score of 31 or above on those areas of the ACT exam. Credit for English Composition I is given at the completion of English Composition II and the same grade will be assigned for both courses. Students need to notify the Registrar's Office by signing a retroactive credit form if they are eligible for this credit.

**COLLEGE LEVEL EXAMINATION  
PROGRAM CLEP TESTING**

College Level Examination Program (CLEP) exams are administered through the Testing Center at Butler of Andover. Interested students should contact the Advising Center at Andover (316) 218-6259 to arrange the examination.

A student must score at least the minimum level on any given test as established by the English and Mathematics departments. In addition, each student taking the English Composition test must write an essay and submit it to the English department for a review along with the examination. If the essay is of sub-standard quality, no credit will be given for English Composition I for any CLEP/ACT test. \*\* Students cannot test for English Composition II at Butler Community College.

**Note:** Nursing Students wishing to CLEP any of the seven prerequisite courses may do so; however, since credit hours are issued without grades for a CLEP exam, and since entrance into the program is based on the combined grades of the seven prerequisite courses, the CLEP course is considered equivalent to a grade of C which will be reflected in the final GPA computation.

**GENERAL EXAMINATIONS**

The Butler Registrar grants college credit subject to approval from the appropriate dean for the College Level Examination Program (CLEP) examinations on the following basis:

When a student presents a score representing the 50th percentile in one or more of the examinations, credit is recorded on the student's

transcript in the area in which the score was attained. A maximum of 30 hours of CLEP may be applied toward graduation.

Any student wishing to take a CLEP Subject Examination should contact the Butler Community College Advising Offices.

**Note: Important Information and Exclusions**

CLEP exams alone do not fulfill all degree requirements; students must complete 15 credit hours in residence at Butler. CLEP exams in science do not fulfill the laboratory science requirement for an associate degree. Butler does not offer departmental exams for credit. Butler does not allow CLEP credit for English Composition II, Foreign Language or Speech.

Any questions regarding credit by examination should be addressed to the Registrar or the Advising Offices.

CLEP test are given by computer only. Prospective or currently enrolled students test for college credit in the following ways:

Testing for Credit in English Composition I

The requirements can be satisfied in these ways:

TEST	Score	Credit
*English Composition.....	60 .....	3
*Freshman College Composition .....	50 .....	3
#ACT English .....	31.....	3

#Same grade awarded at completion of Composition II

\*A student must score at least as high on any given test as the above scale.

**In addition, each student must write an essay and submit to the English Department for review along with the examination.** If the essay is of substandard quality, no credit will be given for English Composition I for any of the above tests.

**\*\*Students cannot test for English Composition II at Butler.**

Testing for Credit in College Algebra or Pre-Calculus Math

TEST	Score	Credit
CLEP College Algebra .....	50 .....	3
ACT Mathematics		
*College Algebra credit .....	31.....	3
**Pre-Calculus Math .....	31.....	3

\*Students must also have completed the equivalent of algebra II and one year of high school geometry with at least a "B" average.

\*\*Students must also have completed the equivalent of algebra II, one year of high school geometry, and one-half unit of trigonometry with at least a "B" average.

**Additional CLEP Exams Awarding Credit by Examination:**

EXAMINATION	SCORE	CREDIT
American Government	50	3
American Literature	60	3
Biology	50	5
Calculus w/Elementary Functions (equivalent to our Calculus I)	50	3
Chemistry (equivalent to our Basic Chemistry)	50	5
College Algebra	50	3
College Mathematics	50	6
English Literature	60	3
General Biology	50	5
History of U.S. I - Early Colonization to 1877	50	3
History of U.S II - 1865 to Present	50	3
Humanities	70	3
Human Growth & Development. (equivalent to Developmental Psych.)	50	3
Financial Accounting (equivalent to Accounting I & II)	50	6
Introductory Business Law	50	3
Introductory Psychology	50	3
Introductory Sociology	50	3
Natural Sciences	50	6
Pre-Calculus	50	3
Principles of Macroeconomics	50	3
Principles of Microeconomics	50	3
Social Sciences & History	50	6
Western Civilization I: (Ancient Near East to 1648)	50	3
Western Civilization II: (1648 to Present)	50	3

**ADVANCED PLACEMENT**

The Advanced Placement test is one way to earn college credit by examination. These tests are given by the College Entrance Examination Board CEEB in May of the junior or senior year in high schools offering advanced placement courses.

Students who have completed any of the following CEEB Advanced Placement tests should have the Educational Testing Service ETS forward an official report of their scores to the Registrar's Office in order to receive credit. If you did not originally have scores sent to Butler, you must have ETS forward a copy of your scores to the Registrar's Office. To order reports you must provide ETS with the year the Advanced Placement exam was taken, subject of the exam, your birth date or Social Security number, and a \$12 fee. Requests should be sent to

Advanced Placement Program  
P.O. Box 6671, Princeton  
New Jersey 08541-6671  
609-771-7300.

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

For Registrar's Office  
901 S. Haverhill Road  
El Dorado, KS 67042  
316-322-3188

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

	Butler Score	Course Credit	Hours	Grade
<b>Biology</b>	5	Gen. Biology	5	A
	4	Gen Biology	5	Cr
<b>Calculus AB</b>	4-5	An. Geometry & Calc I	5	A
	3	An Geometry & Calc I	5	B
<b>Calculus BC</b>	4-5	An. Geometry & Calc I AND An. Geometry & Calc II	5	A
	3	An. Geometry & Calc I AND An. Geometry & Calc II	5	A
<b>Chemistry</b>	5	Chemistry I & Chemistry II	5	A
	4	Chemistry I & Chemistry II	5	A
	3	Chemistry I	5	B
<b>Macroeconomics</b>	5	Macrocon.	3	A
	4	Macrocon.	3	B
	3	Macrocon.	3	CR
<b>Microeconomics</b>		Microcon.	3	A
		Microcon.	3	B
		Microcon.	3	CR
<b>English—Language &amp; Composition or Lit &amp; Comp.</b>	5	Eng Comp I & Eng Comp II	3	A
	4	Eng Comp I & Eng Comp II	3	A
	3	Eng Comp I	3	B
<b>French—Language</b>	4-5	Beg French I	5	A
	3	Beg French I	5	B
<b>German—Language</b>	4-5	Intro German I/II	6	A
	3	Intro German I/II	6	B
<b>Geography</b>	5	Princ. of Geog.	3	A
	4-3	Princ. of Geog.	3	CR
<b>Govt. &amp; Politics—Comparative</b>	5	Pol Sci Gen Ed	3	A
	4-3	Pol Sci Gen Ed	3	CR
<b>Govt. &amp; Politics—US</b>	5	Amer Fed Govt	3	A
	4-3	Amer Fed Govt	3	CR
<b>History—European</b>	5	Western Civ I/II	6	A
	4	Western Civ I/II	6	CR
	3	Western Civ I/II	3	CR



