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ACADEMIC CALENDAR

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

### 2016 Fall Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 11</td>
<td>A.D.N. Fall Semester classes begin for Fall 2016 class</td>
</tr>
<tr>
<td>Aug 8</td>
<td>College In-Service / COLLEGE CLOSED</td>
</tr>
<tr>
<td>Aug 12</td>
<td>Orientation for General Education / Program Students</td>
</tr>
<tr>
<td>Aug 15</td>
<td>Fall Semester Begins / Tuition and Fees Due</td>
</tr>
<tr>
<td>Aug 16</td>
<td>Courses 8 weeks or less last day to receive a 100% refund*</td>
</tr>
<tr>
<td>Aug 19</td>
<td>Courses 9 – 15 weeks last day to receive a 100% refund*</td>
</tr>
<tr>
<td>Aug 26</td>
<td>Financial obligation deadline (See page 20)</td>
</tr>
<tr>
<td>Sept 5</td>
<td>Labor Day / COLLEGE CLOSED</td>
</tr>
<tr>
<td>Oct 6-7</td>
<td>Fall Break (no day or evening classes)</td>
</tr>
<tr>
<td>Oct 14</td>
<td>Last day to adjust financial aid for the fall semester</td>
</tr>
<tr>
<td>Nov 21-25</td>
<td>Thanksgiving Break / COLLEGE CLOSED</td>
</tr>
<tr>
<td>Nov 28</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>Dec 12-16</td>
<td>Final Exams</td>
</tr>
<tr>
<td>Dec 17</td>
<td>Commencement</td>
</tr>
<tr>
<td>Dec 26-Jan 2</td>
<td>Christmas Break / COLLEGE CLOSED</td>
</tr>
</tbody>
</table>

### 2017 Spring Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 12</td>
<td>Orientation for new program students (starting spring semester)</td>
</tr>
<tr>
<td>Jan 16</td>
<td>Martin Luther King Day / COLLEGE CLOSED</td>
</tr>
<tr>
<td>Jan 17</td>
<td>Spring Semester Begins / Tuition and Fees Due</td>
</tr>
<tr>
<td>Jan 18</td>
<td>Courses 8 weeks or less last day to receive a 100% refund*</td>
</tr>
<tr>
<td>Jan 23</td>
<td>Courses 9 – 15 weeks last day to receive a 100% refund*</td>
</tr>
<tr>
<td>Jan 31</td>
<td>Financial obligation deadline (See page 20)</td>
</tr>
<tr>
<td>March 15</td>
<td>Last day to adjust financial aid for the fall semester</td>
</tr>
<tr>
<td>March 20-24</td>
<td>Spring Break (no day or evening classes)</td>
</tr>
<tr>
<td>March 24</td>
<td>COLLEGE CLOSED</td>
</tr>
<tr>
<td>March 27</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>April 14</td>
<td>Open House</td>
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<tr>
<td>May 8-12</td>
<td>Final Exams</td>
</tr>
<tr>
<td>May 13</td>
<td>Commencement</td>
</tr>
<tr>
<td>May 29</td>
<td>Memorial Day / COLLEGE CLOSED</td>
</tr>
</tbody>
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### 2017 Summer Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 30</td>
<td>Summer Semester Begins / Tuition and Fees Due</td>
</tr>
<tr>
<td>May 31</td>
<td>Last day to receive a 100% refund*</td>
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<tr>
<td>July 3-4</td>
<td>4th of July Observed / COLLEGE CLOSED</td>
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<tr>
<td>July 5</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>July 21</td>
<td>Summer Semester Ends</td>
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Refer to Enrollment Management Calendar on MATC Online for specific Withdrawal dates on courses.
ABOUT MANHATTAN TECH

Mission Statement
Manhattan Area Technical College provides quality technical and general education to prepare individuals to pursue technologically advanced careers and lead productive lives in a dynamic and diverse global environment.

Vision Statement
As a leader in technical education, Manhattan Area Technical College will enhance student-centered learning and services to business, industry, and community members.

Values
In making decisions to advance the mission of Manhattan Area Technical College, the faculty and staff value:

- Integrity – being accountable for our actions
- Student-centered instruction – addressing the needs of our students
- Relevant program content – applying industry recommendations
- Quality performance – striving for excellence

MATC Core Outcomes
Core outcomes at Manhattan Area Technical College are designed to enhance students’ critical thinking, problem solving and communication skills in their academic courses as well as in their technical courses. The MATC core outcomes are as follows:

- M Maximizing professional and personal skills
- A Attaining critical thinking and problem solving skills
- T Training in discipline-specific technology skills
- C Creating competent communication skills

Objectives
Offering associate of applied science degrees and technical certificates upon completion of programs and courses in technical fields to meet student, employer, and community needs.

