



STUDENT HANDBOOK

2017-2018

BUTLER COMMUNITY COLLEGE HONOR CODE

As a student of Butler Community College, I pledge – to exercise academic integrity through personal responsibility and honesty, to strive for a better future by building a solid education, and to build an inclusive atmosphere of respect towards faculty, staff, and students. Through these I will uphold the Butler Community College Honor Code and Student Code of Conduct not only to better the institution, but also to better the future of Butler students.

WHY HAVE AN HONOR CODE?

The Butler community College Honor Code is designed to encourage students, faculty and staff to reflect upon the college's core values of academic integrity and conduct. The code allows students to embrace diversity, show pride in their work, and to build strong, ethical relationships with other students, faculty and staff.

The Honor Code committee has discussed the values the Honor Code will bring to Butler community College. Along with the Student Code of Conduct, these codes will bring about a positive academic atmosphere at butler which will ultimately bring even better, more powerful students.

This Planner Belongs To:

Name _____

Address _____

Email _____

Phone _____

TABLE OF CONTENTS

Welcome Letter from the President	3
Butler Mission & Vision Statements	4
Butler Philosophy Statement	4
Butler Inclusion Statement	4
Butler Learning PACT	4
Academic Calendar	5
Student Expectations	6
Student Code of Conduct	6-7
Harassment Policy	7-12
Weapons Policy	12-16
Drug & Alcohol Policy	16-17
Tobacco Free Campus Policy	17
Animal Control Policy and Campus Rules	17
Registered Sex Offenders	17
Skateboards & Skates Policy	17-18
Student Disciplinary Process	18-19
Academic Integrity	19
Academic Appeal Process	19-20
Procedural Due Process	20-21
Formal Complaint Process	21-22
Attendance	22
FERPA	22-24
Bulletin Boards & Display Areas	24
First Amendment Activities	25-26
Solicitation	26
Quick References (Phone Numbers & Locations)	27-29
Enrollment Management	29-31
Academic & Support Services	31-32
Public Safety & Security	32-36
Student Life & Services	36-37
Student Groups, Organizations & Activities	37-40
Glossary of Key Terms	41-43
Your Class Schedule	44-45
Calendar	46-71
Butler Important Information	72
Accreditation	72
Notice of Nondiscrimination	72

WELCOME LETTER FROM THE PRESIDENT

Welcome to Butler Community College “where thousands of tomorrows start today!” We’re pleased you’ve made the decision to learn with us because you’ll find a college-wide commitment focused on your success as a student both inside the classroom and through extracurricular activities. Whether you are coming to us as a recent graduate, returning to prepare for the workforce, or taking courses for personal enrichment, we’re dedicated to engaging you in outstanding learning opportunities. Our timeless institutional values of quality, integrity, service, and caring will be evident throughout your time with us.

You’ll find dedicated faculty and staff who provide personalized attention, and you’ll like our small class sizes and flexible schedules. Our dynamic learning environment will support not only your personal but professional goals. Please use this student handbook along with our college catalog, website, Pipeline, and Butler social media to help you explore our available resources and get acquainted and connected to all that is happening on our campuses. The handbook is an easy guide that identifies the overall academic calendar and student expectations related to code of conduct, academic integrity and attendance. It contains pertinent policies and quick references including phone numbers. A section called “Grizzly Basics” gives an overview of Butler’s enrollment processes, learning resources, public safety information as well as descriptions of student services, student groups and organizations. If you don’t easily find information you need, just ask any faculty or staff member. We’re here to make your college experience the very best possible!

Take time to get involved on campus whether it is by attending sports or fine arts events, participating in a student organization, taking advantage of a leadership opportunity, or giving your time through a community service project. Research shows that students who are involved on campus and connected to friends, faculty, and staff are more likely to complete their educational goals.

At Butler, we place learning and student success at the heart of everything we do. The steps you take today are steps toward a brighter tomorrow. You will be challenged, your knowledge expanded, and your opportunities enriched. When you succeed, so do we. Together, let’s take tomorrow.

Go Grizzlies!!



A handwritten signature in black ink that reads "Kimberly W. Krull". The signature is written in a cursive, flowing style.

Kimberly W. Krull, President

BUTLER MISSION & VISION STATEMENTS

Butler Mission

Butler Community College exists to develop responsible, involved lifelong learners and to contribute to the vitality of the community it serves.

Our Vision

Butler will be the Learning College of Choice for the region, engaging students and other stakeholders in exceptional instructional programs and services that directly relate to their needs and prepare them for success. (Rev. 7/07)

“Introduction”

Butler has embarked on a journey, which places Learning at the heart of our institution. This is the journey of the Learning College, an institution driven by quality and dedicated to engaging its students in learning experiences, which expand their minds and spirit. When students and stakeholders choose Butler, we choose them. We are dedicated to their success and driven to bring out their very best. When they succeed, so do we. We are a Learning College. Learning is at the heart of what we do. (Rev. 07/09)

Institutional Values

*Quality *Integrity *Service *Caring

BUTLER PHILOSOPHY STATEMENT

At Butler Community College we recognize and embrace the uniqueness, diversity and broad spectrum of social and cultural backgrounds of our first year students, as well as their varying levels of education, learning styles and attainment. Guided by the institution’s timeless values, the faculty and staff encourage and engage students to set and attain their educational goals. As a Learning College, our first year foundational experiences, both curricular and co-curricular, prepare students to be productive and responsible individuals with an appreciation for the value of lifelong learning. The *Butler Learning PACT guides students in their successful transition to a four-year college/university or employment.

Personal connection, integration into learning environments and service to the community are held to be central to the educational growth, development, and overall success of the first year student. All Butler personnel participate in student success, both inside and outside the classroom. Butler is committed to partnering with secondary institutions to promote college readiness. Emphasis is also placed on a seamless transfer to four-year institutions, into business/industry for successful employment, and toward the fulfillment of a student’s individual goals.

We are committed to the success of our students and to the continuous evaluation and improvement of the first year experience.

BUTLER INCLUSION STATEMENT

In support of its institutional values, Butler Community College nurtures diversity and inclusion through the practice of Cultural Competency, an ever-evolving concept that recognizes, supports, and embraces the understanding of human difference. Through culturally competent behaviors, attitudes, instruction, and policies, Butler promotes a diverse educational experience, fosters inclusivity to ensure student success, and contributes to the vitality of the institution and the communities it serves.

The Butler Learning PACT

As a Learning College, Butler prepares students to be principled, productive individuals who are responsible, involved lifelong learners. Through the college’s Learning PACT, Butler intends to impart knowledge and intellectual concepts to students that Butler’s faculty believes every educated person should possess to function successfully in life.

Butler Students’ Work Will Demonstrate:

P = Personal Development skills

- Personal management
Make smart personal life choices
- Interpersonal interaction
Interact with respect for others in a diverse world

A = Analytical Thinking Skills

- Critical thinking
Make informed decisions for challenging situations
- Problem solving
Find workable solutions for real life problems

C = Communication Skills

- Creation and delivery of messages
Write and speak effectively
- Reception and interpretation of messages
Observe, listen and read effectively

T = Technology skills

- General computer use
Use computers and the internet proficiently
- Discipline-specific technology
Use specialized technology effectively

ACADEMIC CALENDAR

This calendar is subject to change. An up-to-date calendar and schedule can be found at the Butler website www.butlercc.edu. Since Butler provides classes in a variety of formats, deadlines for adding, dropping, and withdrawing from classes varies as well. Refer to <http://www.butlercc.edu/registrar/index.cfm> for more information.

August	7	Intercession Begins
	18	Last Day to Pay for Fall 2016 Classes
	18	Intercession Ends
	21	FALL SEMESTER BEGINS
September	4	LABOR DAY – No classes/Offices closed
October	9	FALL BREAK - No classes-Office closed
	10	Institutional Development Day – No classes/Offices closed
	13	End of first 8 week session
	23	Spring Enrollment Begins
November	10	VETERANS' DAY – McConnell Only – No classes
	22-24	THANKSGIVING BREAK – No classes/Offices closed
	27	Summer Enrollment Begins
December	4-8	Finals Week
	8	Fall Semester Ends
	21-31	WINTER BREAK – No classes/Offices closed
January	1	WINTER BREAK – No classes/Offices closed
	2	Intercession Begins
	12	Last Day to Pay for Spring 2017 Classes
	12	Intercession Ends
	15	MARTIN LUTHER KING JR. DAY – No classes/Offices closed
	16	Spring Semester Begins
February	19	PRESIDENTS' DAY – McConnell Only – No classes
March	9	End of first 8-week session
	19-23	SPRING BREAK – No classes
	26	Fall Enrollment Begins
	29	Institutional Developmental Day-No classes/Offices closed
	30	GOOD FRIDAY- No classes/Offices closed
May	7-11	Finals Week
	11	Spring Semester Ends
	12	COMMENCEMENT
	14	Intercession Begins
	25	Intercession Ends
	28	MEMORIAL DAY – No classes/Offices closed
June	1	Last Day to Pay for Early Enrolled Summer 2017 Classes
	4	Summer School Begins
July	4	Offices Closed/Independence Day
	27	Summer School Ends

STUDENT EXPECTATIONS

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 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 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.

Butler Community College expressly prohibits any form of discrimination or harassment based on gender, race, color, religion, sex, sexual orientation, national origin, age, disability, veteran status, 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. 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. Individual or group behavior which substantially impinges upon or invades the rights of others, disrupts, impedes or interferes with the operation of any college class or activity. Such conduct includes (but is not limited to) assault, threats to the personal safety of one's self or others, throwing objects, making excessive noise, unwelcome physical contact, or hazing/bullying.
3. Conduct which results in violations of federal, state laws, and local city ordinances or conviction of the student of any offense specified in chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States.
4. 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 is prohibited.

5. Being under the influence, possessing, and/or consuming alcoholic beverages (3.2 beer included), illegal or unauthorized drugs on college property. (See Disciplinary Action for Drug and Alcohol Violations)
6. Theft of any kind, including seizing, receiving or concealing property with knowledge that it has been stolen.
7. Willful, intentional or negligent damage or destruction to any property belonging to the college, faculty or staff, visitor or student.
8. Possession or use of unauthorized firearms or other weapons or violation of the Weapons Policy.
9. Violations of any computer lab policy. Violations of ethical standards and unauthorized or inappropriate use of computer such as (but not limited to): using other's e-mail without permission, downloading or engaging in pornographic material, monopolizing hardware, software and/or printers for personal use (not college related), tampering with the college's network security system, or any illegal activity that violates the laws of libel, copyright, trademark and the Buckley Amendment.
10. Intentionally and/or maliciously violating the Academic Integrity policy or falsifying College documents or records (including financial aid, admissions and registration) or make a false report or statement to a College official. (See Academic Integrity)
11. Participation in inappropriate sexual behavior or sexual harassment of College faculty, staff, or students. (See Harassment and Violence Policy)

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.

College officials including the President, Vice President of Academics, or Vice President of Student Services (or their designees) may impose sanctions including probation, suspension, dismissal, and expulsion of any student who violates College Policy including the Student Code of Conduct and Academic Integrity policies.

If a student disagrees with the sanctions set forth by a college official he/she has the right to appeal. To appeal sanctions resulting from violations of the Student Code of Conduct, except the Academic

Integrity violations, the student should refer to the Student Disciplinary Process. For violations of the Academic Integrity policy and disagreements about grade assignments, the students should refer to the Academic Integrity and Academic Appeal Process.

Harassment and Violence Policy Prohibitions

It is the policy of Butler Community College to maintain a learning and working environment that is free from harassment or violence. Butler Community College prohibits any form of harassment or violence against an employee or student based on race, religion, sex, sexual orientation, gender identity, national origin, age, disability, and/or any other status protected by federal, state, or local law and/or because the person opposed unlawful discrimination and/or participated in an investigation or complaint concerning unlawful discrimination. These prohibitions apply to Butler Community College students, faculty members, staff members, administrators, trustees, agents, volunteers, contractors, or other persons subject to the supervision and control of Butler Community College.

It is a violation of College policy for any student, faculty member, staff member, administrator or other employee to harass any student, faculty member, administrator, or other College employee because of that person's race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, and/or any other status protected by federal, state, or local law.

It is a violation of College policy for any student, faculty member, staff member, or administrator or other employee to inflict, threaten to inflict, attempt to inflict, and/or to aid in inflicting violence upon any student, faculty member, staff member, administrator or other College employee because of that person's race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, and/or any other status protected by federal, state, or local law. For purposes of this Policy, these prohibitions also apply to Butler Community College trustees, agents, volunteers, contractors, or persons subject to the supervision and control of Butler Community College.

Definitions:

Sexual harassment is a form of sexual discrimination that violates Title VII of the Civil Rights Act of 1964 and/or Title IX of the Education Amendments of 1972. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or of obtaining College programs (classroom activities) and/or other College sponsored activity; or

- Submission to or rejection of that conduct or communication by an individual is a factor in decisions affecting that individual's employment or education; or
- That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or a student's ability to participate in or benefit from a College program (classroom activity) and/or other College sponsored activity or creating an intimidating, hostile, or offensive employment environment or educational or on-campus living environment.

Sexual Harassment does not refer to discussions of material with a sexual component, which might offend some but was introduced in a College approved class or conference for intellectual purposes.

Sexual harassment may also include, but is not limited to:

- Gender Harassment: Generalized sexist statements and behavior that convey insulting or degrading attitudes including acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping or a person's failure to conform to stereotypical notions of masculinity or femininity even if those acts do not involve conduct of a sexual nature. Examples include suggestive or sexually explicit posters, calendars, photographs, graffiti, cartoons; email, voicemail, and social media including but not limited to Facebook and Twitter; and sexually explicit jokes or humor focused toward a particular gender.
- Seductive Behavior: Unwanted, inappropriate and offensive sexual advances. Examples include repeated unwanted sexual invitations, insistent requests for dinner, drinks or dates, persistent letters, phone calls and other invitations.
- Sexual Bribery: Solicitation of sexual activity or other sex-linked behavior by promising a reward (a better grade, promotion, etc.) for performing the activity or behavior. The proposition may be either overt or subtle.
- Sexual Coercion: Coercion of sexual activity or other sex-linked behavior by threat of punishment. Examples include negative performance evaluations, withholding promotions, threats of termination, or threats of a failing or lower grade.
- Sexual Exploitation: Non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual harassment offenses. Examples include, but are not limited to, invasion of sexual privacy, prostituting another student, non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex),

engaging in voyeurism, knowingly transmitting an STI or HIV to another individual, 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.

- Sexual Imposition: Deliberate assaults or molestation, or unwanted physical contact such as patting, pinching, "friendly" arms around the shoulder or intentionally brushing against another person's body.
- Other conduct or behavior of a sexual nature deemed inappropriate by College employee and/or student.

Sexual Violence is prohibited and as specifically addressed in the Violence Against Women Reauthorization Act of 2013, Section 304, Campus Sexual Violence Act provisions amending Section 485(f) of the Higher Education Act of 1965 (the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act). Sexual violence refers to physical sexual acts perpetrated against a person's consent or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including rape, acquaintance rape, domestic violence, dating violence, sexual assault, stalking, as well as aiding acts of sexual violence.

- Consent: Clear, knowing and voluntary participation in sexual conduct by person of the age and intellectual capacity to give lawful consent, and may be given by words or actions, as long as words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) the sexual activity. Silence in and of itself, cannot be interpreted as consent.
- Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim, or by 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 Kansas.
- Dating Violence: Violence committed by a person:
 - A. who is or has been in a social relationship of a romantic or intimate nature with the victim;
 - B. where the existence of such a relationship is determined based on a consideration of the following factors:
 - (i) the length of the relationship,
 - (ii) the type of the relationship,
 - (iii) the frequency of the interaction between the persons involved in the

relationship; and

- (iv) may occur any time even if first and only date.

- Sexual Assault: Subjecting another person to sexual touching that is unwanted.
- Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - A. fear for his or her safety or the safety of others; or
 - B. suffer substantial emotional distress.

Racial, religious, national origin, age, and disability harassment is physical or verbal conduct relating to an individual's race, color, religion, national origin, age, and/or disability when the conduct:

- Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment; or
- Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- Otherwise unlawfully and adversely effects an individual's employment or ability to participate in or benefit from College programs (classroom activities) and/or other College sponsored activity.