**History –United States**

5	US History I/II	6	A
4	US History I/II	6	CR
3	US History I/II	3	CR

**Physics B**

3-4-5	Gen Physics I & II	6	CR
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**Physics C–Mechanics**

3-4-5	Physics Gen Ed	4	CR
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**Physics C–Elec. & Mag.**

3-4-5	Physics Gen Ed	4	CR
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**Psychology**

5	Gen Psychology	3	A
4-3	Gen Psychology	3	CR

**Spanish–Language**

4-5	Beg Spanish I	5	A
3	Beg Spanish I	5	B

**Spanish–Literature**

4-5	Spanish Readings	3	A
3	Spanish Readings	3	B

**Statistics**

5	Intro to Statistics	3	A
4	Intro to Statistics	3	B
3	Intro to Statistics	3	CR

**CORPORATE TRAINING CREDIT**

Students who have had extensive training through employment at Boeing, Spirit, Bombardier, Cessna, or Hawker Beechcraft may have their training profiles evaluated for possible transfer credit. For more information call (316) 733-3286.

**INTERNATIONAL BACCALAUREATE (IB) CREDIT**

The International Baccalaureate (IB) subject test is one way to earn college credit by examination. These exams are given in high schools by International Baccalaureate.

Students who have completed any of the IB tests should have International Baccalaureate forward an official report of their scores to the Office of the Registrar at Butler Community College for evaluation. Butler Community College considers completion of the International Baccalaureate Diploma to be equivalent to a U.S. high school diploma. Students must complete a minimum number of college general education credit hours at Butler before the IB credits are accepted. Students should contact the Office of the Registrar for Butler’s acceptance policy on specific course equivalencies, credit hours, and grades.

**MILITARY SERVICE CREDIT**

Butler is a Service Member Opportunity College (SOC) which means credit for military experience and training can be awarded to assist the student in completing his/her degree. Butler will act as a credit-holding institution by which a service member can enroll with Butler, be transferred and still complete an associate degree program.

Students who have previously served in any branch of the United States Armed Forces may receive college credit for their military training and experience. Four semester hours of credit in physical education may be allowed for certain service schools completed. All military schools are evaluated upon request.

Students who desire credit for their military service should submit an official transcript (CCAF, AARTS or SMART) to the Registrar.

U.S. Air Force enlisted and formerly enlisted personnel must submit an official copy of their Community College of the Air Force transcript. U.S. Army and formerly enlisted personnel must submit an official copy of the AARTS transcript.

A maximum of 30 hours of elective credit may be granted for military training and experience. Contact the Registrar’s Office (316.322.3102 or 733.3102 from the Wichita metro area )for more information.

**Kansas Army National Guard Articulation**

The Kansas National Guard and Kansas Community Colleges have entered into an agreement allowing college credit for military experience to allow a quick finish on an associate degree. For more information call (316) 681-3522 and ask for an advisor.

**RETROACTIVE CREDIT**

Retroactive credit is earned by enrolling in certain classes beyond the Beginning I or Introduction level based on proficiency acquired before coming to Butler. For example: Students exhibiting adequate proficiency may choose to enroll in Beginning Spanish II (5 hours) and earn retroactive credit for Beginning Spanish I (5 hours). The grades for both classes will be the same as earned in the more advanced class.

Retroactive credit is available in a limited number of courses. Please visit with the Registrar’s Office or Advising Office to obtain additional information. Students wishing to receive retroactive credit must complete the request form, obtain appropriate signatures at the first class meeting, and return to the Registrar’s office.

**CAREER PATHWAYS**

Butler is pleased to support the Career Pathways initiative with the Kansas State Department of Education. Program articulation agreements have been established to provide students with a non-duplicative sequence of coursework leading to a degree or certificate from high school to college.

For students to receive articulated credit, the student’s high school must have a signed current articulation agreement on file with Butler in that subject area. The student must also complete an articulation application form and in addition, the student must maintain a B or better in the specified high school score. Articulation credit will be posted as “CR” credit. For a current list of high school articulation agreements, student application or additional information, please see [http://www.butlercc.edu/career\\_pathways](http://www.butlercc.edu/career_pathways).

**SERVICE-LEARNING**

Service-Learning is an academic and co-curricular tool to engage students in learning through meaningful service on or off campus. Service-learning is more than community service because it combines service with hands-on learning projects. By reflecting on service that addresses genuine community needs, students meet course learning outcomes or stated activity or Learning PACT goals.

Students have the opportunity to enroll in classes designated as service-learning. Service-learning experiences may be integrated into other classes as well. A service-learning project may last the whole semester or through a single unit of study. Students are advised to consult with the instructor or activity adviser for details about specific service-learning opportunities.

**TRANSFER HOURS**

Students seeking a degree or certificate or applying for financial aid at Butler must request an official transcript from each institution attended to be sent directly to the Registrar's Office. A student will not be able to graduate or receive financial aid until all transfer hours are on file in the Registrar's Office. A final high school transcript is also required prior to any financial aid being awarded. Butler accepts transfer hours from only those institutions recognized by the Council for Higher Education (HCEA) and/or the U.S. Department of Education (ACE).

All accepted transfer hours will be included in the cumulative grade point average, whether or not the classes apply specifically to the degree or certificate being sought. Courses considered developmental are not accepted for credit and are not counted in the student's final grade point average.

All transfer hours must follow the same policies and procedures as Butler hours, with the exception of Academic Renewal policies.

Transfer hours are placed on a Butler transcript for degree or certificate seeking students when official transcripts have been received and an application for admission has been received and processed.