- Complementing technical instruction with general education courses emphasizing critical thinking, problem solving, and communication skills.
- Creating opportunities for secondary students in technical education through articulation agreements and concurrent credit.
- Providing student services to include counseling, financial aid, skill enhancement and assessment, employability preparation, and student-directed activities.
- Assessing student performance and outcomes to enhance learning.
- Allocating resources to ensure a safe, accessible, and student-friendly learning environment.
- Monitoring integrity through interaction with program advisory councils, a general advisory council, and evaluation by approving agencies.
- Serving as a valued community leader and partner in the educational, economic, and workforce development of our service area.

Philosophy of Assessment
Manhattan Area Technical College’s faculty and staff are committed to a comprehensive institutional assessment program that promotes continuous improvement in all aspects of programs and services critical to the success of the College. Convinced that learning-oriented effectiveness is of primary importance in meeting the institution’s mission, the faculty has placed an emphasis on the assessment of student learning.

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

Demonstrating ongoing institutional improvement is necessary to ensure the continuing success of the College. MATC is strengthened by its ability to respond quickly and effectively to changing student and stakeholder needs through a systematic and well-practiced methodology involving assessment, evaluation, and action to address the identified opportunities for improvement. This agility allows the College to compete in an educational arena where prospective students have a myriad of options.
In addition, as legislative bodies and accrediting organizations search for ways to enhance accountability among educational institutions, the documentation produced by this ongoing improvement process facilitates the reporting required for compliance with these regulatory and accrediting agencies.

**History of Manhattan Area Technical College**

In 1965 the Kansas State Board of Education established this institution under authority granted by Kansas Statutes Annotated 72-4412 and named it the Manhattan Area Vocational-Technical School. Educational programs were initially offered on the campus of Manhattan High School. MATC’s current campus, located at 3136 Dickens Avenue in Manhattan, Kansas, was occupied in 1967.

Through the years, the increasing influence of advancing technology in business and industry, health and emergency services, and government has made strong technical skills a requirement in most professions. Consequently, the training at MATC is now referred to as technical education.

In that spirit, the School was renamed in 1992 as Manhattan Area Technical Center. Legislation passed in 1994, Kansas Senate Bill 586, amended K.S.A. 72-4412, and provided the opportunity for technical schools to apply for conversion to technical colleges. In 1996, Governor Bill Graves signed into law Kansas House Bill 2606, which amended K.S.A. 72-4412, and designated the School as Manhattan Area Technical College. On July 1, 2004, Manhattan Area Technical College separated from USD 383 to become an independent entity.

**Service Territory**

Since its establishment, Manhattan Area Technical College has primarily served an area of Kansas that includes citizens and communities in ten counties including Clay, Dickinson, Geary, Marshall, Morris, Nemaha, Pottawatomie, Riley, Wabaunsee, and Washington. MATC provides advanced education and technical preparation to students from communities all over Kansas as well as other states. The College’s immediate service area, from which the Board of Directors is drawn, includes Clay, Dickinson, Geary, Marshall, Pottawatomie, and Riley counties.

**Accreditation**

Manhattan Area Technical College is accredited with the:

Higher Learning Commission of the North Central Association of College and Schools  
230 S. LaSalle Street, Suite 7-500  
Chicago, IL 60604  
800.621.7440  
[http://www.ncahlc.org](http://www.ncahlc.org)

It is approved with the:

Kansas Board of Regents  
1000 SW Jackson, Ste. 520  
Topeka, KS 66612-1321  
785.296.3421

and the:

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-0498  
800.872.5327  

Other program-specific accrediting/approving/certifying agencies are:

Accreditation Commission for Education in Nursing  
3343 Peachtree Road, NE, Suite 850  
Atlanta, GA 30326  
404.975.5000  
[http://www.acenursing.org](http://www.acenursing.org)
Kansas State Board of Nursing  
900 SW Jackson, Suite 1051  
Topeka, KS 66612  
785.296.4929  
http://www.ksbn.org

U.S. Veterans Administration  
5500 E. Kellogg  
Wichita, KS 67218-1698  
888.442.4551  
http://www.benefits.va.gov/wichita

Kansas Department for Aging and Disability Services  
New England Building  
503 S. Kansas Avenue  
Topeka, KS 66603-3404  
785.296.4986  
http://www.kdads.ks.gov/

National Automotive Technicians Education Foundation  
101 Blue Seal Drive, Suite 101  
Leesburg, VA 20175  
703.669.6650  
www.natef.org

National Security Agency (NSA)  
9800 Savage Road  
Ft. George G. Meade, MD 20755  
301.688.6311  
http://www.nsa.gov/

American Dental Association  
Commission on Dental Accreditation  
211 East Chicago Avenue  
Chicago, IL 60611-2678  
800.621.8099  
www.ada.org

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)  
5600 N. River Road, Suite 72  
Rosemont, IL 60018  
773.714.8880

American Design Drafting Association  
105 East Main Street  
Newbern, Tennessee 38059  
731.627.0802
ACADEMIC INFORMATION

Nationally, workplace technology has advanced exponentially and has impacted almost every industry. Thus, Manhattan Area Technical College programs are designed to prepare students to enter the workforce in a relatively short period of time with the technical skills needed to gain satisfactory employment in their chosen discipline. Technical education is a time-efficient, cost-effective means of achieving career education. With the education and experience, they gain, graduates have the potential to open doors of opportunity that otherwise might have been inaccessible. The ultimate goal of each technical program, course, or seminar is successful employment for graduates, transfer to a four-year college or university, as well as the creation of life-long learners.