Procedure for Handling Complaint of Racial, Religious, National Origin, Age, and/or Disability Harassment

1. Any person who believes he or she has been the victim of harassment by a student, faculty member, administrator, or other College personnel because of race, color, religion, national origin, age, and/or disability or any other status protected by federal, state, or local law (except as to complaints because of sex, sexual orientation, or gender identity addressed by separate procedure for handling complaint discussed later in this Policy) should report the conduct to the President of the College or to the Director of Human Resources.
2. Any person with knowledge or belief of conduct which may constitute harassment toward a student, faculty member, administrator, or other College personnel by a student, faculty member, administrator, or other College personnel because of race, color, religion, national origin, age, and/or disability or any other status protected by federal, state, or local law (except as to complaints because of sex, sexual orientation, or gender identity addressed by separate procedure for handling complaint discussed later in this Policy) should report the alleged conduct immediately to his or her supervisor or to the Director of Human Resources.
3. Within two (2) calendar days (excluding weekends and College approved holidays and closings) of the initial complaint, the President or the Director of Human Resources shall designate an officer of the College who shall be

- responsible for investigating the complaint (such officer shall not be the party reported to have committed the alleged harassment).
4. A written statement from the reporting person (complainant) shall be obtained by the designated officer within two (2) calendar days (excluding weekends and College approved holidays and closings) of his/her designation and request that the complainant have no contact with accused individual pending the investigation. The officer will then immediately contact the person who allegedly engaged in the harassment (respondent), inform the respondent of the basis of the complaint, and provide the respondent an opportunity to respond. The investigator shall specifically request that respondent have no contact with the complainant pending the investigation. The respondent will then have two (2) calendar days (excluding weekends and College approved holidays and closings) from the date of notification to make a written response to the designated officer. The complainant or respondent so interviewed may elect to have another person present during the interview, including the opportunity to be accompanied by an advisor of his or her choice and at his or her expense. But in no event, may such election interfere with the interview or disrupt the complaint procedure process provided herein.
 5. Upon receipt of the response, the designated officer shall report in writing to the Director of Human Resources the findings of the investigation, and shall notify the complainant and the respondent of said findings in writing within fourteen (14) calendar days (excluding weekends and College approved holidays and closings) of the appointment. The Director of Human Resources shall review the written findings to determine if harassment in violation of this Policy has occurred.
 6. Upon completion of the review and determination by the Director of Human Resources, both the complainant and the respondent shall be notified separately in person and in writing by the Director of Human Resources of his/her decision within seven (7) calendar days (excluding weekends and College approved holidays and closings) of receiving the report. The complainant and the respondent shall be notified if the Director of Human Resources is unable to meet with them in person within seven (7) calendar days (excluding weekends and College approved holidays and closings) and a meeting will be scheduled as soon as possible. The Director of Human Resources will meet separately with the individuals and will address any questions concerning the determination or resolution with the individuals during this meeting.
 7. The College reserves the right to take whatever measures it deems necessary in response to a complaint of harassment by a student, faculty member, staff member, administrator, or other College employee. Such measures include as to employees discipline up to and including recommending termination of employment and as to students include, but are not limited to, modification of on-campus housing arrangements, probation, interim suspension from campus pending a decision, and expulsion. Not all forms of harassment will be deemed to be equally serious offenses and the College reserves the right to impose different sanctions, ranging from verbal warning to expulsion of enrollment or to termination of employment, depending on the severity of the offense. The College will consider the concerns and rights of both the complainant and the respondent.
 8. The individual, in accordance with College policy or the Master Agreement, the Student Handbook, or the Employee Handbook whichever applies, may appeal any disciplinary actions resulting from this procedure.
 9. In the event the complainant is dissatisfied with the Director of Human Resources' decision, the complainant may appeal in writing to the Board of Trustees within five (5) calendar days (excluding weekends, College approved holidays, and closings) of the receipt of the Director of Human Resources' decision.
 10. As this procedure is initiated and completed, all involved parties will be expected to respect the sensitive nature of the matter and to protect the confidentiality of the complainant, the respondent, and all those involved in the investigation. The College will respect the privacy of the complainant, the respondent, and all those involved in the investigation as much as possible, consistent with the College's legal obligations to investigate and to take appropriate action. Only people who need to know will be told, and information will be shared only as necessary with investigators, witnesses, and the accused individual.
 11. The College will make every reasonable effort to conclude its full investigation of a complaint, decision by the Director of Human Resources, and processing of any appeal within sixty (60) calendar days (excluding weekends and College approved holidays and closings) from its receipt of a complaint. The time periods specified in paragraphs numbered 3, 4, 5, 6, and 9 above are institutional expectations. The Director of Human Resources will document the reason for extending any specified time period and will provide to the complainant and to the person accused (respondent) periodic written notice of any extension of a specified time period and of the status of the investigation.

STUDENT HANDBOOK

Procedure for Handling Complaint of Sexual Harassment and/or Sexual Violence

The following procedure is established for investigating complaints of harassment or violence by a student, faculty member, staff member, administrator, or other College employee because of sex, sexual orientation, gender identity, including cases of alleged domestic violence, dating violence, sexual assault, or stalking and for determining appropriate disciplinary action. It is the College's intent that this procedure will provide a prompt, fair, and impartial investigation and resolution process and will be conducted by College officers who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation process that protects the safety of victims and promotes accountability. If the investigating officer determines to interview the complainant and/or of the accused individual, the person so interviewed may elect to have another person present during the interview, including the opportunity to be accompanied by an advisor of his or her choice and at his or her expense. But in no event, may such election interfere with the interview or disrupt the complaint procedure process provided herein.

Confidentiality

As the College's procedure for handling complaints is initiated and completed, all involved parties will be expected to respect the sensitive nature of the matter and to protect, to the extent possible consistent with the College's legal obligations, the confidentiality of the complainant, the person accused, and all those involved in the investigation. Butler Community College will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the College's legal obligations to investigate and to take appropriate action. Only people who need to know will be told, and information will be shared only as necessary with investigators, witnesses, and the accused individual.

To Report Confidentially: If one desires that details of an incident of sexual harassment or sexual violence be kept confidential, he or she should speak with the on-campus mental health counselor, campus health service provider or off-campus rape crisis resources who can maintain confidentiality. The College counselor is available to help you free of charge and can be seen on an emergency basis. In addition, you may speak off-campus with members of the clergy, who will also keep reports made to them confidential.

Non-confidential reporting options: You are encouraged to speak to officials of the College to make formal reports of sexual harassment and/or sexual violence. The College has defined all full-time faculty and professional staff as mandatory reporters. Notice to them is official notice to the college. You have the right and can expect to have incidents of

sexual harassment and/or sexual violence to be taken seriously by the College when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Butler Community College will act to investigate all complaints, either formal or informal, to take appropriate action based on the weight of the totality of the evidence, against any student, faculty member, staff member, administrator, or other College employee when it is determined that it is more probably true than not that harassment or violence in violation of this Policy has occurred.

Certain College officials have a duty to report sexual assault, domestic violence, dating violence and stalking for federal statistical reporting purposes (such as pursuant to the Clery Act). All personally identifiable information is kept confidential, but statistical information must be reported to College law enforcement regarding the type of incident, date, and the location of the incident (using Clery location categories) and the Clery crime category.

Victims of sexual harassment and/or sexual violence should also be aware that College administrators must issue immediate timely warnings for incidents reported to them that are confirmed to 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 danger.

Complaint Procedure

It is the College's intent that this procedure will provide a prompt, fair, and impartial investigation and resolution process. The College recognizes that time is of the essence in the investigation, decision making, and appeal processes. The College will make every reasonable effort to conclude its full investigation of a complaint, decision by the Title IX Coordinator, and processing of any appeal within sixty (60) calendar days (excluding weekends and College approved holidays and closings) from its receipt of a complaint. The time periods specified in paragraphs numbered 2, 3, and 4 below and in paragraph numbered 2 in the Appeal section are institutional expectations. The Title IX Coordinator will document the reason for extending any specified time period and will provide to the complainant and to the person accused (respondent) periodic written notice of any extension of a specified time period and of the status of the investigation.

The College's Title IX Coordinator may appoint a Deputy Title IX Coordinator to act in his/her absence and/or to facilitate the timely resolution of a complaint.

1. Any person who believes he or she has been the victim of harassment or violence by a student, faculty member, staff member, administrator, or

other College employee because of sex, sexual orientation, and/or gender identity, should report the conduct to the College Title IX Coordinator, Director of First Year Experience, 316-218-6373, sconard@buttrecc.edu.

Students are also encouraged to speak to any member of the College full-time faculty or professional staff as these individuals are mandatory reporters of student complaints. The College considers notice of a student complaint to a full-time faculty member and/or professional staff member to be official notice to the College. The faculty member or professional staff member receiving the complaint is required to notify the Title IX Coordinator in writing immediately.

Any person with knowledge or belief of conduct which may constitute harassment or violence toward a student, faculty member, staff member administrator, or other College employee because of that person's sex, sexual orientation, and/or gender identity should report the alleged conduct immediately to his or her supervisor or to the College Title IX Coordinator.

2. Within two (2) calendar days (excluding weekends and College approved holidays and closings) of the receipt of the complaint, the Title IX Coordinator shall designate the incident investigating officer or officers who will investigate the complaint (such individual or individuals shall not be the party charged with having committed the alleged harassment and/or violence).
3. A written statement from the reporting person (complainant) shall be obtained by the designated officer(s) within two (2) calendar days (excluding weekends and college approved holidays and closings) of their designation and request complainant have no contact with the respondent pending the investigation. The investigating officer will then immediately contact the respondent, inform the person of the basis of the complaint and provide the person an opportunity to respond with a written statement. The investigating officer shall specifically request that the respondent have no contact with the complainant pending the investigation. The respondent will then have two (2) calendar days (excluding weekends and College approved holidays and closings) from the date of notification to make a written response to the investigating officer.
4. Upon receipt of the response(s), the investigating officer shall report in writing to the Title IX Coordinator the fact findings of the investigation and shall notify the complainant and the respondent of said fact findings in writing within fourteen (14) calendar days (excluding weekends and College approved holidays and closings) of the appointment of the investigating officer. The

Title IX Coordinator shall review the written fact findings to determine, by the weight of the evidence, taking into account the totality of all reported evidence, if it is more probably true than not that harassment or violence in violation of this policy has occurred. Upon completion of the review and determination by the Title IX Coordinator, both the complainant and the respondent shall be notified separately in person and in writing by the Title IX Coordinator of his/her decision within seven (7) calendar days (excluding weekends and federal holidays) of receiving the investigating officer's report. The complainant and the respondent shall be notified if the Title IX Coordinator is unable to meet with them in person within seven (7) calendar days (excluding weekends and College approved holidays and closings) and a meeting will be scheduled as soon as possible. The Title IX Coordinator will meet separately with the complainant and with the respondent and will address any questions concerning the determination or resolution with each individual during the respective meeting.

5. If it is determined it is more probably true than not that a violation of College policy has occurred, the Title IX Coordinator will forward his/her written decision to the appropriate administrator who will take appropriate disciplinary action.

Disciplinary Action

The College reserves the right to take whatever measures it deems necessary in response to a complaint of harassment or violence by a student, faculty member, staff member, administrator, or other College employee because of sex, sexual orientation, and/or gender identity. Such measures include as to employees discipline up to and including recommending termination of employment and as to students include, but are not limited to, modification of on-campus housing arrangements, probation, interim suspension from campus pending a decision, expulsion, and reporting the matter to the Department of Public Safety. Not all forms of sexual harassment and/or sexual violence will be deemed to be equally serious offenses and the College reserves the right to impose different sanctions, ranging from verbal warning to expulsion of enrollment or to termination of employment, depending on the severity of the offense. The College will consider the concerns and rights of both the complainant and the respondent.

Title IX requires notification be made to the College's Title IX Coordinator of the resolution of any potential sexual harassment and/or sexual violence issues.

Appeal

1. The individual, in accordance with the College policy, the Master Agreement, the Student Handbook, or the Employee Handbook

STUDENT HANDBOOK

whichever applies, may appeal any disciplinary action resulting from this procedure.

2. In the event the complainant and /or the respondent is dissatisfied with the Title IX Coordinator's decision, the individual may appeal in writing to the Title IX Appeal Team within five (5) calendar days (excluding weekends and college approved holidays and closings) of the receipt of Title IX Coordinator's decision. The Title IX Appeal Team will consider the appeal within fourteen (14) calendar days (excluding weekends and College approved holidays and closings) of its receipt of the written appeal. The Title IX Appeal Team's decision will be the College's final determination. Within five (5) calendar days (excluding weekends and College approved holidays and closings) of its determination, the Title IX Appeal Team will provide written notification of its decision to the complainant and to the individual who made the appeal and to other party (either the complainant or the respondent).

Retaliation Prohibited

Butler Community College will discipline or take appropriate action against any student, faculty member, staff member, administrator, or other College employee who retaliates against any person who reports harassment or violence under this policy.

Any student or employee of the College who retaliates against another for testifying, assisting, or participating in any investigation or proceeding relating to harassment and/or violence under this Policy will be subject to discipline. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Education Programs to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking

Butler Community College will conduct education programs to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, which shall include:

- primary prevention and awareness programs for all incoming students and new employees, which will include:
 - A. a discussion of this Policy;
 - B. safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, sexual assault, or stalking against a person other than such individual;
 - C. information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks;
 - D. the procedures set forth in this Policy for handling a complaint;
 - E. possible sanctions or protective measures

the College may impose following a final determination after a College investigation of reported incident of rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking;

- F. procedures victims should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred, including information about:
 - I. the importance of preserving evidence as may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order;
 - II. to whom the alleged offense should be reported;
 - III. options regarding law enforcement and campus authorities, including the victim's option to:
 - (a) notify proper law enforcement authorities, including on-campus and local police;
 - (b) be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and
 - IV. decline to notify such authorities; and
 - V. the rights of victims and the College's responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal and/or civil court;
 - G. notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims both on-campus and in the community; and
 - H. information concerning options victims have for available assistance, if applicable, in changing academic classes, on-campus living, and working situations, if so requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the incident to campus police or to local law enforcement, and
- ongoing prevention and awareness campaigns for students and faculty that will include the above information. (Revised 7/15)

Weapons Policy

Purpose:

The purpose of this Policy Statement is to adopt and implement the Board of Trustee's Policy on weapons possession and to direct the creation and implementation of campus specific procedures at Butler Community College campuses.

Applies to:

All faculty, staff, students, visitors of the Butler Community College.

Campuses:

901 South Haverhill Road, El Dorado, Kansas

2600 West 6th Street, El Dorado, Kansas
 701 East Main, Hill Building, Marion, Kansas
 715 East 13th Street, Andover, Kansas
 1810 North Andover Road, Andover, Kansas
 110 East 21st Street, Andover, Kansas
 131 West Main, Council Grove, Kansas
 53474 Lawrence Court Building #412, McConnell
 AFB, Wichita, Kansas
 712 Rose Hill Road, Rose Hill, Kansas
 2626 South Rock Road, Suite 116, Wichita, Kansas
 6655 East Zimmerly, Wichita, Kansas 67207

Policy Statement:

As required by Kansas Law, Personal and Family Protection Act (PFPA), K.S.A. 75-7c01 et seq., Concealed Carry of Handgun shall be permitted on Community College Campuses, including all buildings and public areas owned or leased by College without adequate security measures, except in specific restricted access areas within buildings. Open carry of firearms and possessions of weapons¹ other than concealed handguns² shall be prohibited on all campuses. Nothing in this Policy shall read to prohibit College Public Safety Officers or other Law Enforcement Officers as defined by K.S.A. 75-7c22 from carrying weapons. The College campuses shall develop specific procedures for safe possession, use and storage of such weapons.

High School campuses: Andover, Rose Hill, Council Grove, and Marion are specifically and expressly exempt from this Policy.

Federal Facility: McConnell Air Force Base is also exempt from this policy.

“Educare” on El Dorado campus and the enclosed/fenced playground area surrounding Educare is specifically and expressly exempt from this Policy.

1. “Weapon” means a weapon described in K.S.A. 21-6301, as further defined under K.S.A. 75-7c20; however, for purposes of this Policy included knives more than 4 inches in length.
2. “Handgun” is defined as a “firearm”, pursuant to K.S.A. 75-7c02, with cross-reference to K.S.A. 75-7b01.

Specifically, under K.S.A. 75-7b01, it is (1) a pistol or revolver which is designed to be fired by the use of a single hand and which is designed to fire or capable of firing fixed cartridge ammunition; or (2) any other weapon which will or is designed to expel a projectile by the action of an explosive and which is designed to be fired by the use of a single hand.

In accordance with the Kansas Personal and Family Protection Act, K.S.A. 75-7c01 et seq., as amended (the “Act”) and other applicable federal/state laws, it is permissible and will not be a violation of this Policy for the:

- i) carrying of one concealed Handgun² on Campus by legally qualified individuals, pursuant to Kansas law, and also in accordance with the Concealed Carry Restrictions set forth below,
- ii) lawful carrying of a concealed Handgun by an employee performing College duties at an off-Campus Activity, when in accordance with applicable laws/policies for such location,
- iii) lawful possession of a Handgun within a personal/non-College vehicle,
- iv) lawful possession of Weapons:
 - a. by Department or other law enforcement officers while acting within the scope of their employment, by authorized armored car personnel, or by others authorized in writing by the Butler College Head of Security or designee, or
 - b. as necessary for the conduct of College approved programs.

Concealed Carry:

Beginning July 1, 2017, any individual who is twenty-one (21) years of age or older and who is not prohibited or disqualified by law and who is lawfully eligible to carry one concealed handgun in Kansas shall not be precluded from doing so on Butler campuses, including all facilities owned or leased by Butler Community College, except (1) in buildings and public areas of buildings for which “Adequate Security Measures” (ASMs) are provided, (2) high school campus or Educare, or (3) in a specified restricted access area of a building. Within such restricted access areas, concealed carry will be banned. Individuals who are not employees of the College may be authorized access through a restricted access entrance only pursuant to a College screening process that is compliant with the provisions of the PFPA. The College may temporarily designate specific locations as prohibiting concealed handguns and use temporarily.