Butler general education requirements are considered fulfilled when a student supplies official documentation of the completion of a Baccalaureate degree or above.

**Technical College Transfer Articulation Credit**

1. Kansas community colleges accept all Kansas Board of Regents approved postsecondary area vocational-technical school program credits for evaluation and transfer as credit toward the Associate of Applied Science or Associate of General Studies degrees. Credit may be granted maximum 30 credit hours for approved area vocational-technical school students upon completion of at least a 30 credit hour or 900 clock hour program at the vocational-technical school.
2. All Kansas area vocational-technical school programs must be divided into courses or units and documented on a transcript for transfer evaluation purposes.
3. Credit hour conversion of courses completed in the Kansas area vocational-technical schools is based on the same requirements as Kansas community colleges in determining their credit hours for a course.
  - a. 900 minutes lecture - 1 credit hour
  - b. 1,350 minutes lab - 1 credit hour

These are the minimum credit hour conversion requirements and may be exceeded.
4. Not more than 75 percent of the Associate in Applied Science degree credit hours shall be in the technical area. At least 25 percent of the total program hours shall be in the general education area. In addition, students must meet the graduation requirements for the Associate in Applied Science degree for the individual community college.

**CLASSIFICATION**

Student classification is based on credit hours completed and grade points earned. Full-time enrollment requires a minimum of 12 hours each semester. Upon completion of the freshman year, a student should have accumulated at least 30 hours and 52 grade points for classification as a sophomore.

**GRADES**

A grade is assigned for all courses in which a student is regularly enrolled during any semester or session. A grade once earned and entered upon a student's record cannot be removed and may not be changed without the approval of the instructor and if the change is requested more than 6 weeks after the grade was posted, it must be approved by the appropriate division dean. If a student repeats a course, it is with the understanding that the last grade earned is the one to be counted toward fulfillment of degree requirements and cumulative GPA calculation.

Student grades may be interpreted as follows:

GRADES	EXPLANATION	GRADE POINTS
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failing	0
I	Incomplete	0
W	Withdrawal	0
IP	Class still in progress	0
NR	Grade not reported by instructor	0
WT	Withdrawn by Teacher	0
AU	Audit	0
CR	Credit	0
CP	Credit Pending (Tech Prep Only)	0
^	Grade earned in a Developmental Course	Not Computed in GPA or Total Hours Earned
*	Course Repeated	Not Computed in GPA or Total Hours Earned
#	Academic Renewal	Not Computed in GPA or Total Hours Earned

**Grade Point Average**

A grade point average is the quotient obtained by dividing the number of grade points earned in college-level courses by the number of semester hours of college-level courses attempted (i.e., those for which A, B, C, D or F are recorded) except those courses that have been cancelled by re-enrollment. In such re-enrollments the most recent grade will be used in computing grade point averages. The original grade will be shown on the student's transcript marked with an asterisk(\*) or the letter "E" in the far right-hand column indicating that grade is "Excluded."

**GRADE POSTING**

The posting of grades (paper or electronic) either by student's name, institutional student identification number or social security number is a violation of FERPA. Even with names obscured and not in alphabetical order, student identifiers are considered personally identifiable information and may result in a FERPA violation. Therefore, the posting of grades is not allowed.



### INCOMPLETE POLICY

If a student who has been making a passing grade cannot complete the work in a course due to illness (or other sufficient reason), an instructor, at his/her discretion, may enter an "I" temporarily on the student's record at the end of the term when the final grade is submitted. It is the student's responsibility to initiate the verbal or written contract with the instructor. The "I" will change to an "F" if the work is not completed within the first 6 weeks of the following semester (excluding summer), unless an extension of time is granted by the agreement of the appropriate dean and the instructor of the course. The student is entirely responsible for completing the work which will remove the "I." A student receiving financial aid who receives an "I" and is placed on Financial Aid Suspension, will not be considered for the appeal process and will not be reviewed by the financial aid appeal committee until the "I" status is changed to a letter grade.

### AUDIT

Students are permitted to enroll in credit courses for noncredit on a space available basis, but must indicate their desire to audit **at the time of enrollment**. Enrollment in audited courses cannot be processed via pipeline. To audit a class, students must enroll in the same manner, meet any course prerequisites, and pay the same fees as if enrolling on a credit basis. Audit enrollment will not be changed to credit enrollment after the class begins, nor may students change to audit after the class begins. Students enrolled for audit credit have the same privileges of class participation and instructor evaluation as students enrolled for credit. Regular class attendance is expected of audit students. The audited class will appear on the transcript with the grade notation "AU." High school students below the sophomore level will be allowed to audit courses only with approval of the appropriate dean. Audit hours are not considered for financial aid.

### REPEAT OF COURSEWORK

A student may retake courses in order to improve a grade under the following conditions:

1. A student may enroll in a course for credit one time only.
2. The repeat grade will be used in grade point average computation, regardless of whether it is higher or lower than the original grade. The original grade and credit is not counted although it remains on the transcript, marked with the symbol \*, or "E" in the far right column indicating "excluded."

### ACADEMIC RENEWAL

Students wishing to petition for academic renewal must file a formal letter of petition with the Registrar's Office indicating why they no longer wish their previous academic record considered for college credit. The Registrar will make a determination as to whether a petition has met the following criteria. Students filing petitions will be informed of the final decision in writing.

#### Academic Renewal Petition Criteria

1. Only those courses taken five years ago or more may be petitioned.
2. Students petitioning must have shown academic progress by completing a minimum of 12 hours with at least a 2.00 GPA since the semester or class being considered, at Butler or any other accredited institution.

### Regulations Regarding Academic Renewal

1. Only Butler hours can be petitioned for academic renewal. Hours from another institution will need to be petitioned at that institution since academic renewal policies vary.
2. Students will only be eligible to receive academic renewal one time.
3. Students may choose to petition either a single course or an entire semester of courses keeping in mind the opportunity to petition for academic renewal is given only once.
4. The course or courses granted academic renewal remain on the Butler transcript marked with the symbol #, but will no longer be counted in the final GPA or total hours earned.