Concealed Carry Required Safety Measures:

Each individual who lawfully possesses a Handgun on Campus shall be wholly and solely responsible for carrying, storing and using that Handgun in a safe manner and in accordance with the law and this Policy. Individuals who carry a Handgun on Campus must carry it concealed on or about their person at all times. “Concealed” means completely hidden from view and does not reveal the Handgun in any way, shape or form. “About” the person means that an individual may carry a Handgun if it can be carried securely in a suitable carrier, such as a backpack, purse, handbag or other personal carrier designed and intended for the carrying of an individual’s personal items. Moreover, the carrier must at all times remain within the exclusive and uninterrupted control of the individual. This includes wearing the carrier with one or more straps consistent with the carrier’s design, carrying or holding the carrier or setting the carrier

STUDENT HANDBOOK

next to or within the immediate reach/control of the individual. It shall be a violation of this Policy to openly display any possessed Handgun while on Campus. Handguns with an external safety must be carried with safety in "on" position.

Legal Restrictions Pursuant to Federal and State Restrictions on Firearms:

The following state and federal laws apply to possession and use of firearms, including the carry of concealed handguns.

- Kansas law states that the only type of firearm that an individual can carry while concealed is a handgun (K.S.A. 21-6301 et. seq.);
- An individual in possession of a concealed handgun must be at least 21 years of age (K.S.A. 21-6302(a)(4));
- A firearm cannot be carried by an individual under the influence of alcohol or drugs, or both, to such a degree as to render the individual incapable of safely operating the firearm (K.S.A. 21-6332);
- A firearm cannot be carried by an individual who is an unlawful user of and addicted to any controlled substance (as defined in section 102 of the Controlled Substances Act, codified at 21 U.S.C. § 802) (K.S.A. 21-6301(a) (10));
- A firearm cannot be carried by an individual who is or has been a mentally ill person subject or has been subjected to involuntary commitment (K.S.A. 21-6301(a) (13));
- A firearm cannot be carried by an individual with an alcohol or substance abuse problem subject to involuntary commitment (K.S.A. 21-6301(a) (13));
- A firearm cannot be carried by an individual who has been convicted of a felony crime (K.S.A. 21-6304(a)) or convicted in any court of a crime punishable by imprisonment for a term exceeding one year (18 U.S.C. 922(g)(1)) (parole and conditions of probation apply);
- Automatic firearms and sawed off shotguns cannot be carried (K.S.A. 21-6301(a)(5));
- A cartridge which can be fired by a handgun and which has as plastic-coated bullet with a core of less than 60% lead by weight is illegal (K.S.A. 21-6301(a)(6));
- Suppressors and silencers cannot be used with a firearm (K.S.A. 21-6301(a)(4));
- Firearms cannot be fired in the corporate limits of a city or at a dwelling, or at a structure or vehicle in which people are present, except in self-defense (K.S.A. 21-6308a and K.S.A. 21-6308(a)(1)(A));
- A firearm cannot be carried by a person who is a fugitive from justice (18 U.S.C. § 922(g)(2));
- A firearm cannot be carried by an individual who is an illegal alien (18 U.S.C. § 922(g)(5)(A));
- A firearm cannot be carried by an individual who has been discharged from the Armed Forces under dishonorable conditions (18 U.S.C. § 922(g)(6));

- A firearm cannot be carried by an individual who has renounced his or her United States citizenship (18 U.S.C. § 922(g)(7));
- A firearm cannot be carried by an individual who is subject to a court order restraining the person from harassing, stalking, or threatening an intimate partner or child of the intimate partner (18 U.S.C. § 922(g)(8)); and
- A firearm cannot be carried by an individual who has been convicted of a misdemeanor crime of domestic violence (18 U.S.C. § 922(g)(9)).

Location Restrictions:

Certain campus buildings and/or public use areas within campus buildings can be permanently or temporarily designated to prohibit concealed handguns except as noted above in Section D. There are no campus buildings or public areas that have been permanently designated to prohibit concealed handguns with ASMs in place. If a specific location on a Butler campus is to be temporarily designated as prohibiting the carrying of a concealed handgun and the temporary use of ASMs as defined and required by law will be utilized, appropriate notice would be given for this temporary designation.

Campus locations leased by Butler Community College or used for Off-Campus Activity, and owned by an entity that may lawfully exclude or permit firearms at their premises (concealed or otherwise), may choose at their sole discretion to exclude or permit Handguns from their premises, notwithstanding a lease or use arrangement with Butler Community College. This Policy shall honor landlord restrictions.

Additional Safety Measures:

Butler Community College and its employees, staff, administration and trustees who do not provide adequate security measures in College buildings and by this Policy allows the carrying of a concealed handgun as authorized by the Personal and Family Protection Act (K.S.A. 75-7c01 et seq.) shall not be liable for any wrongful act or omission relating to actions of persons carrying a concealed handgun concerning acts or omissions regarding such handguns (K.S.A. 75-7c20(f)).

Nothing in this Policy shall be interpreted to require individuals who lawfully possess a handgun to use it in defense of others.

No person shall use the fact or possibility that he or she is carrying a concealed weapon with the intent to intimidate another person except in defense of self or others.

The implementing procedures of the Butler Community College campuses shall include detailed provisions regarding how and where to report suspected violations of this Policy, how faculty, staff

and students shall be notified of the laws and Policies pertaining to concealed carry on campus, and shall also provide interested students, faculty and staff with information about any known locally or regionally available firearm safety instruction.

Storage:

Handgun storage is not provided by Butler Community College. Individuals may store a Handgun in the individual's vehicle when the vehicle is locked and the Handgun is secured in a location within the vehicle that is not visible from outside the vehicle; Handgun storage by any other means is prohibited, except in locked secure box in resident's dorm room. Specifically, it is prohibited for any individual to store a Handgun: i) in a vehicle that is unlocked or when the Handgun is visible from outside the vehicle, ii) in an individual's office, unless in locked secure box, iii) in an unattended backpack/carrier, iv) in any type of locker or v) in any other location and under any circumstances except as specifically permitted by this Policy and by state and federal law.

A voluntary registration opportunity with the Department of Public Safety shall be available, so in the event the weapons are stolen, the serial numbers are in a national database.

Training:

Even the lawful carrying of a concealed Handgun has its own risks. Any report of Weapons on a Butler Community College Campus will be addressed by Butler Community College Public Safety and/or local police departments in coordination with Butler Community College Public Safety. The lawful carrying of a concealed Handgun should not create concerns on Campus; however, anything other than the lawful carrying of a concealed Handgun has the potential to create confusion and additional risk during police responses.

Enforcement:

Any individual (student or employee) violating this Policy or accidentally or irresponsibly discharging a weapon will be subject to appropriate disciplinary action, including but not limited to suspension/expulsion, termination of employment, immediate removal/trespass from the premises and/or arrest. Enforcement of this Policy will be administered by Butler Community College Public Safety or College Administration. The Student Code of Conduct and Employee and Professional Employee disciplinary processes will be utilized to address violations. Those residing on campus shall honor these Policy provisions plus any and all conditions of housing written agreement.

These Policies may be modified by action of the Board of Trustees.

Reporting:

Suspected violations of this Policy should be reported

to Butler Community College Security Department:

- Call: 911

Alternatively, suspected violations can be reported by:

- Walk-in: Public Safety Office – West Hall
Public Safety Office – 5000 Bldg
- Text via: El Dorado 316-321-7657
Andover 316-218-6112

Emergency reports concerning threats or violence on campus:

- Call: 911

Definitions:

The term “weapons” includes, but it not limited to:

1. Any object or device which will, is designed to, or may be readily converted to expel bullet, shot or shell by the action of an explosive or other propellant;
2. Any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature, including those that are concealed or openly carried;
3. All BB guns, pellet guns, air/CO2 guns, or any device, such as a Taser, which is designed to discharge electric darts or other similar projectiles; however, a personal self-defense stun gun that does not fit within the preceding definition shall not be considered a weapon for the purposes of this policy;
4. Any explosive, incendiary or poison gas (A) bomb, (B) mine, (C) grenade, (D) rocket having a propellant charge of more than four ounces, or (E) missile having an explosive or incendiary charge of more than ¼ ounce;
5. Any incendiary or explosive material, liquid, solid or mixture equipped with a fuse, wick or other detonating device;
6. Any tear gas bomb or smoke bomb; however, personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purposes of this policy;
7. Any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
8. Any straight-blade knife of four inches or more such as a dagger, dirk, dangerous knife or stiletto; except that an ordinary pocket knife or culinary knife designed for and use solely in the preparation or service of food shall not be construed to be a weapon for the purposes of this policy;
9. Any martial arts weapon such as nun chucks or throwing stars;
10. Any longbow, crossbow and arrows or other projectile that could cause serious harm to any

STUDENT HANDBOOK

person; or

11. Any other dangerous or deadly weapon or instrument of like character.

The term “handgun” means:

1. A pistol or revolver which is designed to be fired by the use of a single hand and which is designed to fire or capable of firing fixed cartridge ammunition; or
2. Any other weapon which will or is designed to expel a projectile by the action of an explosive and which is designed to be fired by the use of a single hand.

The term “firearm” includes any handgun, rifle, shotgun, and any other weapon which will or is designed to expel a projectile by the action of an explosive.

The term “adequate security measures” means the use of electronic equipment and armed personnel at public entrances to detect and restrict the carrying of any weapons into a College building or public area of a College building, including but not limited to, metal detectors, metal detector wands or any other equipment used for similar purposes to ensure that weapons are not permitted to be carried into such building or public area of the building by members of the public.

The term “building” means a College building owned or leased.

The term “campus” means any building or grounds owned or leased by Butler Community College for College use.

The term “restricted access entrance” means a restricted access entrance to a building or area of a building that requires a key, keycard, code or similar device to allow entry to authorized personnel through the restricted access entrance.

The term “open carry” means carrying a firearm visible to others.

The term “public area” means any portion of the College building that is open to and accessible by the public or which is otherwise designated as a public area.

The term “secured area” shall mean those areas of the College Security facilities that are not open or accessible to the public without approval or escort from College Security departmental personnel.

Drug & Alcohol Policy

At Butler Community College, students may not possess or consume alcoholic beverages or illegal drugs or paraphernalia in or on College property or during a College activity or function. Being under the influence of drugs or alcohol is considered disruptive to the operation of the college, class or activity, and may be subject to disciplinary action.

Disciplinary Action for Drug and Alcohol Violations Amnesty for Drug and/or Alcohol-Related Incidents

Students who report themselves or another student who is in a drug or alcohol related emergency, or state of intoxication, to Residence Hall staff, public safety officials, or other college official, each will be granted amnesty to these fines and sanctions, as this may save a life. They will be referred to and required to report to the counselor and complete the appropriate educational program.

Alcohol Violation Fines/Sanctions

- *First Offense*
\$200.00 Fine
Placed on probationary status
Mandatory parental notification
*Sessions with Counselor and completion of the appropriate educational program (\$25.00 cost to student)
- *Second Offense*
\$400.00 Fine AND Community Service
Mandatory parental notification
Potential removal from the residence hall
Probationary status continues
*Sessions with Counselor and completion of the appropriate educational program. (\$25.00 cost to student)
- *Third Offense*
Suspension or Expulsion from college
Dismissed from the Residence Halls

Display of alcoholic beverage containers, wrappers, and/or promotional items is prohibited.

Display of any images containing or alluding to drugs and/or drug paraphernalia is prohibited.

Display of alcoholic beverage containers, or promotional items containing alcohol logos including but not limited to empty beer bottles, cans, and hard liquor bottles, signs, posters, shot or any other alcohol glasses or alcohol covers such as Crown Royal anywhere in the residence hall and/or display of wrappers, containers, promotional items containing drug logos including, but not limited to hukas, bags, signs, posters, bongos, shot or any other glasses anywhere in the residence hall will result in the following sanctions:

- First Offense
\$25.00 Fine
Items removed from Residence Hall
- Second Offense
\$50.00 Fine
Items removed from Residence Hall.
Referred to Director of Residence Life
Probation as determined by the Director of Residence Life

Drug Violation Fines/Sanctions

- *First Offense*
\$250.00 Fine
Placed on probationary status
Mandatory parental notification
*Sessions with Counselor and completion of the appropriate drug educational program.
(\$25.00 cost to student)
- *Second Offense or any offenses following previous drug law convictions on record.*
\$500.00 Fine AND Community Service
Removal from the residence hall
Mandatory parental notification
*Sessions with Counselor and completion of the appropriate drug educational program.
(\$25.00 cost to student)
- *Third Offense, and/ or any felony drug law violations (as defined by Kansas state laws),*
Expulsion from college

**Missed Drug/ Alcohol classes or appointments with counselor (not excused) will result in further discipline as imposed by the appropriate college personnel including suspension or expulsion.*

Tobacco Free Campus Policy

- A. The use of tobacco products by students, faculty, staff, contractors, vendors and visitors are prohibited on all Butler Community College properties.
- B. For this policy, it applies to all tobacco products identified in the previous mentioned definitions.
- C. The use of tobacco products is prohibited:
 1. In all interior space on Butler Community College campuses;
 2. On all outside property or grounds of Butler Community College campus including partially enclosed areas such as walkways and breezeways.
 3. In Butler Community College vehicles, including buses, vans, and all other College vehicles;
 4. In all indoor and outdoor athletic facilities associated with Butler Community College.
- D. Organizers and attendees at public events, such as conferences, meetings, public lectures, social events, cultural events and sporting events using Butler Community College facilities will be required to abide by the tobacco-free policy and procedure. Organizers of such events are responsible for communicating the policy to attendees and for enforcing this policy.
- E. The College prohibits the campus-controlled advertising, sale, or free sampling of tobacco products on campus.
- F. Campus organizations are prohibited from accepting money or gifts from tobacco companies.

DEFINITIONS for the purpose of this policy:

- Smoking is defined as the lighting, burning, or use of tobacco or any other material in any type of smoking device or equipment.
- Tobacco includes but is not limited to smoking tobacco, chew, snuff, snus, and dipping tobacco. This policy also prohibits the use of lit or unlit cigarettes, electronic cigarettes, clove cigarettes, cigars, pipes, hookahs, bidis, blunts, cigarillos, smokeless tobacco or any item that simulates any of the previously mentioned products.

With prior approval, theatre productions may be exempt from this policy when the use of simulated smoke or tobacco products is integral to a production or performance.

Animal Control Policy & Campus Rules

Butler Community College is establishing policy on animal control designed to preserve the safety of all students, staff, and patrons of the College and animals that may be found on campus, and to protect the College from liability in animal control matters, while ensuring compliance with all federal laws and provisions of the American Disabilities Act. Please refer to the College website, butlercc.edu, for the entire policy.

Registered Sex Offenders Enrolled at Butler

Any individual considered a sex offender by the federal or state judicial system is required to register this status with the College when he/she is enrolled. Failure to register with the College will subject the student to disciplinary action which may include probation, suspension or expulsion from school. A copy of the documentation is kept in the Vice-President for Student Services office. A list of registered sex offenders in a community is kept on file with the local police department. The website address for Registered Sex Offenders in Kansas is <https://www.accesskansas.org/registered-offender/index.html>.

Skateboards & Skates Policy

Skateboards and skates of all types and other forms of related transportation may be used on campus sidewalks for transportation purposes only. Users may not ride or use these forms of transportation on stairways, patios, dock areas, benches, picnic tables, railings, and any and all other irregular surfaces or in places that may be marked as off limits to skateboards, skates and/or bicycles. Skateboards and skates shall not be used in any campus building. All skaters and skateboarders must yield the right of way to pedestrian and vehicular traffic at all times. Only cautious use of skates and skateboards will be permitted on campus. Skateboarders and skaters assume all responsibility for injuries associated with an accident involving their activity on skates or skateboard.

STUDENT HANDBOOK

Skating and Disciplinary Action

- If a skater or skateboarder breaks the guidelines or rules, there are consequences. Violators may have their skate equipment impounded by an officer for a period not to exceed five days upon issuance of a receipt to the user or owner.
- If you are a visitor to Butler Community College, you may be required to take off the skates or stop using the skateboard and leave the College property.
- If skaters or skateboard users are repeat offenders, their skate or skateboards may be confiscated, a trespass warning may be issued and an arrest is possible.
- Any authorized agent of Butler Community College may tell you to leave the area if you are violating these guidelines or rules. An authorized agent includes but is not limited to president, vice-president, dean, department head and directors, facilities management personnel, and officers of the Butler Community College Department of Public Safety.

Student Disciplinary Process

Butler's Student Disciplinary Process is a three-step model consisting of the following stages: Investigation and Initial decision; Appeal to the Student Review and Appeals Committee; and Appeal to the Vice President of Student Services.

Step 1: Investigation and Initial Decision

Stage one of the disciplinary process 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/or other student services staff (i.e. residence life staff). The College shall determine appropriate disciplinary action(s) based on the type and severity of behavior or violation committed.

While a disciplinary decision is pending, the Associate Vice President of Student Services (or designee) may immediately impose interim action(s) in the event that a student's continued presence in class, program, activity or event or on any College-owned, College-operated or College-utilized facility poses a significant danger to themselves or others, and/or there is reasonable cause to believe that such interim action is required to protect lives or property or to ensure the maintenance of order. In imposing interim action, the Associate Vice President of Student Services (or designee) will give consideration to potential consequences of the action imposed, such as the student's inability to attend classes. The College may allow for alternative means for the student to

fulfill academic and other obligations. A student may request a review of an interim action while it remains in effect by submitting a written request to the Vice President of Student Services. The Vice President of Student Services will review the request and determine if the interim action will be upheld, modified or terminated. The decision of the vice president will be final, and the interim action process will be separate and distinct from the investigation and discipline procedure.

After the investigation is completed a written report is forwarded to the Adjudicator (in most cases the Associate Vice President of Student Services or designee) and the disciplinary process is initiated. 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. In addition to or in conjunction with probation, suspension, or expulsion the following list of sanctions may be imposed by the College as part of disciplinary action: mandatory training, hold on student records, academic or personal counseling, restitution and fines, required administrative meetings, medical certification/evaluation, execution of a behavioral agreement, modifications to the academic schedule, issuance of a no-contact order in relation to another individual, mandatory project or assignment, denial of privileges, emergency suspension, ban from College campus or activities and/or community service.

No 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 cases of expulsion, students will first be placed on suspension in order to have the opportunity to appeal. A written notice of any decision to suspend or 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.

Step 2: Right to Appeal to the Student Review and Appeals Committee

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 disciplinary sanctions. 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. The Student Review and Appeals Committee is comprised of four faculty members and four Student Services staff members, chaired by the Vice President of Academics.

Step 3: Appeal to the Vice President of Student Services

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 of Student Services. The Vice President of Student Services will review all of the documentation that was presented during the appeal to the Student Review and Appeals Committee. The Vice President of Student Services 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. Students will be notified of appeal results in writing. The Vice President of Student Services' decision is final.

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.

Examples of cheating include, but are not limited to: 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.

Examples of plagiarism include, but are not limited to: 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 prior to removing a student from a course. 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. The consequences may include, but are not limited to, any of the following actions and may be imposed in any order or sequence.

1. A warning.

2. A zero or failing grade on the academic exercise with repetition of the exercise allowed for reduced or the same amount of original credit.
3. A zero or failing grade on the exercise with no repetition allowed.
4. A failing grade in the course and removal from it.
5. Students who violate the academic integrity policy are also subject to administrative consequences, which may include, but are not limited to:
 - a. Reduction or cancellation of a college scholarship.
 - b. Suspension from college activities.
 - c. Being barred from the course and/or program for a set time.
 - d. Being barred from the course and/or program permanently.
 - e. Suspension from the college for a set time.
 - f. Expulsion from the college.

Students will be informed of administrative consequences in writing. Students have the right to appeal any decision or disciplinary action as outlined in the Academic Appeal Process.

Academic Appeal Process

Butler's Academic Appeal Process is a four-step model consisting of the following stages: Faculty/Student Resolution; Dean, Associate Dean or Site Director Appeal; Appeal to the Student Review and Appeals Committee; and Appeal to the Vice President of Academics.

The Butler Community College academic appeals process is to be used for violations of the academic integrity policy disagreements about grade assignments. If a student does not agree with a grade assignment, classroom procedures or related issues or disputes allegations of academic misconduct, the following procedures will be followed to ensure an appropriate resolution of the academic appeal:

Step 1: Faculty/Student Resolution

The student will attempt to resolve the issue with the faculty member by requesting a meeting and discussing the issue.

Step 2: Dean or Associate Dean or Site Director Appeal

If the issue cannot be resolved between the student and the faculty member, the student has the right to appeal to the appropriate academic dean or associate dean or site director. To initiate an appeal, provide a detailed written summary of the situation and any supporting documentation in writing to the appropriate academic dean, associate dean, or site director. The academic dean, associate dean, or site director will notify the student of his or her decision in writing. Grade appeals, the appeal must be submitted in writing within six weeks of the date the grade was officially posted by the Registrar's Office.

STUDENT HANDBOOK

Step 3: Student Review and Appeals Committee

If the student is not satisfied with the decision of the academic dean, associate dean, or site director, the student may appeal this decision within 10 days with the Student Review and Appeals Committee. The appeal must be made in writing to the Vice President of Student Services. The student should describe the initial concern; provide any supporting documentation; indicate the decision by the academic dean, associate dean, or site director; and explain why this decision is not satisfactory. The Student Review and Appeals Committee may request additional information from the instructor, academic dean, associate dean, site director, or others. Once all documents are received, the committee will review the information and notify the student of the committee's decision in writing. In the case of suspension or expulsion, students will have the right to a formal hearing and procedural due process. Upon receipt of the letter requesting the appeal, the Vice President of Student Services must notify the student of the time, date, and place that the student will be afforded an opportunity for a formal hearing. The Student Review and Appeals Committee is comprised of four faculty members and four Student Services staff members, chaired by the Vice President of Student Services.

Step 4: Vice President of Academics

If the student is not satisfied with the decision of the Student Review and Appeals Committee, the student may appeal this decision within 10 days with the Vice President of Academics. The appeal must be made in writing. The student should describe the initial concern; provide any supporting documentation; indicate the decision by the academic dean, associate dean, or site director; indicate the decision by the Student Review and Appeals Committee; and explain why these decisions are not satisfactory. The Vice President of Academics may request additional information from the Student Review and Appeals Committee, instructor, academic dean, associate dean, site director, or others. Once all documents are received, the Vice President of Academics will review the information and notify the student of the decision in writing. The decision by the Vice President of Academics is final.

Procedural Due Process

When disciplinary action is administered for violations of College Policy, students have the right to appeal the disciplinary action, through the Student Disciplinary Process and in cases of proposed suspension or expulsion for Academic Appeals Process. Students who have been sanctioned for violating College Policies, the Student Code of Conduct or the Academic Integrity Policy are assured due process. The formal hearing described process described in the Student Disciplinary Process and the Academic Appeals Process, hereof shall afford procedural due process including but not limited to the following listed below. The student and the College administrator

involved in this hearing may choose to be present during the entire presentation of evidence.

Rights of the Participants

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.

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.

Reports of Hearing(s)

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 or expulsion, the Student Review and Appeals Committee conducting such hearing may make a recommendation to the Vice President of 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.

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.

Formal Complaint Process

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.

In any case where a grievance involves alleged illegal discrimination, including any claim that a student has been subject to illegal discrimination on the basis of race, sex, national origin, age, religion or disability, marital or parental status or status as a veteran, the Vice President of Student Services will notify the Section 504 Counselor or Title IX Coordinator in writing of the grievance. Claims of illegal discrimination will be investigated using the Policy of Nondiscrimination and/or the Harassment and Violence Policy.

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

- The student 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 the student in writing of any decision made and the reason for that decision within five business days.
- If the student feels the grievance has not been resolved, he/she 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 the student in writing of any decision made and the reasons for making that decision. The decision of the Vice President for Student Services is final.
- If the student feels the grievance has not been resolved, he/she may submit a written grievance to the Board of Trustees by email or mail at the addresses below. A committee will be appointed by the Board of Trustees to review the information and make a final decision. The Board of Trustees' decision will determine if the college has a process for addressing the complaint, if the college process was followed and if the college resolution was reasonable.

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

If the student is not satisfied with the outcome of the complaint, after following the process explained above, a committee will be appointed by the Board of Trustees to review the information and render a final decision. Their decision will determine if the college has a process for addressing the complaint; if the college process was followed; and if the college resolution was reasonable.

To file a complaint, send a written complaint to:

Butler Community College – Board of Trustees
901 S. Haverhill Rd
El Dorado, KS 67042
316-322-3101
trustees@butlercc.edu

The written complaint should include the following information:

1. Name, current mailing address, phone number of complainant
2. Email address
3. Dates of your enrollment

STUDENT HANDBOOK

4. Details of your complaint
5. Expected outcome

The Board will reply to the student within 10 business days to let you know they have received your complaint and whether it requires any additional information. The Board will let you know their tentative plan for investigating and resolving the complaint, and will update you if it takes longer than originally planned. The Board will send you a written response, usually within 45 days of receipt of the complaint, explaining the investigation and the resolution.

A record of all complaints and their resolution will be documented and the records will be kept in the Board Office, Clerk of the Board of Trustees, 901 S Haverhill Rd, El Dorado, KS 67042. If the student feels the complaint has not been properly addressed, the student may follow the state complaint process by contacting the applicable state agencies:

- Consumer protection and/or fraud complaints may be filed with the Kansas Attorney General's office.
Kansas Attorney General's Office of consumer Protection:
Consumer Protection Hotline
1-800-432-2310
(785) 296-3751
Fax: (785) 291-3699
<http://ag.ks.gov/about-the-office/contact-us/file-a-complaint>
- Discrimination complaints may be filed with the Kansas Human Rights Commission, <http://www.bkhrc.net/complaint.html>.
- Complaints regarding State Authorization Reciprocity Agreement (SARA) courses delivered by SARA member community colleges may be filed by students enrolled in those courses with the Kansas Board of Regents office, http://www.kansasregents.org/academic_affairs/sara.
- Kansas Community Colleges are regionally accredited by the North Central Association of the Higher Learning Commission on Colleges and Universities (NCAHLC). 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/HLC-Institutions/complaints.html>.

Attendance Policy

Student' success in college is dependent upon full participation in class activities. Because classroom activities are intended to help students learn, it is expected that students will attend all class meetings and activities. Students are expected to be on time for each session and/or log in regularly, have the required textbook and materials, and make satisfactory progress in the class. If students must be absent, they should make arrangements in advance with their instructors, if at all possible. Students are responsible

for notifying instructors of any absence.

Procedural Clarifications

All instructors will maintain attendance as required for reporting. Excessive unexcused absences may result in a student being withdrawn from the course by the instructor. Withdrawal from a course may affect a student's financial aid.

For lecture/blended courses, excessive unexcused absences are defined as missing more than 20% of the courses scheduled meeting time. Students that have missed more than 20% of the courses scheduled meeting and are not passing will be dropped by the instructor.

For an online student to make satisfactory progress in the course, the student must login regularly (at least twice per week) and participate in the assigned learning activities. Students who have not logged in regularly and who are not passing will be dropped by the instructor.

If a student is withdrawn by the instructor a "WT" (withdrawn by teacher) will be recorded on his/her permanent record. An instructor cannot drop a student who is regularly attending for below average performance. A faculty member cannot drop a student after the published last day to drop. Any exceptions to this policy must be approved by the Dean. Students who want to drop the course may do so before or on the published last day to drop. Student absences for approved college activities will not accrue as excessive unexcused 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 or within one week after returning to class. Students will check with each of their instructors prior to the absence to arrange for makeup times. Activity sponsors will publish a timely list of students who will be absent because of an approved college activity.

Family Educational Rights and Privacy Act (FERPA)

I. The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to the student's educational records. For purposes of this policy, whenever a student has attained 18 years of age or is attending an institution of post-secondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. These rights include:

1. **The right to inspect and review the student's educational records within 45 days of the day the College receives a request for access.**

Eligible students should submit to the registrar, dean, head of the academic department or other appropriate official, written requests that identify the records(s) they wish to inspect. The College

official will make arrangements for access and notify the eligible student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the eligible student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading.

Eligible students may ask the College to amend a record that they believe is inaccurate or misleading. The eligible student should write the college official responsible for the record, clearly identify the part of the record to be changed and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the parent/eligible student, The College will notify the eligible student of the decision and advise of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/eligible student when notified of the right to a hearing.

3. The right to consent to or withhold disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

Exceptions which permit disclosure without consent include disclosure to school officials or individuals with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Butler Community College to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

** Educational records include but are not limited to all official records, files, and data directly related to the student, including all material that is incorporated into each student's cumulative record folder, and intended for college use or to*

be available to parties outside the college or school system; identifying data, academic work completed, level of achievement (grades, standardized achievement test scores, etc.), attendance data, scores on intelligence tests, aptitude tests, psychological tests, interest inventory results, health data, disability and accommodation information, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns are all forms of student information that are recorded with, but not limited to, handwriting, print, computer media, video or audio tape, film microfilm, and microfiche.

Exceptions to educational records include:

- a. Sole possession records
- b. Records created and maintained by a law enforcement unit for a law enforcement purpose
- c. Employment records (unless contingent on attendance)
- d. Medical records made and maintained in the course of treatment and disclosed only to those individuals providing treatment
- e. Records that only contain information about a student after he or she is no longer a student at that institution (e.g., alumni records)

II. Directory Information

In compliance with the Family Educational Rights and Privacy Act (FERPA), Butler Community College considers the following as "Directory Information" and thereby subject to disclosure without consent, unless the eligible student notifies the Registrar's Office, in writing within 10 days of the beginning of each semester, of their wish to withhold release of said information:

- Name
- Address
- Telephone number; e-mail address
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight/height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- Most recent previous educational institution attended

III. Guidelines for the Release of Student Information

Butler Community College will adhere to the following guidelines in releasing records of students:

- Official records are released only with the eligible student's knowledge and written consent (exceptions are listed below) in compliance with FERPA regulations. The written consent must specify the records that may be disclosed; state the purpose of the disclosure; and identify the party or class of parties to whom the disclosure may be made. Parents/eligible students are entitled to an official transcript of academic records upon signed written request and payment of a transcript fee.

- Records may be released without the eligible student's knowledge and consent in the following situations:
 1. To school officials, including instructors, within the College who have been determined by the College to have legitimate educational interests;
 2. To officials of schools at which the student intends to enroll, upon condition that the eligible student receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
 3. To authorized representatives of (i) the Comptroller General of the United States, (ii) the Secretary of the United States Department of Education, (iii) the State educational authority, which may be necessary in connection with the evaluation of Federally-supported education programs, or in connection with the enforcement of the Federal legal requirements which relate to such programs, or (iv) the Attorney General of the United States for law enforcement purposes;
 4. In connection with a student's application for, or receipt of, financial aid;
 5. To State and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to State statute;
 6. To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purposes of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations, and such information will be destroyed when no longer needed for purposes for which said records are obtained;
 7. To accrediting organizations in order to carry out their accrediting functions;
 8. To parents of a dependent student of such parents, as defined in the Internal Revenue Code;
 9. In connection with an emergency, to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons;
 10. To comply with a judicial order or other lawfully issued subpoenas for law enforcement purposes; and
 11. Directory information unless the eligible student notifies the Student Privacy Officer, (Vice-President for Student Services) or the Registrar's Office in writing within ten (10) days of the beginning of each semester of his or her wish to withhold release of said information.
- Release to non-educational agencies or individuals will be conducted only with written authorization from the eligible student. Records requested in connection with employment situations should be specifically designated in writing in the Registrar's Office. Telephone inquiries for student information will not be accommodated; however, urgent requests based upon an apparent emergency will be handled by the Vice-President for Student Services, or designee.
- The College is not required to permit a student to inspect and review educational records that are financial records of his or her parents; certain confidential letters and confidential statements of recommendation are also not required to be available for review by eligible students.

Inquiries concerning the Butler Community College FERPA Policy should be made to the Vice-President for Student Services or the Registrar.

FERPA for High School Students

Taking Butler Classes

If a student is attending a post-secondary institution at any age- the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a post-secondary institution, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the post-secondary institution to the high school (www.2ed.gov).

Information may also be released from Butler Community College to anyone with written consent from the student. Students must complete and sign a Release of Information form and submit it to the Butler Registrar's office in order to obtain student records. The Release of Information form is presented as an option for the student at the time of enrollment.

Bulletin Boards & Display Areas

Only flyers and posters that have a stamp from the VP of Student Services or the Office of Student Life with a removal date can be displayed on Butler Community College bulletin boards or spaces. Students and organizations can obtain the stamped approval on the El Dorado Campus in the Offices of the Vice President for Student Services or Student Life. Approval can be obtained on the Butler of Andover campus in the Administration Office in the 6000 building and in the Student Life Center in the Student Union of the 5000 building.

First Amendment Activities (Use of Butler Community College Campus)

As a public educational institution in Kansas, the buildings, facilities and grounds of the College are dedicated to education and the fulfillment of the College's approved mission to provide high quality instruction and make original contributions to the knowledge and human understanding of its students. The public character of the College does not grant to individuals an unlimited license to engage in activity which limits, interferes with, or otherwise disrupts the normal activities for and to which the College's buildings, facilities and grounds are dedicated and said buildings, facilities and grounds are not available for unrestricted use by non-College groups. The time, place and manner regulations are intended to balance the College's responsibility to fulfill its mission as an educational institution in Kansas with the interests of non-College groups who are interested in coming onto the campus of the College for purposes of constitutionally protected speech, assembly or expression.