### STUDENT HONORS

#### Honor Rolls

The President's Honor Roll recognizes students who have earned a semester grade point average of 4.0. The Dean's Honor Roll includes students who have earned a semester grade point average of 3.5 to 3.99. Honorable Mention Honor Roll includes students who have earned a semester grade point average of 3.0 to 3.49. In order to be eligible for these honor rolls, a student must carry a minimum of 12 hours college level coursework per semester and have no grade lower than a "C."

#### Honors Academic Program

Students demonstrating the ability to work at the top of their class and an interest in being intellectually challenged should consider the Honors Academic Program. As a member of the Honors Academic Program you may earn the designation of Honors Graduate on your transcript from Butler Community College.

Students enrolled in Honors classes enjoy small, focused classes and recognition for their Honors work. In addition, they may be eligible for Honors Scholarship opportunities. There are several ways to take classes for Honors credit.

- General Education Core Classes designated as Honors sections.
- Honors Option in a Regularly Scheduled Class.
- Honors Independent Study

#### Order of the Purple and Order of the Gold

Graduating sophomores may earn an additional honor by qualifying for membership in the Order of the Purple or Order of the Gold. Order of the Purple candidacy is announced each spring by the Dean of Learning Resources and Services. **Candidacy** for this Honor is based on cumulative grade point average figures and a minimum of 30 resident Butler hours earned the semester **before** graduation.

Graduates with grade point averages of 3.75 and above are eligible for membership in Order of the Purple. To further qualify for Order of the Gold, graduates must have a grade point average of 4.0 based on final cumulative grade point average earned, calculated to include the semester of graduation.

Both honors are based on the student's final grade point average, including all transfer hours, developmental hours, and including a minimum of 30 resident Butler hours. Academic renewal disqualifies students from eligibility for Order of the Purple or Gold. Repeated courses are acceptable.

If eligibility occurs after final semester grades are included, honors are posted to student's transcript and the award sent at that time.



### Phi Theta Kappa

Phi Theta Kappa is an honor society serving institutions internationally which offer associate degree programs. Its purpose is to recognize and encourage scholarship among associate degree students. Phi Theta Kappa provides opportunity for the development of leadership and service, for an intellectual climate to exchange ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

### National Technical Honor Society

The purpose of the NTHS is to honor student achievement and leadership, promote educational excellence, and enhance career opportunities. NTHS strives to be the leader in providing recognition for excellence in career and technical education and creating significant occupational opportunities for America's top workforce education students.

## ATTENDANCE POLICY

Students are expected to attend all scheduled class and examination meetings. Students are also expected to maintain satisfactory progress in each of the classes in which they are enrolled. Thus, whenever absences become excessive and, in the instructor's opinion, minimum course objectives cannot be met due to absences, the student may, at the discretion of the instructor, be withdrawn from the course. If a student is withdrawn by the instructor for excessive absences, a "WT" (withdrawn by teacher) will be recorded on his/her permanent record. Instructors are responsible for clearly stating their attendance policy and administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of those policies.

### Procedural Clarifications:

Students should not miss class for any reason other than a college approved activity or an emergency, as determined by the instructor i.e., death in the family, health.

Student absences for approved college activities will not accrue as excessive absences. Students will be allowed to make up work missed as a result of college approved activities. Students will make up work before the absence for the approved college activity or within one week after returning to class. Students will check with each instructor prior to the absence to arrange for make-up times.

Activity sponsors will publish a timely list of students who will be absent because of an approved college activity.

## DROP AND WITHDRAWAL POLICY

### Administrative Withdrawals:

Students can be administratively withdrawn from a course for non-payment, for violating expectations of student conduct and standards of honesty, and for excessive absences (see Attendance Policy). When a student is administratively withdrawn, a "WD" or "WT" (withdrawn by teacher) will be recorded on his/her permanent record. Once a student is administratively withdrawn for any reason, the student will no longer be allowed to attend the class(es) from which he/she has been withdrawn unless written authorization of re-instatement by the appropriate administrator can be provided.

Students can check current registration status via [pipeline@butler.com](mailto:pipeline@butler.com) on Butler's homepage at [www.butlercc.edu](http://www.butlercc.edu) or by calling the Registrar's office at (316) 322-3268 or (316) 733-3268 Wichita/metro area.

### Withdrawal from Class(es)

For an official withdrawal from class(es), a student must report to an advisor and submit in writing a course scheduling form to either the Registrar's Office or an advisor at a community location. Students may also withdraw from most classes via Pipeline. A "W" (Withdrawal) shall be recorded. The last day to withdraw from class is posted on the Butler Website or available from registration personnel at any Butler site.

**Note:** Students who fail to officially drop from class(es) may receive "WT" or "F" at the instructors discretion.

*Financial Aid and/or scholarship students are advised to confer with the Financial Aid Office prior to dropping any class in order to maintain the number of credit hours necessary to receive such aid. If you receive financial aid for classes you never attended or dropped, you may be required to repay part or all of your aid.*

## EXPECTATION OF ACADEMIC PROGRESS

It is the philosophy of Butler Community College that every student enrolled for classes should have the opportunity to demonstrate his/her ability to perform acceptable college-level work. At the same time, students are expected to assume responsibility for their actions, which includes a mature attitude and dedication to well-defined study habits and regular class attendance.

### Academic Probation and Suspension

Students registered in 7 or more credit hours earning a semester grade point average (GPA) of less than 1.75 will be placed on academic probation. At the close of the probation semester, students failing to improve their GPAs to at least 1.75 will be placed on academic suspension, during which time they will not be recommended for admission to any other academic institution. Students placed on suspension may meet with the Retention Specialist and appeal to continue enrollment. At the close of the appeal semester, students failing to improve their GPAs to at least 1.75 will be dismissed from Butler.

Failure to make satisfactory academic progress will impact financial aid recipients. Please refer to the Financial Aid section of the catalog or contact a financial aid counselor for more information.

### Academic Probation

Students placed on academic probation shall not enroll in more than twelve (12) hours without permission from an Academic Advisor. Academic probation status may be removed upon completion of a minimum of 7 credit hours in a subsequent semester with grade point average of 1.75 or higher. Students on Academic Probation are encouraged to make use of campus resources, such as tutoring or study skills classes, to improve their study habits.