Policy Statement:

1. Subject to the regulations and requirements of this policy, groups (1) may use the campuses of Butler Community College (2) for first amendment activities.
2. Notification of intent to be on campus to engage in first amendment activities (hereinafter "the Event") (3) shall be provided to the Vice-President of Student Services no later than one-week (7 calendar days) prior to the Event along with the following information:
 - a. The name, address and telephone number of the individual, group, entity or organization sponsoring the Event (hereinafter "the Sponsoring Organization"); and
 - b. The name, address and telephone number of a contact person for the Sponsoring Organization; and
 - c. The date, time and requested location of the Event; and
 - d. The nature and purpose of the Event; and
 - e. The type of sound amplification devices to be used in connection with the Event, if any; and
 - f. The estimated number of people expected to participate in the Event
3. Signs shall be no larger than 2' x 2' and no individual may carry more than one sign.
4. The Event must be held in one of the areas shown on the Limited Public Forum map (hereinafter "the Limited Public Forum"). (Note to readers of this policy on the World Wide Web: Copies of the map of "Limited Public Forum" can be picked up at the Department of Public Safety or the Vice-President of Student Services office.)
5. The Limited Public Forum may not be used on the same date as any previously scheduled College event or activity (aside from regularly scheduled classes) where it is reasonably anticipated that more than fifty (50) people will attend the College event or activity.
6. The use of sound amplification devices is limited to the Limited Public Forum area as long as any sound amplification device is used at a volume which does not disrupt or disturb the normal use of classrooms, residence halls, offices or laboratories or any previously scheduled College event or activity.
7. The Event shall not last longer than five hours from beginning to end.
8. Information (4) may be distributed as long as it is not obscene or libelous or does not advocate unlawful conduct. The Sponsoring Organization is encouraged, but not required, to include its name and address on the distributed information.
9. Solicitations of funds, or activities where products or services are offered for sale, shall not occur in connection with the Event.
10. No demonstrations associated with the scheduled event may occur inside a College building.
11. The College campus should be cleaned up and left in its original condition and may be subject to inspection by a representative of the College after the event. Reasonable charges may be assessed against the Sponsoring Organization for the costs of extraordinary clean-up or for the repair of damaged property.
12. All fire, safety, sanitation or special regulations specified for the Event are to be honored.
13. The College cannot and will not provide utility connections or hook-ups for purposes of first amendment activities conducted pursuant to this policy.
14. The Event must not obstruct vehicular, bicycle, pedestrian or other traffic or otherwise interfere with ingress or egress to the College, or to College buildings or facilities, or to College activities or events.
15. The Event must not create safety hazards or pose unreasonable safety risks to College students, employees or invitees to the College.
16. The Event must not interfere with educational activities inside or outside any College building or otherwise prevent the College from fulfilling its mission and achieving its primary purpose of providing an education to its students.
17. The Event must not materially infringe on the rights and privileges of College students, employees or invitees to the College.
18. The Event must also be in accordance with any other applicable College policies and regulations, regulations and policies of the Kansas Board of Regents, local ordinances and/or state or federal laws.
19. The President of the College or his/her designee may authorize first amendment activities which are reasonably determined not to cause disruption of College activities despite a literal violation of this policy statement. Such determinations shall be made without consideration of the content or message of the

STUDENT HANDBOOK

first amendment activities.

20. The President of the College or his/her designee may at any time, terminate, cancel or prohibit the Event if it is determined, after proper inquiry, that the Event does constitute or will constitute a clear and present danger to the College's orderly operation.
21. Any person determined to be violating this policy is subject to an order from the Butler Community College Department of Public Safety to leave the College campus. Persons failing to comply with such an order to leave the College campus are subject to arrest for criminal trespass.
22. The College recognizes and supports the rights of non-College groups to engage in first amendment activities. This policy shall be interpreted and construed to support such activities while simultaneously balancing the needs and interests of the College to fulfill its mission as an educational institution in Kansas.

¹For purposes of this of this policy, "groups" shall mean individuals, or combinations of individuals, who may or may not be currently enrolled students or current employees of Butler Community College or who may or may not be officially affiliated or associated with a recognized student organization or a recognized employee group of the College.

²This policy statement is applicable to the campuses of Butler Community College in El Dorado, the ABE/GED location in El Dorado, both the 5000 and 9100 Buildings in Andover, Butler Service Center in Wichita, KS, Butler of Marion, and Butler of Council Grove locations. The College does not own the

facilities at 6000 Building at Butler of Andover or the Butler of Rose Hill. These facilities are owned by the local unified school district. As such, Butler will not grant access to these locations.

³Examples would include, but not necessarily be limited to, informational picketing, petition circulation, the distribution of information leaflets or pamphlets, speech-making, demonstrations, rallies, appearances of speakers in outdoor areas, mass protests, meetings to display group feelings or sentiments and/or other types of constitutionally protected assemblies to share information, perspective or viewpoints.

⁴To avoid excessive littering of the campus and/or greatly increased work requirements for College Facilities Management employees, non-College groups are asked to cooperate with the College in limiting the distribution of information leaflets or pamphlets.

Solicitation

Only authorized students, student groups, or personnel are allowed to sell goods to Butler students, faculty or staff on Butler campuses. The before mentioned individuals or groups must obtain permission from the Office of the Vice President of Student Services (316-322-3298).

BUTLER ADMINISTRATION**President—Kim Krull**

Welcome Center
901 S. Haverhill Road • El Dorado, KS 67042
(316) 321-3101

**Vice President of Academics—
Lori Winningham**

900 Building
901 S. Haverhill Road • El Dorado, KS 67042
(316) 321-3108

**Associate Vice President of Academics—
Meg McGranaghan**

600 Building
901 S. Haverhill Road • El Dorado, KS 67042
(316) 322-3345

Vice President for Finance—Kent Williams

900 Building
901 S. Haverhill Road • El Dorado, KS 67042
(316) 322-3103

**Vice President of Institutional Advancement—
Stacy Cofer**

2000 Building
901 S. Haverhill Road • El Dorado, KS 67042
(316) 323-6729

**Vice President of Student Services—
Bill Rinkenbaugh**

600 Building
901 S. Haverhill Road • El Dorado, KS 67042
(316) 321-3298

**Associate Vice President of Student Services—
Jessica Ohman**

600 Building
901 S. Haverhill Road • El Dorado, KS 67042
(316) 323-6401

**Chief Information Officer—
Bill Young, Interim**

200 Building
901 S. Haverhill Road • El Dorado, KS 67042
(316) 323-6323

Research and Institutional Effectiveness

200 Building
901 S. Haverhill Road • El Dorado, KS 67042
(316) 322-3338

Academic Divisions and Services**Academic Support & Effectiveness**

Dean, Phil Speary
100 Building • (316) 322-3226

Fine Arts and Communication

Dean, Jay Moorman
BOE—700 Building • (316) 322-3328
Associate Dean, Julie Kobbe
BOA—5000 Building • (316) 218-6398

Health, Education & Public Services

Dean – Anita Mills
BOE—1500 Building • (316) 322-3146
Associate Dean, Christy Streeter
BOA—9100 Building • (316) 218-6223

Humanities and Social Sciences

Dean, Susan Bradley
BOE—100 Building • (316) 323-6725
Associate Dean, Troy Nordman
BOA—5000 Building • (316) 218-6215
Associate Dean, Jon Craig
BOA—6000 Building • (316) 218-6264

Science, Technology, Engineering & Math

Dean, Mel Whiteside
BOA—5000 Building • (316) 218-6302
Associate Dean, Shannon Covert
BOE—1500 Building • (316) 322-3167
Associate Dean, Tiffani Price
BOE—1500 Building • (316) 218-6236

STUDENT HANDBOOK

DEPARTMENTS	BUTLER OF EL DORADO	BUTLER OF ANDOVER
	(BOE)	(BOA)
Administration (Main Office)	(316) 321-2222	(316) 218-6210
Accounts Receivable/Payments	(316) 322-3181	(316) 218-6102
Academic Advising	(316) 322-3163	(316) 218-6259
Academic Coach	(316) 322-3286	(316) 733-3286
Admissions	(316) 322-3255	(316) 218-6243
Adult Basic Education/GED	(316) 321-4030	
Athletics	(316) 322-3201	
Bookstores	(316) 322-3197	(316) 218-6232
Counseling	(316) 322-3162	(316) 218-6231
Copy Center (Sec. Mgmt. Center)	(316) 322-3111	(316) 218-6287
Disability Services	(316) 322-3166	(316) 218-6214
EduCare	(316) 322-3845	
Facilities Management	(316) 322-3144	(316) 218-6298
Financial Aid	(316) 322-3121	(316) 218-6260
First Year Experience	(316) 733-6373	(316) 218-6373
Food Service	(316) 322-3195	(316) 218-6369
Foundation	(316) 323-6731	
Health Services	(316) 322-3371	(316) 218-6282
Human Resources (Payroll)	(316) 322-3269	(316) 733-3269
Institutional Marketing	(316) 323-6086	
Instructional Technology (online classes)	(316) 322-3345	(316) 218-6202
International Student Advising	(316) 322-3230	(316) 218-6259
Library Services	(316) 322-3234	(316) 218-6371
Multimedia Learning Resource Center	(316) 322-3119	(316) 218-6350
Registrar (Records & Transcripts)	(316) 322-3123	(316) 218-6234
Residence Life	(316) 322-3295	
Research & Institutional Effectiveness	(316) 323-6425	(316) 733-6425
Security/Public Safety	(316) 321-7657	(316) 218-6112
Student Government Association	(316) 323-3389	(316) 218-6336
Student Involvement/Activities	(316) 322-3353	(316) 733-3353
Student Life Center	(316) 322-3353	(316) 218-6259
Technical Helpdesk	(316) 322-3306	(316) 733-3306
Testing Center	(316) 322-3163	(316) 218-6259
Tutoring	(316) 322-3286	(316) 733-3286
Veteran's Benefits	(316) 322-3102	(316) 733-3102

BUTLER QUICK REFERENCES

Site Addresses and Phone Numbers

Butler Community College**www.butlercc.edu**

901 S. Haverhill Road • El Dorado, KS 67042
 (316) 321-2222 or
 733-9731 direct from the Wichita/metro area
 FAX (316) 322-3109 or
 733-3109 direct from the Wichita/metro area

Butler of Andover

1810 N. Andover Road • Andover, KS 67002
 (316) 733-0071 • FAX (316) 733-2715

Butler of Council Grove

207 W. Main • Council Grove, KS 66846
 (620) 767-5158 • FAX (620) 767-5150

Butler of Marion

Hill Buidling
 701 E. Main • Marion, KS 66861
 (620) 382-2183 • FAX (620) 382-3988

Butler of McConnell

Consolidated Education Center
 Bldg. 412 53474 Lawrence Ct.
 McConnell Air Force Base, KS 67221
 (316) 681-3522 or 759-4252
 FAX (316) 681-2258

Butler of Rose Hill

506A S. Rose Hill Road • Rose Hill, KS 67133
 (316) 776-9429 • FAX (316) 776-0114

Butler Service Center

2626 S. Rock Road, Suite #116
 Wichita, KS 67210
 (316) 691-9456 or (316) 691-9459
 FAX (316) 691-9476

Butler On-line

www.butlercc.edu
 (316) 322-3345

Business Education & Training Analysis

715 E. 13th • Andover, KS 67002
 (316) 218-6118

For other Butler facilities (Angusta High School, Bluestem High School, Circle High School, Douglass High School, El Dorado High School, or Remington High School) use main campus information numbers.

For local calls from Wichita/metro area: dial 218-6 plus 3-digit extension for all El Dorado extensions beginning with 8 or 4. Dial 733-plus 4-digit extension for all other extensions.

Enrollment Management**The Enrollment Process Made Easy:**

Now that you are a student at Butler, you have been through the process of enrolling. To help you each semester, here are a few points to make your next enrollment easier.

- If you haven't already, go to the Financial Aid website and complete a scholarship application. If you have questions about scholarships, email finaidmail@butlercc.edu
- Make sure you are current in applying for financial aid. We suggest you apply January-April for the fall semester. Check your Pipeline account on a regular basis for current information and/or awards.
- If you haven't already, send high school and/or other college transcripts to Butler's Registrar's Office.
- If for some reason you have never taken the placement test or ACT, we suggest you contact Academic Advising to schedule a test.
- Each semester, contact an academic advisor who will release you to enroll for the next semester. When you meet with an academic advisor, have them help you make sure you know how to fully utilize Pipeline, GPS as

well as be on target with the right courses to transfer forward to your four year college of choice. They will help you in the proper selection of courses and assist you in enrolling either in person or by showing you how to enroll online.

- Visit our Accounts Receivable (AR) Office to discuss payment plans.
- Get your books at the Butler Bookstore. We suggest you do that early in an attempt to take advantage of lower priced used books.
- Attend class, study hard, ATTEND CLASS, and ask for help if you need it! Attend Class! Did I mention that you should attend class?

**Offices of Enrollment Management
Accounts Receivable**

It is the expectation of Butler Community College that every student enrolled in classes and/or living in the Residence Halls meet the financial obligation associated with their enrollment. Students who fail to meet this obligation will not be granted academic credit for work completed. The Office of Accounts Receivable staff will help clarify and assist students in meeting their financial responsibilities. Expectations of the Office of Accounts Receivable:

STUDENT HANDBOOK

- Early enrolled students must have tuition and fees paid in full, or have a payment plan established including initial payment with accounts receivable by the early enrollment payment deadline to avoid late charges. Deadline dates are published in the class schedule and on the web site.
- Students who do not early enroll must pay tuition and fees at enrollment or set up a payment plan with Accounts Receivable.
- Students receiving Federal Financial Aid must make prior arrangements with the Accounts Receivable office for deferment of tuition, fees and book vouchers.
- 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/OR DEFERRED PAYMENT FEES AT THE END OF EACH MONTH.

Admissions

The Admissions Office assists students in completing the admission process prior to enrolling at Butler. For more information see the Butler Catalog.

Advising

Butler advisors assist students in the process of making decisions about their goals and planning their education and/or career path by supplying accurate, reliable information about colleges and educational programs. Students are responsible for learning and meeting a variety of degree and program requirements. Students are expected to initiate and maintain contact with an advisor to discuss issues which affect their academic progress. Continuing contact with an advisor is key to meeting academic goals.

Course Loads

For fall and spring semesters, course loads consist of the following:

- 12 or more credit hours-Full Time Status
- 11 credit hours or less-Part Time Status

For summer semester, course loads consist of the following:

- 6 or more credit hours-Full Time Status
- 1-5 credit hours-Part Time Status

Students who wish to enroll in more than 18 credit hours during the fall or spring semester or 12 credit hours in the summer must receive permission from an academic advisor.

****Note: For financial aid purposes, full-time is considered 12 credit hours regardless of the semester****

Course Load Recommendations

Be realistic! Many students have to work while attending college and it is important not to become overwhelmed. This is a main source of stress for today's multitasking college students. Typically, we recommend the following course load scenarios:

Hours Working	Credit Hours
40+	3
30-39	6
20-29	9
1-19	12 or more

It is important for students to be honest about the amount of things they can juggle in a semester. For every hour in class, the student should have 3 hours available to study. This means that a student who is taking 12 credit hours of class should have 36 hours available for study each week. Attending school full-time is the equivalent to having a full-time job and we encourage students to consider their health and stress level in choosing their course loads. It is much better for students to take a lower course load, than to enroll in too many credit hours and drop classes during the semester. Dropping courses can harm the student's grade point average.

Academic Probation and Suspension

Students earning an overall grade point average (GPA) of less than 2.0 will be placed on academic probation. Students will be automatically taken off of academic probation when their overall GPA reaches 2.0 at the end of an academic term. At the close of the probation semester, students failing to improve their GPAs to at least a 2.0 will be placed on academic suspension, during which time they will not be allowed to take classes at Butler, will automatically be dropped from pre-enrolled courses for the subsequent semester, and will not be recommended for admission to any other academic institution. In order to continue taking classes at Butler, students placed on suspension must meet with the Retention Specialist and complete the suspension appeals process for reinstatement into the college. If reinstated, at the close of the appeal semester, students failing to improve their overall GPAs to at least 2.0 will be suspended from Butler for one semester without the opportunity for an additional appeal.

Financial Aid

Butler participates in four federal programs of aid and also provides institutional scholarships and employment. The receipt of money from the federal programs is determined by a uniform analysis of the student's financial need. Students are required to complete the Free Application for Federal Student Aid (FAFSA) which is available on the web at www.fafsa.ed.gov. You/your parents should have a PIN(s) to electronically sign your FAFSA on the web. To obtain a PIN from the web, go to www.pin.ed.gov.

For more Financial Aid information please look in the Butler Catalog.

International Advising

The International Student Advisors provide admission, cross cultural and academic advising, and immigration services to Butler's international students. They also authorize off-campus employment through curricular practical training and issue letters of enrollment as requested. A newsletter is published two to three times per semester to inform students of immigration regulations and activities of the International Student Association. The International advisors maintain office hours at Butler of El Dorado and Butler of Andover.

Registrar

The Butler Community College Registrar's Office provides and maintains quality registration and academic record services for all students, staff, and alumni. Including those listed below are available through the Registrar's Office

- Process Student Records
- Manage Transcript Requests
- Evaluate Transfer Hours
- Coordinate Graduation Ceremonies
- Supervise Graduation
- Create Photo ID's
- Handle Veterans Benefits
- Maintain Graduation Progress System (GPS)

For more information regarding the Drop/Add Withdraw Policy, log into your Pipeline account and click on the Add/Drop/Withdrawal Dates in your Student Quick Clicks.

Student Career Services (SCS)

Butler is fortunate to work in partnership with the Workforce Centers of South Central Kansas (www.workforce-ks.com) to extend employment services to students. You can attend workshops and get assistance from career counselors at Workforce Centers in Wichita and El Dorado. You can also access KANSASWORKS (www.kansasworks.com) to view job openings and post resumes.

Academic & Student Support Services AVID

(Advancement Via Individual Determination) is a nationally recognized program designed around WICOR skills focusing on writing, inquiry, collaboration, organization, and reading to provide students the personal skills to accomplish their own academic goals. Butler is currently the only AVID higher education institution in the state of Kansas. Contact Shannon Covert for more information at (316) 322-3167.

Career Coach

Career Coach is designed to help you find a good career by providing the most current local data on wages, employment, job postings, and associated education and training. Select Career Coach from your Student Quick Clicks. Enter a job title and get regional information about the career, including recent job postings on www.indeed.com.

Disability Services

The Director of Disability Services provides a range of support services to all students with documented disabilities enrolled at Butler. Any prospective student, who has a documented disability that may interfere with his or her performance in course work or prevent access to classes, enrollment, etc., should contact the Disability Services Office. The staff in Disability Services will familiarize the student with the accommodation process, as well as aid in the enrollment process. Although the Disability Services Offices are located in El Dorado and Andover, students at other community locations may make arrangements with advising staff to meet with the Director at their site or call (316) 322-3166 or (316) 733-3166 from the Wichita/metro area.

Libraries

Services at all the Butler libraries include interlibrary loan, assistance with research papers, technology instruction, and class projects. Our librarians are people who:

- Explain how to use all the library resources from your home
- Help you find answers for your research papers
- Answer "how to" questions
- Assist with internet use/research
- Help you create citations for your papers

Contact our reference librarians via email or the Meebo chat service on our library tab on Pipeline.

The libraries of Butler support both on-campus and distance study through the library website found through your Pipeline home page (look for the library tab) as well as at these five locations:

- El Dorado Campus - the L.W. Nixon Library, 600 Building - 2nd Floor
- Andover Campus
 - 6000 Building - Andover High School Library

STUDENT HANDBOOK

- 5000 Building - Room 5186N
- Rose Hill Campus - Rose Hill High School Library
- McConnell Campus - Air Force Base Library, 412 Building

A wide variety of carefully selected resources, including e-books and online full-text databases of journals, audio and video are easily accessible to students from computers in the libraries or from home via their Pipeline account. Interlibrary loan adds the resources of libraries around the world to the student.

Testing Centers

The Testing Center administers the ACCUPLACER 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. Placement tests are offered at the Testing Centers on the El Dorado and Andover campuses.

Tutoring Services

Butler provides a tutoring service that is free to all students. Tutoring is provided by both instructors and peer tutors. Only Butler students who have successfully completed the classes in a requested subject and have a recommendation from their instructors are hired as tutors. All tutoring takes place in Butler facilities and may involve group tutoring. The scheduling of tutoring services depends on the availability of prospective tutors, and not all subjects may be available each semester at each Butler site. Call (316) 733-3286 for peer tutoring schedules.

Public Safety

The Butler Community College Public Safety Department is committed to providing for a safe and secure learning, working and living environment and maintaining the peace and order of the College. The Department is comprised of sworn, certified police officers and also security officers. The Public Safety Department is within the Student Services Division and overseen by the Vice President of Student Services.

Public Safety Officers are on duty at the El Dorado campus 24 hours a day, and at the Andover campus when it is open. Officers actively and continuously patrol the campuses to prevent and detect crime and unsafe conditions. They also respond to calls for assistance including room and vehicle lock outs and car jump starts, receive and investigate incident, crime and accident reports, respond to campus emergencies, enforce College Policies, Parking Regulations and Kansas Statutes. After dark, Officers will provide escorts to students, faculty and staff between buildings, residence halls and parking lots. The Department participates in joint training exercises with local emergency response agencies and is prepared for emergency incidents. Students, faculty, staff and visitors are directed to

contact the Public Safety Department to report crime, incidents, accidents and any unsafe conditions. **The Butler of El Dorado Public Safety Department is located on the first floor of the 1100 Bldg. (West Residence Hall) and may be reached at (316) 321-7657. The Butler of Andover Public Safety office is located in the 5000 Bldg. and may be reached at (316) 218-6112.**

Crime Statistics / Reporting

Butler Community College adheres to the Student's Right-To-Know and Campus Security Act (Public Law 101-542). Crime statistics are included in the Annual Security Report and may be found on the College website (www.butlercc.edu select the Safety drop down tab), at the Public Safety Offices, from the office of the Vice President of Student Services (600 Bldg. El Dorado Campus), and the Human Resources office (900 Bldg. El Dorado Campus). In compliance with Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Butler collects and reports specific information on campus crime statistics and campus security policies in the Annual Security Report. This federally mandated report is designed to assist students, perspective employees and the public in being aware of institutional security policies and procedures. The Butler Public Safety Department is consistently recognized by a national organization as one of the top twenty Departments in the nation among two and four year institutions of higher education.

Emergency Notifications /Butler Emergency Alert Reporting System (BEARS)

This is Butler's automated emergency notification system. This system provides a method for the College to notify all faculty, staff and students of campus emergencies. BEARS will contact up to 6 communication points identified by each student. The communication points can include their choice of cell phone, home telephone, text messaging and/or computer e-mail addresses to notify when there are school emergencies and closings (generally weather related). Butler will not close unless extreme weather conditions prevail. However, students and staff are encouraged to consider their own safety when making the decision whether to travel to class. Faculty and supervisors are asked to be understanding when people are absent because of weather-related circumstances.

If day classes are cancelled the media will be notified by 6 a.m. If evening classes are cancelled radio/television (both local and metro) will be notified by 4:30 p.m. Students and staff who have registered through BEARS will receive emergency notifications via their chosen communication points if classes are cancelled.

Media Notifications

Notice of closing messages reported by the media will include closings for Butler of El Dorado, Butler of Andover, Butler of McConnell, and Butler of Rose Hill. Community site classes held in facilities other than those listed above are subject to individual facility closings, with information regarding closings available at each site.

The message will also be recorded on the Butler of El Dorado switchboard at (316) 321-2222 or (316) 733-9731 direct from the Wichita/metro area and posted on the college's web page www.butlercc.edu. The following list of metro and local media will be notified of closings due to inclement weather:

TV: KWCH (Channel 12) KAKE (Channel 10) KSNW (Channel 3)

Radio: KMXW (Wichita 92.3 FM), KDGS (Wichita 93.9 FM), KICT (Wichita 95.1 FM), KRZZ (Wichita 96.3 FM), KFH (Wichita 98.7 FM, 1240 AM), KRBB (Wichita 97.9 FM), KFDI (Wichita 101.3 FM), KZSN (Wichita 102 FM), KEYN (Wichita 103.7 FM), KFXJ (Wichita 104.5 FM), KFBZ (Wichita 105.3 FM), KYQQ (Wichita 106.5 FM), KKRd (Wichita 107.3 FM), KFTI –AM (Wichita 1070 AM), KNSS (Wichita 1330 AM)

College Disturbances

The following procedures shall be followed in the case of college disorders, student unrest, or the seizing and occupying of any Butler Community College building or area:

1. The president or an administrator shall be notified immediately of such activity. The Public Safety Director or other college official shall be authorized to request assistance from local emergency response agencies.
2. No conference shall be held between administrators and parties involved in such activities so long as any violence is taking place.
3. If such activity persists after the expiration of a reasonable time, the student(s) involved shall be considered a trespasser(s) and shall be subject to such action as may be brought by proper law enforcement officials.
4. Any student or others responsible for the disturbance or damage caused to the buildings and property of the college by their actions (except police authorities and employees of the college in carrying out their assigned duties) shall be subject to civil and criminal action as the case may require for the recovery of damages inflicted upon the college. Butler students involved in such disturbances are subject to disciplinary action as outlined in the Student Code of Conduct.

Emergency Assistance

In the event of a medical emergency or violent crime in progress, 911 should be notified; then contact Butler Public Safety and Security. Emergency push-to-talk telephones are located throughout the residence halls and on the El Dorado campus. External defibrillators are located on all Butler campuses.

Emergency Numbers

Location	Butler Public Safety Numbers	Local Police Numbers
Butler of El Dorado	(316) 321-7657	(316) 321-9100
Butler of Andover	(316) 218-6112	(316) 733-5177
Butler of McConnell AFB	(316) 681-3522	(316) 652-3976
All Other Butler Sites		911

Parking

Butler parking permits are available at any Butler location and are valid for any Butler site. Vehicles parked at El Dorado, Andover and Rose Hill must have a valid parking permit properly displayed. Students, faculty and staff may pick up parking permits and regulations at no charge at the information desk in the 900 Building in El Dorado or the information desk in the 5000 or 6000 Buildings in Andover or the information desk at Rose Hill. Vehicles parked in violation of parking regulations are subject to fines, payable at the same office. Unpaid fines can result in grades, enrollment or other records being held.

STUDENT HANDBOOK

Severe Weather Shelter Areas

The “alert and take cover” signal is a continuous wail of the campus siren. Also, emergency notifications will be made via the Public Address system, and via the digital desk set telephones. When hearing these signals, immediately move to a shelter area and take cover away from glass and doorways. The “all clear” will be received either by word from administration officials or from the El Dorado Department of Public Safety. All buildings have posted the location of the nearest shelter areas:

El Dorado

Building	Shelter Room/Area	If Time Permits
100	Room 115—Away from doors and windows. Interior restrooms.	200 Bldg. Downstairs
200	Downstairs restrooms	
300	Room 314 or restrooms	500 Bldg. Lower
400	Men’s Restroom (Not any shop or storage area.)	500 Bldg. Lower
500	Downstairs	
600	Downstairs restrooms, AR interior offices	500 Bldg. Lower
700	Basement area	
800	Restrooms and lower level rooms 804A-C	
900	Vault and restrooms.	500 Bldg. Lower
1000	Interior L-shaped hallway by President’s Dining Room	700 Bldg. Downstairs
1100 and Apts.	Lower level restrooms / Stairwells	700 Bldg. Downstairs
1200/1700	Break room, Safety Room/Storm Shelter, east side of building	800 Building
1300	Lower lobby restrooms, north/south hallways and stairwells	700 Bldg. Downstairs
1400	Interior Restrooms	
1500	Downstairs restrooms, hallways from rooms 103-109 & 134-142	
1600	Classroom at the northeast corner of building	
1800	Lower level restrooms, east & west hallways and stairwells	700 Bldg. Downstairs
1900	Interior Hallways Office Area	500 Bldg. Lower Level
2000	Basement Interior Hallway	
131 N. Haverhill	Vault, restroom	
2318 W. Central	Any interior office or room	

Andover

Building	Shelter Room/Area	If Time Permits
9100	Interior restrooms	
6000	Interior hallways	
5000	Interior classrooms underneath mezzanine level	

Other Butler Locations

Building	Shelter Room/Area	If Time Permits
Council Grove	Interior hallways	
Marion	Lower level hallway	
McConnell	As directed by McConnell Air Force Base	
Rose Hill	Interior hallways	

Crime Prevention

I. Reporting and Response

A. Reporting criminal activity: All persons who wish to report any criminal action occurring at any of Butler's educational locations need to be informed of the policies and procedures. **IMPORTANT:** All reported criminal incidents must be given to the Butler Public Safety Department.

1. General guidelines of reporting: Any person who is on Butler property at any site, or any person who is attending a Butler sponsored activity may report criminal activity to the Butler Public Safety Department, Vice President for Student Services, or any other college official.
2. Residence Halls: Anyone may report criminal activity to the Butler Public Safety Department, or any member of the Residence Life staff (Director, Hall Managers, Hall Assistants and Resident Assistants) or any college official.

II. Security of and Access to Buildings

A. General facilities and Residence Halls at El Dorado:

1. All buildings including housing are patrolled by Public Safety Officers 24 hours a day; buildings are under the supervision of the institutional staff in each building. In many buildings, there are emergency phones connected to the Public Safety Department. At all other Butler community sites, an employee of the college or the owner of the facilities is assigned to secure the building according to the scheduled opening and closing hours. Residence Halls are locked at 11:00 PM each night, and unlocked at 7:00 AM each day. Students are issued "proxy" pass cards to enter the hall area their rooms are located.

III. Institutional Security Programs

- A. Orientations at the beginning of each college year are the main sources used to inform students and employees about safety and security on campus. The orientations cover the institution's safety and security policies and procedures. Safety and security on campus is also published in the Public Safety brochure which is available on all campuses. Additionally, this information is located under the Safety Tab on the Pipeline main page. As needed, safety and security notices are presented to students and employees on Pipeline; in the event of a critical incident, relevant information (timely warnings) is announced by the public address system, (BEARS) and posted on the Butler web page.
- B. Special Programs for students and employees encourage them to follow the crime

prevention tips outlined by institutional security. In order to meet the needs of a diverse population at Butler, we have designed two different programs.

1. Residence Halls: Programs have been designed to inform students of the rules and regulations on campus to help prevent crimes. Programs cover personal safety and proper security used in crime prevention.
2. Commuter students and employees, orientation programs and published crime prevention tips are available and distributed.

IV. Monitoring and Recording Criminal Activity Through Local Police Agencies

Those in charge of overseeing educational sites will contact the appropriate authorities to establish a reciprocal procedure of reporting criminal actions that occur. All reported criminal incidents will be given to the Director of Public Safety who will record all incidents for reporting purposes. With any criminal incident that occurs connected to resident living, the Director of Residence Life will report all incidents on a daily basis to the Vice-President of Student Services.

V. Prevention Programs & Resources

Effective July 1, 1987, the Higher Education amendments required institutions to certify that they have in operation a drug abuse prevention program that is determined by the institution to be accessible to any officer, employee, or student at the institution. In compliance with the regulations, Butler offers the course "Substance Abuse Awareness" and/or Alcohol/Edu which is designed to provide information regarding the use and abuse of a variety of substances and the effects on the individual and family.

Additionally, promotes a Sexual Assault Awareness and Prevention program available to all students, faculty and employees. This program is delivered in media, instructional formats.

Other campus and community resources:

- **Butler Counseling Center** • El Dorado, KS 67042 • (316) 322-3162
- **The Counseling Center** • 2365 W. Central, El Dorado, KS 67042 • (316) 321-6036
- **The Counseling Center** • 2100 1/2 North Ohio, Augusta, KS 67010 • (316) 775-5491
The Butler and city libraries have resources available in the area of substance abuse for use by anyone desiring information.
- **State and National Resources**
Kansas Alcohol and Drug Abuse Services
2700 West 6th, Biddle Bldg, Topeka, KS 66606 • (785) 296-3925

STUDENT HANDBOOK

- **National Institute on Drug Abuse**
Information Hot-Line • (800) 662-4357
National Cocaine Hot-Line •
(800) COCAINE

(Note: Other references to the issues of institutional drug and alcohol policies and prevention programs can be found in the Make Your Choice Now brochure, in compliance with HEA (20 U.S.C. 1145G)

CRIME PREVENTION TIPS:

1. Always be aware of your surroundings.
2. Walk in lighted areas.
3. Never walk alone at night. Call Public Safety if you feel you need an escort.
4. Lock car doors and have keys ready when you return.
5. Lock up all personal property or items.
6. Let someone know where you are going and when you expect to return.
7. Never leave your dorm room unlocked, or lend your key to someone else.
8. Be Smart – do not take chances. If you need help, call Public Safety or appropriate law enforcement agencies.

Student Life & Services

Student Life at Butler is dedicated to providing co-curricular programs and opportunities that allow students to interact with other students, faculty and staff. The Butler experience is not complete without Student Life! At Butler there are many programs and services that will assist you to be successful in your college and lifelong endeavors. The many areas that exist within Student Life are focused on providing fun activities and programs for social interaction and engagement, living and learning experiences, leadership opportunities, service learning initiatives, academic support services, personal support, health and wellness, and counseling.

College Health Services

Butler College Health Services support the health needs of students and staff through health education, disease prevention, health promotion, health screenings, assessment, treatment, and referrals of accidental injuries. College Health is located in El Dorado at the West Dorm and at Andover in the 5000 building. Staff (nurse practitioners, RN's, and office managers) is available on both campuses and a local physician is available to students each week. For more information contact College Health Services at El Dorado (316) 322-3371 and at Andover (316) 218-6282.

Counseling

Often students find themselves confronted with personal difficulties while attending college. Butler employs professional counselors at El Dorado, Andover and McConnell who assist students in coping with their life situations. Students are encouraged to consult a counselor to discuss personal concerns in a comfortable, confidential environment.

Butler also offers drug and alcohol group therapy, as well as a variety of support groups for students, faculty and staff. For more information contact the Counselor at (316) 322-3162 or email nhamm2@butlercc.edu.

First Year Experience

The First-Year Experience (FYE) Office at Butler Community College strives to help students identify the many ways in which they can be successful both personally and academically during their first year of college and beyond. The Office coordinates the Student Connect course for all new, first-time, full-time students, as well as other programs to help students develop a good foundation for learning. The Office is responsible for Welcome Week, Lunch for Success Workshops, Parent/Family Weekend, and much more. It is very important for students to have access to leadership and involvement opportunities while they are a part of the Grizzly family. The Grizzly family includes students' family, because they are a very important part of students' transition to college. The FYE Office wants those extended family members to feel welcomed and included in the Butler community. The FYE Office is located in the Student Union on the Butler of Andover Campus. For more information call (316) 218-6373 or email sconard@butlercc.edu.