### Academic Suspension

Students placed on academic suspension are required to contact the Retention Specialist at [retention@butlercc.edu](mailto:retention@butlercc.edu) to appeal to continue to enroll. If the appeal is granted, they shall not enroll in more than twelve (12) hours without permission from an Academic Advisor or the Retention Specialist. Academic Suspension status can be upgraded to probation status upon completion of a minimum of 7 credit hours in a subsequent semester with a grade point average of 1.75 or higher. Students not meeting this grade point average requirement will be dismissed from Butler.



**Academic Dismissal**

Students dismissed from Butler shall not enroll in classes at Butler until one semester (excluding summer) from the date of dismissal has elapsed. Dismissal occurs after three (3) semesters of a student earning a grade point average less than 1.75. If after three semesters a student is still unsuccessful, they must take a break to consider their personal academic and career goals before attempting to continue their education. To appeal for re-admission after the one year dismissal period, students should contact the Retention Specialist at [retention@butlercc.edu](mailto:retention@butlercc.edu).

**EXPECTATION OF STUDENT CONDUCT**

Butler Community College expects students to behave in a manner that supports a positive educational environment for all. Upon enrollment, each student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes and functions. The Student Code of Conduct and Academic Integrity policies have been developed to achieve that aim.

**Student Code of Conduct**

At Butler Community College students are expected to be responsible for reviewing all of the policies at the College. Specifically, students are required to understand the policies that relate to student behavior, academic honesty, and Butler's timeless institutional values of quality, integrity, service, and care. All students are expected to adhere to all of these policies. Lack of knowledge of the policies is not an acceptable excuse for non-compliance.

When in the classroom, students must be fully engaged in any class. Any act of disrespect toward an instructor, sponsor or College official is unacceptable. Students are expected to immediately comply with directives from any College official. If a student feels that a request is inappropriate, they should voice their concern to the Vice-President for Student Services or Dean of Student Life.

Butler Community College expressly prohibits any form of unlawful employee or student harassment based on race, color, religion, sex, sexual orientation, national origin, age, disability, status as a Vietnam-era or special disabled veteran, or status in any group protected by state or local law.

Student behavior that is contrary to adopted school policy will result in appropriate disciplinary action. This action may include probation, suspension or expulsion. Grounds for probation, suspension or expulsion include:

1. Willful violation of any published regulation for student conduct adopted or approved by the Board of Trustees.
2. Conduct which substantially disrupts, impedes or interferes with the operation of any college class or activity.
3. Conduct which substantially impinges upon or invades the rights of others.
4. Conduct which has resulted in conviction of the student of any offense specified in chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States.
5. Disobedience of an order from a teacher, peace officer, college security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any college class or activity or

substantial and material impingement upon or invasion of the rights of others.

6. Possession of or consumption of alcoholic beverages (3.2 beer included), illegal or unauthorized drugs on college property.
7. Participation in inappropriate sexual behavior or sexual harassment on the Butler Community College campus.
8. Theft or damage of any property belonging to the college, faculty or staff, visitor or student.
9. Willful damage to or destruction of property belonging to the college, faculty or staff, visitor or student.
10. Possession or use of unauthorized firearms or other weapons.

Students are expected to fully cooperate with any investigation affecting the College by local law enforcement or college officials. If a student participates in conduct which results in their conviction of any misdemeanor or felony offense, they may face disciplinary action from the College that may include being removed from school.

**Academic Integrity**

Butler Community College defines academic integrity as learning that leads to the development of knowledge and/or skills without any form of cheating or plagiarism. This learning requires respect for Butler's institutional values of quality, service, integrity, and caring as well as its Learning College Principles. All Butler students, faculty, staff, and administrators are responsible for upholding academic integrity.

Cheating is giving, receiving, or using unauthorized help on individual and group academic exercises such as papers, quizzes, tests, and presentations through any delivery system in any learning environment. This includes impersonating another student, sharing content without authorization, fabricating data, and altering academic documents, including records, with or without the use of personal and college electronic devices.

Plagiarism is representing or turning in someone else's work without proper citation of the source. This includes unacknowledged paraphrase, quotation, or complete use of someone else's work in any form. It also includes citing work that is not used and taking credit for a group project without contributing to it.

Faculty members have discretion in handling student violations of the academic integrity policy, but faculty members must consult with their deans or administrators. Faculty members must inform students of violations and their consequences in writing. Students who violate the academic integrity policy will sustain academic consequences set by faculty members, which may include, but are not limited to

- A warning.
- A zero or failing grade on the academic exercise with repetition of the exercise allowed for reduced or the same amount of original credit.
- A zero or failing grade on the exercise with no repetition allowed.
- A failing grade in the course and removal from it.



Students who violate the academic integrity policy are also subject to administrative consequences, which may include, but are not limited to

1. Reprimand.
2. Probation.
3. Being barred from the course and/or program.
4. Reduction or cancellation of a college scholarship.
5. Suspension from college activities.
6. Suspension from the college for a set time.
7. Expulsion from the college.

Students will be informed of administrative consequences in writing.

Students who have been accused of academic integrity violations may follow the Academic Appeals process listed under Student Grievance Procedures. This process assures due process and procedure.

Generally, if dissatisfied with the consequences set by faculty members, students may appeal in writing to appropriate deans or administrators. If dissatisfied with the dean's or administrator's decision, students may appeal to the Student Review and Appeals Committee, which consists of student and faculty representatives and the Vice President for Student Services. If dissatisfied with the Student Review and Appeals Committee's decision, students may appeal to the Vice President of Academics, whose decision is final. Students will be notified of appeal results in writing.

## STUDENT GRIEVANCE PROCEDURES

### Academic Appeals

If students do not agree with a grade assignment and it cannot be resolved between the student and the instructor, students have the right to appeal in writing within six weeks of the date the grade was officially posted by the Registrar's Office.

A written appeal is initiated with the appropriate academic dean, associate dean or site director. If the student is not satisfied with the decision of the academic dean, associate dean or site director, he or she can appeal this decision within 10 days with the Student Review and Appeals Committee. The appeal must be made in writing to the Vice President for Student Services. The student should indicate the initial concern, the decision by the academic dean, associate dean or site director, and the reason this decision is not satisfactory. The Student Review and Appeals Committee will request information from the academic dean, associate dean or site director regarding the basis for their decision. Once all documents are received, the committee will review the information and notify the student of the committee's decision by certified mail. Should the student wish to appeal this decision, he or she may do so to the Vice President of Academics within 10 days of receipt of the committee decision. The decision by the Vice President of Academics is final.

For appeals regarding any other academic concerns, such as differences of opinion on assignments, classroom procedures or related issues, the following procedures will be followed:

- You are encouraged to discuss any academic concern with the faculty member directly as it occurs. A College counselor or other administrative support staff may be consulted and included in these discussions if you so desire.
- If a resolution is not forthcoming, then the student may initiate the academic appeals procedure as detailed above.

All proceedings will occur in a professional manner and every effort will be made to protect the rights of all parties involved.

### Nonacademic Appeals

The Butler Community College nonacademic appeals process is to be used for issues other than disciplinary or academic matters, and provides you with protection against unwarranted infringement of your rights. A grievance may concern an alleged violation of college policies, infringement of your rights and other such problems dealing with other students, college staff and faculty and authorized college activities.

The following procedures will be followed to ensure an appropriate resolution of a student grievance or complaint at the lowest possible level:

- You will attempt to rectify the grievance with the supervisor of the area in which the alleged violation occurred within 10 business days. Every effort will be made to resolve the grievance at the lowest possible level.
- Where resolution is impossible or unsatisfactory to either party, the issue should be appealed in writing to the appropriate supervisor. The supervisor must inform you in writing of any decision made and the reason for that decision within five business days.
- If you feel the grievance has not been resolved, you may submit a written grievance to the Vice President for Student Services within 10 business days from the time the complaint was filed at the previous level and request a conference. The Vice President for Student Services must, within five business days following the conference, inform you in writing of any decision made and the reasons for making that decision. The decision of the Vice President for Student Services is final.
- The Vice President for Student Services will notify the affirmative action/Title IX officer of the college in writing of any grievance involving alleged illegal discrimination, including any claim that you have been subjected to illegal discrimination on the basis of race, sex, national origin, age, religion or disability. Claims of illegal discrimination will be investigated by the designated officer who will make a report to the President.

These proceedings will occur in a professional manner and all efforts will be made to protect the rights of all parties involved.

## STUDENT DISCIPLINARY PROCESS

The Board of Trustees may place on probation, suspend, or expel or by regulation may authorize the President, Vice President of Academics, Vice President for Student Services or the Dean of Student Life (or their designees) to impose sanctions including probation, suspension, dismissal, and expulsion of any student who violates College Policy, which includes the Student Code of Conduct and Academic Integrity policies.

Butler's Disciplinary Process is a three-stage model that begins with any college student, faculty, or staff member reporting or making a complaint of a student(s) of suspected violation of College Policy. Upon receipt of a complaint, the pre-adjudication investigation stage begins. During this stage the investigation may include interviewing witnesses and suspects of the before mentioned complaint. Most investigations are completed by the Department of Public Safety and Security and/or other student services staff (i.e. residence hall staff).

After the investigation is completed a written report is forwarded to the Adjudicator (in most cases the Dean of Student Life) and the second part of the disciplinary process is initiated. In the second phase of the process, the role of the adjudicator is that of fact finding, rule interpretation, and choice of sanction for policy violation(s). The



Adjudicator will review, in person, with the student the nature of the complaint and render sanctions in writing to the student.

When disciplinary action is administered for violations of College Policy, students have the right to appeal the disciplinary action, which is the third part of the College Disciplinary Process. Each student will receive as part of their written sanction(s) the procedures to appeal. Complete documentation of the due process procedure is available in the Dean of Student Life's office or on the Student Life Web page at [www.butlercc.edu](http://www.butlercc.edu).

#### APPEAL TO THE STUDENT REVIEW AND APPEALS COMMITTEE

No extended-term suspension or expulsion shall be imposed upon a student without notification of their right to an appeal to the Student Review and Appeals Committee. In all cases wherein a student might be suspended for an extended-term or might be expelled, he or she shall first be suspended for a short-term. A written notice of any decision to suspend for an extended term or to expel a student will include the charges upon which the decision is based. This notice shall be given to the student to be suspended or expelled and to his or her parents or guardians (if student is dependent and under 18 years of age). Such notice shall be accompanied by a copy of this procedural regulation.

If a student wishes to appeal any disciplinary action or decisions to suspend or expel, he or she must do so in writing to the Vice President for Student Services within two days of receiving the initial decision. Upon receipt of the letter requesting the appeal, the Vice President for Student Services must notify the student of the time, date, and place that the student will be afforded an opportunity for a formal hearing, and such date shall not be later than seventy-two (72) hours after the Vice President for Student Services has received the student's appeal. For the purposes of time notification, weekends and school holidays are excluded.

#### REPORTS OF HEARING

Upon the conclusion of any formal hearing, the Student Review and Appeals Committee shall make a decision and notify the student, in writing, of the decision. A copy of the decision will be kept with the Vice-President for Student Services and shall be open to the inspection of the student who is suspended or expelled and, if the student has not attained eighteen (18) years of age, to his or her parents or guardians and counsel or other advisor. If the student has attained eighteen (18) years of age, such report shall be open to the inspection of his or her parents or guardians and counsel or other advisor only upon written consent of the student.

Whenever any such formal hearing results in suspension for an extended term or expulsion, the Student Review and Appeals Committee conducting such hearing may make a recommendation to the Vice-President for Student Services that returns the student to classes, pending any appeal or during the period allowed for notice of appeal, if such student is not reasonably anticipated to cause continued repeated material disorder, disruption, or interference with the operation of the college or substantial and material impingement upon or invasion of the rights of others. Whenever the committee fails to make a recommendation, the suspension shall continue until an appeal is determined or until the period of suspension or expulsion has expired, whichever is the sooner.

Should the student desire to appeal the decision made by the Student Review and Appeals Committee, they may do so, in writing, directly to the Vice-President for Student Services. The Vice-President will review all of the documentation that was presented during the appeal to the Student Review and Appeals Committee. The Vice-President has the ability to support the decision made by the Student Review and Appeals Committee

or make a decision to overturn such decision made by the committee. Should the student wish to appeal the decision made by the Vice-President for Student Services, the student has a final appeal with the Board of Trustees. (Refer to the Appeal to Board of Trustees section.)