Intramurals

At Butler, intramurals are considered an integral part of student growth. We strive to make as many athletic activities and events available as possible. Our program offers students the opportunities to compete and participate in Flag Football, 5 on 5 Soccer, Table Tennis, Dodgeball, Golf, NFL/NCAA Pick 'Em Contests, and many more activities. If you miss the court or field, or just like to have fun, consider participating in our Intramural program. For more information call (316) 322-3295.

Residence Life

Living in one of Butler's residence halls is a good way for students to meet fellow students and keep in touch with campus activities. Butler's residence halls accommodate 377 students with four different living arrangements. Rooms are assigned with consideration of student preference regarding location, roommates, etc. All living units are equipped with beds, desks, closets, basic cable, internet access, desk chairs, air conditioning and extra-long twin mattresses. Students must furnish pillows, linens, blankets and towels.

The professional staff, aided by Resident Assistants, are responsible for housing programs, policies and facilities within the residence halls. The residence halls are monitored by campus security and a closed-circuit television security system. Each hall also has an emergency phone. Those wishing to reside in the residence halls should obtain an application at

the Accounts Receivable Office located in the 600 bldg. Students may also download a Housing Application from the website at www.butlercc.edu. For more information call (316) 322-3295 or email housing@butlercc.edu.

Student Involvement & Development

The Student Involvement and Development Office is dedicated to providing co-curricular learning opportunities and experiences to enhance the Butler community in the areas of connecting with other students, service learning, cultural awareness, leadership growth and personal development. We provide many opportunities for you to learn outside of the classroom through Leadership Challenge Summits and Adventures, the Grizzly Leadership Academy and various events that you get to meet and work with alumni, faculty, staff, administration and community members. This office is a great resource for student organizations, leadership opportunities, service programs and multicultural events and activities. For more information call (316) 322-3353 or email aweiss2@butlercc.edu.

Student Life Centers

The Student Life Centers are the hub for all student activities, events, intramurals and student organizations. The Director of First Year Experience, Coordinator of Student Involvement and student leaders can be found in these areas to answer any questions regarding upcoming events, campus activities or student organizations. The Student Government Association (SGA) is one of the student organizations you can find in the Student Life Centers. You can find the Student Life Centers in the Student Union in Andover (5000 Building) or in the Student Union (1000 Building) in El Dorado. Come find out what you can do outside of the classroom that will enhance your Butler learning experience!

Student Union Services

The Student Union Building at El Dorado contains a snack bar, Student Life Center, a commons/lounge area, 15 open computers, meeting rooms, a bookstore, and the cafeteria. Pizza, sandwiches, drinks, chips, etc. are available in the snack bar. The cafeteria serves meals every day of the week and operates on a controlled-access basis. Residence hall students and those on meal contracts are admitted upon presentation of their ID card with the proper marking. In addition to residence hall students, other students can purchase meals on an individual meal basis.

The Student Union in Andover contains a café (Cyber Café), Student Life Center, common lounge areas throughout the union, The Grizzly Den meeting room, the Game Cave game room, a study lounge, and 7 HD TV's throughout the union, and 25 open computers. Additional student services at Andover includes: gathering spaces and a snack bar at the 6000 building which has a variety of vending machines.

Student Groups, Organizations & Activities

Recognized Student Organizations

Groups that complete the registration process, which includes submitting a Constitution or Bylaws, list of members (there must be at list 6) and the name of an advisor will receive official recognition from the Student Government Association each year. For more information regarding starting a group or organization, students can contact the Office of Student Involvement and Development at (316) 322-3353 or the Student Government Association office at BOE (316) 323-6469 or BOA (316) 218-6336. Following are the 2010-11 Following are the Recognized Student Organizations at Butler Community College:

Ag Ambassadors

The Butler Ag Ambassadors is open to all students with an interest in agricultural areas. The purpose of the organization is to provide a means for agriculture students with common goals and interests to get together for school, community and social activities. The Ag Ambassadors elect officers and sponsors student awards. For more information, contact Marcus Arnold at marnold@butlercc.edu.

Association for Early Childhood Education

The student members of this club will have the opportunity to network beyond the classroom with fellow students, the chance to listen to speakers from the profession and learn about emerging practices, and more in the area of Early Childhood Education. Contact Teresa Thompson at (316) 323-6883 or tthompson@butlercc.edu.

Black Student Association

Dedicated to the principles of self-determination, self-awareness, and unity, the Black Student Association, will strive to promote activities of common interest, as well as cultural and educational benefits for the African American student body. Through community service and encouraging academic excellence, the Black Student Association will develop students into active leaders not only at Butler Community College, but in the surrounding areas and local communities. Contact Crystal Aluko cjackson1@butlercc.edu

Butler Veterans Across Campus

If you have served, or are still serving, in any of the Armed Forces branches and are currently a Butler student, come join us! We also welcome student dependents of those have served. For more information, contact Kris Estes at kestes@butlercc.edu.

Campus Crusade for Christ (CRU)

CRU is an interdenominational, student, Christian organization seeking to provide a spiritual

STUDENT HANDBOOK

environment for students. CRU meets on the Butler of El Dorado and Butler of Andover campuses. For more information email Rachel Busenitz at alanrachel2012@gmail.com

Culinary & Hospitality Opportunity for Making Professionals (C.H.O.M.P)

The purpose of CHOMP is to enhance educational opportunities for students in Culinary and Hospitality to participate in and gain real world experience. For more information, contact Chef John Michael at jmichael4@butlercc.edu.

Delta Epsilon Chi (Marketing)

Delta Epsilon Chi is the largest and most progressive student organization for college students majoring in marketing and management. Participation in Delta Epsilon Chi will develop leadership skills, marketing, merchandising and management competencies through competition against the best marketing and management students in the nation. Contact Jared McGinley at (316) 322-3240 or jmcinley@butlercc.edu.

Grizzly Ambassadors

The Grizzly Ambassadors are a student organization focused on service and representing Butler Community College in the community. Members of this student organization understand the importance of service within the community and utilize co-curricular service learning to assist them in their development and furthering their academic experiences. This student organization is made up of strong student leaders of high academic standing committed to make a difference in the local, regional and national community. For more information email Andrea Weiss at aweiss2@butlercc.edu

Hispanic American Leadership Organization (HALO)

Butler's Hispanic American Leadership Organization (HALO) provides Latino students the opportunities to better serve fellow students through leadership development, student recognition, fostering traditions, serving as a support system, and representing the Hispanic Community and Butler Latino student body. Contact Monica Zavala at (316) 218-6243 or mzavala2@butlercc.edu

Hunger Team

The Hunger Team is designed to develop action plans to address hunger and increase the understanding of food insecurity among Butler Community College students and constituents. Contact Andrea Weiss at (316) 322-3353 or aweiss2@butlercc.edu, or Jim Buchhorn at (316) 322-3327 or wbuchhorn@butlercc.edu

I 3D Club

Butler's I 3D Club provides students the opportunity to network with fellow students, the chance to listen to speakers from industry, tour company headquarters, and learn about the emerging

technology. For more information, contact Jon Simpson at jsimpson2@butlercc.edu.

International Student Association

ISA is open to international students, resident aliens, as well as all students interested in promoting cross-cultural understanding. Members are often invited to visit with elementary classes and community groups. The ISA participates in the campus-wide Spring Fling, sharing their various cultures with students and community members through music and dance, traditional clothing, flags and exhibits. All monthly social activities are planned by members. Contact Randy Bush at (316) 218-6226 or rbush@butlercc.edu

Phi Beta Lambda

Phi Beta Lambda is a national organization that works closely with business and charities. Each year members have the opportunity to travel to state, regional, and national conferences to compete in various areas of business. As a campus organization PBL also gives students an opportunity to be recognized by business leaders and to participate in community and charity work, such as the March of Dimes. Contact Janice Akao at (316) 322-3186 or jakao@butlercc.edu.

Philosophy Club

The Butler Philosophy Club meets monthly to engage in discussions regarding various political, ethical, and philosophical principles within our culture and society. Contact Terry Sader at (316) 218-6123 or tsader@butlercc.edu.

Phi Theta Kappa

Phi Theta Kappa is the International Honor Society for the two year college. Phi Theta Kappans are recognized for their academic achievement as well as their community service, fellowship, and leadership. The four hallmarks of Phi Theta Kappa, our guiding principles for programming, include: Scholarship, Leadership, Service, and Fellowship. Our many traditions and customs make this society a "Fellowship of Scholars". Contact Jim Buchhorn at jbuchhorn@butlercc.edu, or Chrissie Baker at cbaker20@butlercc.edu.

Sociology and Psychology Club (SoPsyched)

SoPsyched has three branches: Planning, Activities, and Research. In the Planning branch members meet once a month to plan monthly events. The Activities branch consists of once-a-month events aimed at piquing interest in Psychology and Sociology among students regardless of previous exposure to these fields of study. The Research branch meets weekly to learn about research including how to plan their own research, enter the data, run the analysis, and write the results suitable for publication or presentation at a regional conference. For more information, contact Dr. Nathan Swink at nswink@butlercc.edu.

Student Government Association

The Butler SGA serves as the voice of the student body throughout the college. The SGA is composed of an Executive Board and at-large senators made up of diverse students from various academic departments, campus locations, and student groups/organizations of Butler. Members also help lead students to engage in purposeful curricular and co-curricular activities, promote good will and make positive contributions to the College and the community at large. SGA Open Sessions are held the 1st Tuesdays in El Dorado and the 3rd Tuesdays in Andover from 3-4:30 pm. Contact Sherri Conard at (316) 218-6373 or sconard@butlercc.edu or Andrea Weiss at (316) 323-3353 or aweiss2@butlercc.edu.

Student Nurses' Association

The association provides an avenue for contributing to nursing education by advocating the highest quality health care. Members participate in legislative activity involving nursing and health. Projects and seminars aid the student in the transition from pre-professional to professional activities, as well as offering leadership, educational and social opportunities. The Student Nurses' Association is an affiliate of the Kansas Association of Nursing Students (KANS). Contact Sabrina Olson at (316) 322-3191 or solson5@butlercc.edu.

Student Activity Groups

Butler is proud of its comprehensive student activities program. These activity programs, ranging from athletics to livestock judging, are strongly supported by the Board of Trustees, the community, the student body, and the College administration.

Athletic Program

An athletic program of national prominence is supported by the Board of Trustees, the community, the student body and the College administration. Volleyball, basketball, track and cross country, soccer and softball are provided on an intercollegiate level for women. Football, basketball, baseball, track and cross country are offered for men. The college holds membership in the Kansas Jayhawk Junior College Conference and the National Junior College Athletic Association.

Athletic Trainers

The main objective of the Butler athletic training program is to give student-athletic trainers the practical hands-on experience needed to begin a career in sports medicine. This hands-on experience includes preventing injuries, evaluating injuries, rehabilitating injured athletes and providing emergency care to all 200 Grizzly student-athletes.

Butler Spirit Squad

This group is composed of a 16 member squad and one Grizzly Bear mascot. Individuals are selected during the spring semester. Applicants should contact

the Athletic Department for information concerning interviews and auditions no later than March 1 for the following academic year. The Spirit Squad represents Butler in all sports and enthusiastically supports other clubs, organizations and activities in the community and on campus. College credit is available for participation. For more information contact Teri Rinkenbaugh at (316) 990-0392 or trinkenbaug1@butlercc.edu.

Fire Science Residential Program

Fire Science students at Butler may apply for volunteer status with local fire departments to be admitted into the Fire Science Residential Program where they receive actual experience as firefighters living in the Fire House while studying for their degree. This "real life" experience proves to be valuable when applying for full time employment as a firefighter and provides opportunities for them to develop leadership and organizational skills while promoting the college and the Fire Science Program. For more information call (316) 323-6150 or email dlarimer@butlercc.edu.

Instrumental Music

The instrumental music department at Butler functions in three major areas: traditional band, jazz studies and keyboard music. The program provides both music and non-music majors with opportunities to develop instrumental skills. Membership in the Concert Band is conditioned primarily on instrumentation needs. Therefore, effort is made to recruit as many interested players as possible to fill instrumentation needs while maintaining a balanced ensemble. The ensemble performs in various settings including departmental concerts and concert tours. The Butler Pep Band plays at football and basketball games. The Pep Band plays arrangements ranging from traditional to rock. The Butler Big Band is an 18-19 piece jazz ensemble consisting of five trumpets, four trombones, five saxophones, and four or five rhythm section players, all selected by audition. Student activities in keyboard music include opportunities to provide accompaniments on piano, keyboard bass and synthesizer for performing groups such as Jazz Arts Ensemble, Headliners, Show Choir, Chamber Singers and Concert Choir, plus vocal and instrumental soloists. For more information contact (316) 322-3328.

Livestock Judging Team

Livestock Judging at Butler helps young people interested in the agricultural industry become more proficient at selecting livestock. A judging team is selected from those students interested in college competition on a local, state and national level. During the year, the team has a rigorous workout schedule to prepare for competition. These young men and women are ambassadors for Butler's Agriculture program. The team travels to a number of contests within the United States. For more information contact (316) 323-6859.

STUDENT HANDBOOK

Radio/Television/Film

Butler Community College's radio and television stations offer students the opportunity to experience a "hands-on" approach to the broadcast industry. Mass Communications students gain experience as technicians, directors, producers and broadcast announcers in the College's station. Contact Keith West at (316) 322-3194 or kwest6@butlercc.edu.

Resident Assistants

Resident Assistants are student staff positions in the residence halls. This position is a job and the salary is room and half board. Resident Assistant responsibilities include programming, assisting residents with transition to college life, enforcing hall policies, and being on-duty specific nights and weekends. Call (316) 322-3295 or email housing@butlercc.edu.

Theatre/Delta Psi Omega

The Butler theatre department produces four major productions and a variety of experimental productions per year. Auditions are open to all students. A full spectrum of courses for theatre majors is available. The Chi chapter of Delta Psi Omega, the National Theatre Honor Fraternity of college students, has been at Butler of El Dorado for more than 50 years. Potential members are invited into the organization on the basis of their activity in the college theatre production program. Contact Bob Peterson at (316) 322-3261 or bpeterson@butlercc.edu.

Vocal Music

The vocal music department at Butler provides a variety of singing experiences for students. The 90-voice Butler Concert Choir presents four major concerts per year and is open to all with the instructor's approval. An audition process is used to select members of the Headliner's show choir, the Chamber Singers, and the Sweet Melody ladies vocal ensemble. The Headliners, a show choir consisting of 28 singers/dancers and an instrumental combo, specializes in performing show and pop music. The Headliners do numerous performances each semester, including hosting the annual Butler show choir Festival and performing at the Butler Summer show choir Camp each July. The Chamber Singers produce the annual Renaissance Feaste each December as well as performing at home concerts. The Sweet Melodies sing a variety of music and also performs at home concerts. There are also smaller select ensembles, the Smorgaschords barbershop quartet and a vocal jazz ensemble that performs for various college functions. Contact Valerie Mack at (316) 322-3224 or vmack@butlercc.edu.

Student Publications

The Lantern

The Lantern, maintaining a tradition of state and national honors, is published by and for the students of Butler every week except during holidays and final examination week. Students gain hands-on experience in today's highly technical field of print journalism. Butler students who have received laboratory experience on The Lantern have made the transition to major journalism schools or directly to jobs in media organizations. Contact Amy Chastain at (316) 323-6894 or achastain3@butlercc.edu

The Grizzly

The Grizzly, published since 1928, is the college's student-produced, full color magazine. It serves as a history of the academic and social activities of the students while they attend college. Students may participate in the production classes for college credit. Students have gone on to major journalism schools or directly to mass media jobs. Contact Mike Swan at (316) 322-3281 or mswan@butlercc.edu.

The Quill & Scan

The Quill & Scan publishes academic work, including essays, poetry, and fictional work, as well as literary and visual arts and other projects undertaken as class assignments. The Quill & Scan is published once a year with deadline dates in October. Butler students, faculty, staff and alumni may submit work for the publication. Contact Mike Swan at (316) 322-3281 or mswan@butlercc.edu.

BUTLER GLOSSARY OF KEY TERMS

Academic Advisors—These are the people with whom your student can enroll in classes and get guidance and information regarding course planning and career choices.

Academic Dismissal—After three semesters below a 1.75 grade point average (GPA) at Butler students will be dismissed and must take a break to consider their personal, academic and career goals before attempting to continue their education. Students dismissed from Butler shall not enroll in classes at Butler until one semester (excluding summer) from the date of dismissal has elapsed. To appeal for readmission after the dismissal period, students should contact the Retention Specialist at retention@butlercc.edu. A discussion about goals and plan for success will be held and a success contract signed that will require students to earn a 1.75 GPA or higher to continue additional semesters.

BOA—Butler of Andover

BOE—Butler of El Dorado

ATB—Ability to benefit

B.E.A.R.S.—This stands for Butler Emergency Alert Reporting System. It is an automated system that will contact your choice of phones and/or e-mail to notify the student of school emergencies and closings (generally weather related). Up to 6 communication points can be identified.

Blended Courses—These courses involve at least 50% of the coursework being done online and regular class meeting (face-to-face) as well.