Under this regulation, whenever any written notice is required to be given to parents or guardians of any student, it shall be sufficient if the same is mailed to the residence of such parents or guardians at the address on file in the college records of such student. In lieu of mailing such written notice, the same may be personally delivered.

#### PROCEDURAL DUE PROCESS

The student and the College administrator involved in this hearing may choose to be present during the entire presentation of evidence. The formal hearing described in the previous Appeal to the Student Review and Appeals Committee section, hereof shall afford procedural due process including but not limited to the following:

1. The right of the student and the College to have counsel of his/her own choice present and to receive the advice of such counsel or other person whom he/she may select.
2. The right of the student and his/her counsel or advisor and the College to hear or read a full report of testimony.
3. The right of the student and his/her counsel and the College to confront and cross-examine witnesses who appear in person at the hearing, either voluntarily or as a result of the issuance of a subpoena.
4. The right of the student and the College to present their own witnesses in person or their testimony by affidavit.
5. The right of the student and the College to testify in their behalf and give reasons for his/her conduct.
6. The right of the student and the College to have an orderly hearing.
7. The right of the student and the College to a fair and impartial decision based on substantial evidence.

For the purposes of this regulation "counsel" means any person a student or the College selects to represent and advise them at all proceedings conducted pursuant to the provisions of these regulations governing suspension and expulsion of students.

#### APPEAL TO BOARD OF TRUSTEES

Written notice of any hearing results in an extended-term suspension or expulsion shall be given to the student suspended or expelled and to his parents or guardian (if student is dependent upon parents for support and is under eighteen (18) years of age) by certified letter, mailed within twenty-four (24) hours after determination. Any student who has been suspended for an extended term or expelled or one of his parents or guardians (if student is dependent upon parents for support and is under eighteen (18) years of age) may appeal such suspension or expulsion to the Board of Trustees by filing a written notice of appeal with the president of the college not later than ten (10) calendar days after receiving the written notice specified in this section. Any such appeal shall be heard by the Board of Trustees or by a hearing officer appointed by such board not later than twenty (20) calendar days after such notice of appeal is filed. The student and his parents or guardians (if required) shall be notified in writing of the time and place of the appeal hearing at least five (5) days prior thereto. Such appeal shall be conducted under rules which are consistent with the Procedural Due Process section. In all expulsion or extended-term

suspension cases, a record of the appeal hearing shall be made by mechanical or electronic recording or by an official court reporter, and the costs shall be paid by the college. The Board of Trustees shall render its decision on any such appeal at the next regularly scheduled meeting of the Board of Trustees. Again, for the purposes of time notification, weekends and school holidays are excluded.

For the purpose of hearing any appeal under this section, the Board of Trustees may appoint one or more hearing officers. Any such hearing officer shall be a member of the Board of Trustees, a faculty member or an administrator of the college. Any such appointment shall apply to a particular hearing or to a set or class of hearings as specified by the Board of Trustees in making such appointment. Whenever a hearing officer appointed under authority of this section hears any appeal, he/she shall, after hearing the same, prepare a written report to the Board of Trustees. After receiving the report, the Board of Trustees shall determine the appeal with or without additional hearing. Any appeal determined by the Board of Trustees in accordance with this paragraph shall be valid to the same extent as if the matter were fully heard by the Board of Trustees without a hearing officer.

#### POWERS AND DUTIES OF PERSONS CONDUCTING HEARINGS

Any person, hearing officer or any member of a committee or the Board of Trustees while conducting a hearing may:

1. Administer oaths for the purpose of taking testimony.
2. Call and examine witnesses and receive documentary and other evidence.
3. Take any other action necessary to make the hearing in accord with procedural due process.

The Chairperson of the Student Review and Appeals Committee or a member of the Board of Trustees in holding an appeal hearing as referred to in the previous sections may, and upon the request of any student for whom such hearing is held or his or her parent or counsel, petition that the administrative judge of the judicial district court be authorized to issue subpoenas for the attendance and testimony of the principal witness or witnesses and production of books, records, reports, papers and documents relating to the proposed suspension or expulsion in the same manner as the issuance of subpoenas in civil actions pursuant to K.S.A. 60-245. For the purpose of this paragraph, "principal witness" means any witness whose testimony is of major importance in support of the charges upon which the proposed suspension or expulsion is based or in determination of material questions of fact.

FERPA (Family Educational Rights and Privacy Act, sometimes called the Buckley Amendment), passed by Congress in 1974, grants four specific rights to the adult student: the right to see the information that the institution is keeping on the student, the right to seek amendment to those records and in certain cases append a statement to record, the right to consent to disclosure of his/her records, and the right to file a complaint with the FERPA Office in Washington.

A student educational record includes just about any information provided by a student to the college for use in the educational process including: personal information, enrollment records, grades, and schedules.

Some information is considered public, or "Directory Information." This information can be released without the student's written permission. Directory Information includes: name, date and place of birth, addresses (both local and permanent), e-mail addresses, phone, dates of attendance, year in school, awards and academic honors, degrees received and dates awarded, major program, activity participation, and enrollment status full-time, part-time, or not enrolled.

In compliance with FERPA, non-directory information will not be released for students by the college unless students give written permission. A student may have a confidentiality flag placed on their directory information as well, by contacting the Registrar's or Admission's Office, which would prevent any information from being released, even in the case of a verification for employment or insurance purposes. The confidentiality flag remains until the student requests its removal. Release of Information permission forms are available in the Registrar's Office which students may sign giving access to their records to parents or other designated individuals.

#### Information/Personal Data

It is the responsibility of the student to keep their personal data up to date. Any changes in name, address, phone, major or degree-seeking status must be submitted to the Registrar's Office or registration personnel at one of the other campus locations as soon as possible. Name changes must be accompanied by legal documentation, i.e., copy of driver's license, social security card, or court order.

#### Transcript Request

To have an official transcript sent, the Registrar's Office must receive a written request with the student's name, date of birth, dates of attendance, address, signature, social security number or Butler ID number, and appropriate transcript fee. A hold is placed on transcripts of students with outstanding financial obligations to the college. Request forms are available on the Butler website, Registrar pages.

## STUDENT RECORDS

The Registrar's Office provides services to students and academic departments related to the processes of registration, veteran's educational benefits, withdrawal and graduation. The office also maintains students' academic records and issues transcripts. Staff members are available to students for consultation. For detailed information about registration procedures, student records, and academic regulations, please contact the Registrar's Office at (316)-322-3123, or 733-3123 from the Wichita/metro area or [registrar@butlercc.edu](mailto:registrar@butlercc.edu).

#### FERPA and Directory Information



**EXPECTATION OF FINANCIAL RESPONSIBILITY**

It is the expectation of Butler Community College that every student enrolled in classes meet the financial obligation associated with their enrollment. Students who fail to meet this obligation will not be granted academic credit for work completed.

**Early Enrolled Students must** have tuition and fees paid in-full by the early enrollment payment deadline, or have a payment plan established with the Accounts Receivable office. Deadline dates are published each term on the web site.

**Students Who Do Not Early Enroll must** pay tuition and fees or complete and sign a payment plan with accounts receivable.

**Students Receiving Federal Financial Aid must** make prior arrangements with the Accounts Receivable office for deferment of tuition, and fees.

**Students On Activity Scholarships must** pay fees in accordance with the payment policies previously stated.

**Students Who Have Other Types of Scholarships must** pay tuition and fees not covered by such scholarships in accordance with the payment policies previously stated.

**Students Receiving Veterans' Benefits** for the first time may make arrangements for deferment of tuition and fees by making prior arrangements with the Veterans' Coordinator in the Registrar's Office and Accounts Receivable Office.

*Any exceptions to the above directions must be coordinated with Accounts Receivable. Tuition and fees are subject to change by action of the butler board of trustees. Any student account balances not on a payment plan or covered by financial aid are subject to late payment and deferred payment fees at the end of each month.*

**STUDENT TUITION AND FEE REFUND POLICY**

Written notification required. Any student enrolled in a class must provide written notification of withdrawal by using a course scheduling form drop slip. The form must be completed by the student and signed by an advisor and turned into the Registrar's Office or an advisor at a community location. For most classes, students may withdraw themselves on the Web via pipeline@butler on Butler's homepage at [www.butlercc.edu](http://www.butlercc.edu).

**\*\*\*Failure to attend or ceasing to attend a class does not constitute an official withdrawal!\*\*\***

The above is applicable regardless of the number of hours dropped, simultaneous hours added, or the time period of the drop.

Failure to make a formal request in writing or via pipeline@butler on Butler's homepage at [www.butlercc.edu](http://www.butlercc.edu) to drop a class or classes will result in full assessment of charges whether any sessions are attended or not.

A refund will be considered only if the student complies with the policy above and if the drop is requested or processed prior to the end of the refund period applicable to the class or classes dropped.

**100 Percent Refund Period**

Students are entitled to a 100 percent refund of tuition and fees less a \$10 per visit service fee for classes formally dropped as posted on the Butler Web site or available from registration personnel at any Butler site. The \$10 service fee is not charged to students processing their own drops via pipeline@butler on Butler's homepage at [www.butlercc.edu](http://www.butlercc.edu).

**The above does not apply to Business Performance Group classes.**

**Call for a current course schedule and related refund policy, 316.218.6118.**

**Cooperative Education and Internship Courses: No refund after the training plan has been signed.**

**100 Percent Refund Period For Books**

Students are entitled to a 100 percent refund for books returned to the bookstore as follows:

For 16-week classes – through the third Friday of start of class.

For eight-week to less than 16-week classes – through second Friday of start of class.

For classes less than four weeks - before second meeting of class.

**Cash register receipt is required and books must be in purchased condition.**

**The above does not apply to Business Performance Group classes.**

### Schedule of Refund Dates

A schedule of refund dates will be available in Accounts Receivable each semester, no later than the first day of classes for that semester. Such schedules will take precedence over any earlier publicized refund dates. This schedule also applies to book refunds. The schedule of refund dates may also be obtained via Pipeline, by clicking on "Important Registration Dates" under Student Quick Clicks.

### Refund Appeal Procedures

Refunds may be granted in documented situations beyond the student's control.

Students wishing to appeal their refund should do the following:

1. Complete a refund appeal request form and return it with appropriate documentation to the Registrar's Office prior to the published last day to drop classes for the semester involved. If the student has not been withdrawn from the classes) at that time, the signed appeal form will serve as their official withdrawal (regardless of the outcome of the appeal).
2. Ruling on appeal will be determined by a team consisting of Registrar, Director of Enrollment Management, Accounts Receivable Manager, and the appropriate department Dean if appeal includes instructor or classroom issues. The Director of Financial Aid is involved if a refund is granted and if financial aid is involved, to help students make the best financial decisions surrounding the acceptance of a refund.
3. Action will be taken and the student will be notified by letter from the Registrar.

Should the student wish to appeal this decision, he or she may do so to the Vice President for Student Services **within 10 days of receipt of the committee decision**. The decision by the Vice President for Student Services is final.

**If a refund appeal is granted, the student may be responsible for returning part or all of his/her Federal Financial Aid.**

### Refunds For Canceled Classes

Students enrolled in classes canceled by the school will receive a full refund of tuition and fees with no service fee regardless of date. To facilitate refunds on such classes, students should contact the Advising Center for other course options or other appropriate community site personnel. Books must be returned to the bookstore within two weeks of class cancellation for a refund.

### Simultaneous Drop/Add

During the 100 percent refund period, if a student withdraws from a course and simultaneously adds a course, the \$10 per visit service fee will be charged. The service fee is not charged when students process their own enrollment changes via pipeline@butler on Butler's homepage at [www.butlercc.edu](http://www.butlercc.edu).

If a student withdraws from a course after the refund period and simultaneously adds a course, no refund will be given for the withdrawn course. Full tuition and fees will be charged for the added course.

### Exceptions

If at any time a student, upon the advice of their instructor or advisor and with approval of the appropriate dean or applicable site administrator, withdraws from a course and simultaneously adds a course, no service fee will be charged. This service fee is waived if the student drops the course(s) via Pipeline.

Any other exceptions to the service fee policy must be approved by the Registrar