Butler Bookstores—Butler operates bookstores at El Dorado and Andover - books, supplies, clothing and gifts are sold. Videotapes for telecourse classes are distributed and returned at both bookstores. Butler bookstores also sell educationally priced software to students and employees of the college. A book buyback is held during finals week of each semester in which books that are in good condition and needed for the upcoming semester are repurchased from the students. (A Butler Bookstore cash register receipt is required for book buyback.) The El Dorado bookstore is located in the Student Union Building and maintains hours of 8 a.m. to 6:30 p.m., Monday through Thursday, and 8 a.m. to 4 p.m. Friday. Summer hours are 8 a.m. to 5 p.m., Monday through Thursday, and 8 a.m. to 4 p.m. Friday. The Andover bookstore located at 715 E. 13th St. maintains hours of 9 a.m. to 7:30 p.m., Monday through Thursday, and 9 a.m. to 5 p.m. on Friday.

Textbooks are available for approximately one week prior to classes starting at Butler of Rose Hill and Butler of McConnell. Check with the site for information on availability of books for that site.

Scholarship Books

Students, who receive a book scholarship, may check

out your books from the bookstore in El Dorado or Andover. The student is responsible for the books, and if a book is lost, stolen or abused, the student will be required to pay for that book. Scholarship books must be checked in at the El Dorado or Andover bookstore during finals week. Any scholarship student with books not checked in by the last day of the semester will be responsible for full payment of outstanding books. Until payment is received in full on scholarship books not returned, a hold is placed on the student's enrollment and records. If a problem arises with a book during the semester, please return the book immediately to the bookstore to either replace or repair. Unreported damage will be considered student liability at the end of the semester.

C.A.R.E Team—The purpose of the CARE Team is to provide the campus community with the necessary information to refer students in psychological or physical distress, or who are experiencing personal crises, to the appropriate resources on campus. The CARE Team uses a proactive approach to coordinate and plan responses, to identify, assess, manage, reduce and educate the campus community as to the risk of individual harm or interpersonal violence. Students, faculty or staff may be referred to the CARE Team by emailing their name and a brief description of the distress to care@butlercc.edu or call the Director of First-Year Experience at (316) 218-6373 or Director of Disability Services at (316) 322-3321.

Child Care (EduCare Center)—The EduCare Center cares for 120 children ranging from two-weeks to 12 years old. The Center is a state-of-the-art child care facility as well as a learning lab for Butler Early Childhood Education students. The center is located off Towanda Avenue on the west edge of Butler's campus in El Dorado. The Center is open year round, closing only for major holidays and the week between Christmas and New Years, Monday through Friday 5:45 a.m. - 6 p.m. For additional information regarding the EduCare Center call (316) 323-6845 or direct 218-6845 from the Wichita/metro area.

Computer Access—To meet ever increasing student needs for computer and Internet access, the Information Services Division maintains up-to-date open computer labs and access at various college sites which contain state-of-the-art hardware and the latest word processing, databases and spreadsheet software. The El Dorado open lab is in the 1500 Building. Butler of Andover's open labs are located in the 6000 Building, the 5000 Building corridors and at the Student Union. The Dennis Martens Computer Lab in the L.W. Nixon Library, Building 600, offers Internet access and Microsoft Word during library hours. Other El Dorado labs are located in Buildings 100, 200, 300, 600 and 1000 and at Butler of Marion, Butler of Rose Hill, and at resource centers in Council Grove are under the supervision of site directors and academic deans and may be available, with permission, to students when classes are not scheduled. Hours of the open labs are posted;

STUDENT HANDBOOK

students must have their own flash drive to save their work, but paper is provided.

Credit Hour—As a rule, the number of credit hours assigned to a course indicates the number of hours the class meets each week. A three-hour course normally meets for three hours per week; it might, for example, meet from 1-2pm on Mondays, Wednesdays, and Fridays.

Drop/Add—Students who want to drop or add a course must complete the required action either online or in person before the drop/add deadline. A schedule of deadlines is available at the Registrar's office or by going on-line. For on-line, you can log into your Pipeline account and click on the Add/Drop/Withdrawal Dates in your Student Quick Clicks.

Enrollment Deadlines/Every Day Counts- Butler is committed to helping all students succeed. Students are more successful when they attend the first class meeting and maintain their attendance throughout the semester. Students may enroll online by adding classes up to the day prior to the class start date. Students may enroll through an advisor on the class start date, providing the class has not already met. No online registration will be available on the class start date. After the first day, late enrollment will only be allowed under extraordinary circumstances if approved by the dean or associate dean for the academic division for the class.

Electives—While students are required to take certain courses, they can choose, or “elect” to take others. These courses, which may apply toward graduation, are called electives.

Financial Aid Counselors—These professionals help students and parents through the maze of federal funding, scholarships and other financial aid needs.

First-Year Experience—Also known as FYE, this is a program for first-year Butler students. The FYE office sets up new student orientation, workshops, and activities to assist new students.

GPA—Academic success is determined by a student's grade point average (GPA). This number is derived by dividing the total number of grade points earned by the number of credit hours attempted in standard graded courses. Grade points are based on a system in which an A=4, B=3, C=2, D=1, and F=0. If your student took a three-credit-hour course and earned a C, the grade points for the course would be three credit hours times two (for the C) or six grade points. To find out a student's GPA for the semester, calculate the total grade points for all courses and divide by the total number of semester hours.

GPS—This is a Graduation Progress System that allows students to track their academic progress. It is to be used in conjunction with an academic advisor.

Honors Program—Students who are interested in being challenged academically have the option to participate in the Honors Academic Program. Options for taking classes for Honors credit are designated as well as participation through Honors independent study or as a member of the National Two-Year Honor Society Phi Theta Kappa.

Leadership Studies Program—A Butler Leadership Certificate can be earned by completing the four leadership courses at Butler: Exploring Leadership, The Emerging Leader, Team and Community Building, and Leadership Development. Students that participate in the Leadership classes may be eligible for the Leadership Scholarship that is awarded each semester.

Mental Health Counseling—We offer counseling services to all students free of charge.

Online Writing Lab (OWL)—Butler students can receive free revision and editing advice on papers, including research papers, resumes and cover letters. This service is totally online, provided by Butler English faculty, and has a quick turnaround. For submission information, go to <http://www.butlercc.edu/writinglab/index.cfm>

Pipeline—This is Butler's electronic communication tool. It is used for e-mail, enrollment and final grades.

Prerequisite—When students must take one course before they are allowed to take another, the first course is considered a prerequisite. For example, English Composition I is required before taking English Composition II.

Probation, Academic—A student will be placed on academic probation if they are enrolled in at least 7 hours and finish with a semester GPA of 1.75 or below. Once a student has been placed on probation they will be encouraged to participate in retention strategies and workshops through our retention office. As long as the student has a successful semester (7 credit hours or more) with a higher semester GPA they will be taken off probation.

Warning, Financial Aid—Warning: Overall GPA and CR meet the requirements for good standing, but the semester does not meet those standards. During the warning semester, students must:

- Attempt and complete a minimum of 3 credit hours with a 2.0 GPA, or more if necessary, to obtain an overall 2.0 GPA and a 67% CR.
- Must complete all the hours they enroll in. At the end of the Warning semester if the student meets the 2.0 GPA and 67% CR, semester and overall, they will be placed back to Good. Students that do not meet these requirements will be placed on Suspension. There is no Warning status for students who have exceeded the maximum time frame.

School Calendar—The academic year school calendar is a part of your student’s handbook.

School Colors—Purple and Gold

School Mascot—The Grizzly Bear!

Suspension, Academic—A student who has two consecutive semesters (7 credit hours or more) with a GPA of 2.0 or below will be put on academic suspension. Once a student is placed on academic suspension the student will be required to complete a student success contract and meet with the retention specialist on a bi-weekly basis.

Suspension, Financial Aid— All suspended students will receive a suspension notification letter with an appeal form at the end of the term. An appeal form is also available through the Office of Student Financial Aid or on Butler Pipeline. Students on suspension for Maximum Time Frame will be required to submit a separate Pace Appeal Form. The following criteria does not apply to Maximum Time Frame, see below for requirements.

Suspension from all federal aid occurs when a student on Warning or Probation (see below) does not meet the requirements for Good Standing. Suspension will also occur if a student has:

- Exceeded the Maximum Time Frame stated above
- Does not complete any credit hours during the semester
- GPA for the semester

First time Butler federal aid recipients and transfer students not meeting the requirements for good standing will be placed on suspension with the right to appeal.

Tutoring Labs—Tutoring labs are located on the Andover and El Dorado campuses. These labs are open to all Butler students who want to utilize a peer and/or faculty tutor. Schedules of when the labs are open and what subjects are available can be found on the Butler website under Tutoring. If the tutoring labs are closed and a student needs writing help, they can access the OWL.

CLASS SCHEDULE

{ FIRST SEMESTER }

Subject	Instructor	Office	Telephone

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7 am						
8 am						
9 am						
10 am						
11 am						
12 pm						
1 pm						
2 pm						
3 pm						
4 pm						
5 pm						
6 pm						
7 pm						
8 pm						
9 pm						

CLASS SCHEDULE

{ Second Semester }

Subject	Instructor	Office	Telephone

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7 am						
8 am						
9 am						
10 am						
11 am						
12 pm						
1 pm						
2 pm						
3 pm						
4 pm						
5 pm						
6 pm						
7 pm						
8 pm						
9 pm						

7 am
8 am
9 am
10 am
11 am
12 pm
1 pm
2 pm
3 pm
4 pm
5 pm
6 pm
7 pm
8 pm
9 pm

CALENDAR

Notes:

Monday	Tuesday	Wednesday
	1	2
7 Fall Intersession Begins	8	9
14	15	16
21 Fall Semester Begins	22	23
28	29	30

AUGUST

{ OVERVIEW }

Thursday	Friday	Saturday/ Sunday
3	4	5
10	11	6
17	18 Fall Intersession Ends Last Day to Pay for Fall Classes	12 13
24	25	19 20
31		26 27

CALENDAR

Notes:

Monday

Tuesday

Wednesday

4
Labor Day -
No Classes/
Offices Closed

5

6

11

12

13

18

19

20

25

26

27

SEPTEMBER

{ OVERVIEW }

Thursday	Friday	Saturday/ Sunday
	1	2
7	8	9 3
14	15	16 10
21	22	23 17
28	29	30 24

CALENDAR

Notes:

Monday

Tuesday

Wednesday

2

3

4

9

Fall Break- No
Classes/Offices
Closed

10

Institutional
Development Day
No Classes/Offices
Closed

11

16

17

18

23

Spring
Enrollment
Begins

24

25

30

31

OCTOBER

{ OVERVIEW }

Thursday	Friday	Saturday/ Sunday
		1
5	6	7
12	13 End of first 8-week session	14
19	20	21
26	27	28
		29

CALENDAR

Notes:

Monday

Tuesday

Wednesday

6

7

8

13

14

15

20

21

22

Thanksgiving
Break - No Classes/
Offices Closed

27

Summer Enrollment
Begins

28

29

NOVEMBER

{ OVERVIEW }

Thursday	Friday	Saturday/ Sunday
2	3	4
9	10 Veteran's Day- McConnell ONLY No Classes	5 11
16	17	12 18
23 Thanksgiving Break - No Classes/ Offices Closed	24 Thanksgiving Break - No Classes/ Offices Closed	19 25
30		26

CALENDAR

Notes:

Monday	Tuesday	Wednesday
4 Finals Week	5 Finals Week	6 Finals Week
11	12	13
18	19	20
25 Winter Break - No Classes/ Offices Closed	26 Winter Break - No Classes/ Offices Closed	27 Winter Break - No Classes/ Offices Closed

DECEMBER

{ OVERVIEW }

Thursday	Friday	Saturday/ Sunday
	1	2
7 Finals Week	8 Finals Week - Fall Semester Ends	3 9 10
14	15	16 17
21 Winter Break - No Classes/ Offices Closed	22 Winter Break - No Classes/ Offices Closed	23 24
28 Winter Break - No Classes/ Offices Closed	29 Winter Break - No Classes/ Offices Closed	30 31

CALENDAR

Notes:

Monday	Tuesday	Wednesday
1 Winter Break-No Classes/Offices Closed	2 Intersession Begins	3
8	9	10
15 Martin Luther King Day- No Classes/Offices Closed	16 Spring Semester Begins	17
22	23	24
29	30	31

JANUARY

{ OVERVIEW }

Thursday	Friday	Saturday/ Sunday
4	5	6
11	12 Interession Ends Last Day to Pay for Spring Classes	7
18	19	14
25	26	21
		28

CALENDAR

Notes:

Monday

Tuesday

Wednesday

5

6

7

12

13

14

19
President's Day-
McConnell ONLY
No Classes

20

21

26

27

28

FEBRUARY

{ OVERVIEW }

Thursday	Friday	Saturday/ Sunday
1	2	3
8	9	4
15	16	10
22	23	11
		17
		18
		24
		25

CALENDAR

Notes:

Monday

Tuesday

Wednesday

5

6

7

12

13

14

19 Spring Break-
No Classes

20 Spring Break-
No Classes

21 Spring Break-
No Classes

26 Fall Enrollment
Begins

27

28

MARCH

{ OVERVIEW }

Thursday	Friday	Saturday/ Sunday
1	2	3
8	9 End of first 8-week session	4 10
15	16	11 17
22 Spring Break- No Classes	23 Spring Break- No Classes	18 24
29 Institutional Development Day- No classes/ Offices Closed	30 GOOD FRIDAY - No classes/Offices Closed	25 31

CALENDAR

Notes:

Monday

Tuesday

Wednesday

2

3

4

9

10

11

16

17

18

23

24

25

30

APRIL

{ OVERVIEW }

Thursday	Friday	Saturday/ Sunday
5	6	7
12	13	14
19	20	21
26	27	28
		29

CALENDAR

Notes:

Monday	Tuesday	Wednesday
	1	2
7 Final Exam Week	8 Final Exam Week	9 Final Exam Week
14 Intersession Begins	15	16
21	22	23
28 Memorial Day- No Classes/ Offices Closed	29	30

MAY

{ OVERVIEW }

Thursday	Friday	Saturday/ Sunday
3	4	5
10 Final Exam Week	11 Final Exam Week Spring Semester Ends	12 Commencement
17	18	19
24	25 Intersession Ends	20
31		27

CALENDAR

Notes:

Monday	Tuesday	Wednesday
4 Summer School Begins	5	6
11	12	13
18	19	20
25	26	27

JUNE

{ OVERVIEW }

Thursday	Friday	Saturday/ Sunday
	1 Last Day to Pay for Summer Classes	2 3
7	8	9 10
14	15	16 17
21	22	23 24
28	29	30

CALENDAR

Notes:

Monday

Tuesday

Wednesday

2

3

4 Independence Day-No Classes/
Offices Closed

9

10

11

16

17

18

23

24

25

30

31

JULY

{ OVERVIEW }

Thursday	Friday	Saturday/ Sunday
5	6	7 1
12	13	14 8
19	20	21 15
26	27 Summer School Ends	28 22
		29

CALENDAR

Notes:

Monday	Tuesday	Wednesday
		1
6	7	8
13	14	15
20	21	22
27	28	29

AUGUST

{ OVERVIEW }

Thursday	Friday	Saturday/ Sunday
2	3	4
9	10	5
16	17	11
23	24	12
30	31	18
		19
		25
		26

IMPORTANT BUTLER INFORMATION

Accreditation

Butler Community College is accredited by The Higher Learning Commission and a member of the North Central Association and the Kansas State Board of Education.

North Central Association of Colleges and Schools
30 North LaSalle Street Suite 2400 • Chicago, IL 60602
Board of Regents
700 SW Harrison, Suite 1410 • Topeka, KS 66603-3760

The Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN).
3343 Peachtree Road NE
Suite 850
Atlanta, Georgia 30326
(404)975-5000
www.acenursing.org

Notice of Nondiscrimination

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment and all unions or professional organizations holding negotiated agreements or professional agreements with the institution are hereby notified that this institution does not discriminate on the basis of race, religion, color, national origin, sex, age or disability in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning Butler Community College's compliance with the regulations implementing Title VI, Title IX and Americans with Disability Act of 1990 is directed to contact the coordinators who have been designated to coordinate the educational institution's efforts to comply with the regulation implementing these laws. Title VI, Title IX and Section 504 ADA complaints may also be filed with the Regional Office for Civil Rights.

Address correspondence to:

U. S. Department of Education, Region VII
Office for Civil Rights
8930 Ward Parkway
Suite 2002
Kansas City, MO 64114-3302

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

TITLE IX COORDINATOR

Sherri Conard
Director of First Year Experience
715 E. S. 13th Street
Andover, KS 67002
(316) 218-6373

SECTION 504 COORDINATOR

Teressa Eastman
Disability Services Coordinator
ADA Compliance Officer
901 South Haverhill Road
El Dorado, KS 67042
(316) 322-3321 (Local)
(316) 733-3321 (Wichita/ Metro)

Disclaimer Statement

The content of this student handbook is provided for the information of the student. It is accurate at the time of printing but is subject to change from time to time as deemed appropriate by the College in order to fulfill its role and mission or to accommodate circumstances beyond its control. The college reserves the right to make changes in policy, regulations and fees, as circumstances dictate, subsequent to publication. The College expects its students to have knowledge of information presented in this student handbook and in other college publications. Any such changes may be implemented without prior notice and without obligation and, unless specified otherwise, are effective when made.

Butler Community College reserves the right to terminate programs or modify program requirements, content, schedule, delivery methods and the sequence of program offerings from semester to semester for educational or financial or other reasons beyond the control of the College.