Academic Programs
Fifteen programs of study are available to develop competent, responsible, and motivated individuals.

- Air Conditioning and Refrigeration
- Automotive Collision Repair
- Automotive Technology
- Biotechnology
- Building Trades
- Business Administration
- Digital Drafting Design Technologies
- Dental Hygiene
- Electric Power & Distribution
- Facilities Maintenance Technology (suspended)
- Information & Network Technology
- Medical Laboratory Technology
- Practical Nursing
- Associate Degree Nursing
- Welding Technology

Each program offers focused preparation in specific skills aimed at preparing graduates to pursue technologically advanced careers in the changing workplace. Successful completion of a program of study is recognized by the granting of a technical certificate or an associate of applied science degree.

Degrees and technical certificates will be conferred in the name of the Manhattan Area Technical College Board of Directors to students successfully completing the required curriculum. Students finishing short-term courses will be granted written evidence of successful completion. Students not finishing a program of study may, upon written request, be issued a transcript of courses completed.

Associate of Applied Science Degree
The Associate of Applied Science degree is designed primarily to prepare students for employment in an occupation or closely related cluster of occupations. An Associate of Applied Science degree will be awarded upon satisfactory completion of a program of study of not less than sixty-two (62) credit hours, including the general education requirements that have been designated for each program of study, and maintain a minimum GPA of 2.0. All A.A.S. degree awards must have a minimum of 15 credit hours of general education including 3 credit hours of math and 3 credit hours of communications.

General Education Courses – 15 Credit Hours
- Communications (3 credit hours)
  - COM 105  English Composition I
  - COM 106  English Composition II
  - COM 110  Technical Writing
- Math (3 credit hours)
  - MAT 109  Technical Mathematics II
  - MAT 110  Intermediate Algebra
  - MAT 135  College Algebra
  - MAT 145  Elementary Statistics
- General Education Electives (9 credit hours)
  - BSC 110  Biology
  - BSC 125  Anatomy and Physiology
  - BSC 205  Microbiology
  - CHM 100  Physical Science
MAT 099 Workplace Mathematics and COM 100 Workplace Writing do not meet the requirements for either a Certificate or an Associate of Applied Science degree.

MATC coursework will meet the technical specialty requirements; general education requirements can be met through completion of specified course work at MATC or from a regionally accredited college or university. The general education requirement may be completed prior to enrollment at MATC, concurrent with technical specialty requirements, or following completion of the technical requirements. Only course work with a grade of C or higher may be transferred.

Students who have completed a technical program certificate and desire to complete an A.A.S. degree must consult with Student Services staff and/or an MATC advisor. A student who plans to complete an A.A.S. degree must have attained a high school diploma or GED prior to the awarding of the degree and maintain a minimum cumulative GPA of 2.0. While the A.A.S. degree is designed to enhance employment opportunities, articulation agreements have been established with four-year universities to recognize this degree for transfer of credits. See the MATC Student Services staff for more information about these transfer opportunities as well as degree planning assistance. Transfer of credit is at the discretion of the receiving institution; MATC does not guarantee transfer of credit.

Two-year technical programs that lead to an A.A.S. degree upon completion of general education requirements include the following:

- Automotive Technology
- Advanced Biotechnology Laboratory Technology
- Business Administration
- Digital Drafting Design Technologies
- Dental Hygiene
- Information and Network Technology
- Medical Laboratory Technology
- Associate Degree Nursing

Students who complete general education requirements and technical electives after completing a Certificate in one of the technical program areas will be awarded an A.A.S. degree. See specific program pages for suggested technical electives.

**Reverse Transfer**

Should an MATC student decide to transfer to a university prior to completing a degree at MATC, within a student’s first semester, each university will now notify all students who transfer coursework from a community college or technical college if they are eligible to be considered for reverse transfer degree status, and which courses are needed to finish the related degree. Students who then complete the coursework for a given associate’s degree are eligible to receive that degree, administered automatically by correspondence between the university and community college or technical college the student last attended. For more information, visit with the MATC Registrar.

**Associate of Applied Science in Technical Studies**

The Associate of Applied Science in Technical Studies degree option allows students to design an individualized program of study in order to fulfill a unique career goal that cannot be met through any single technology program offered by the college.

The Associate of Applied Science in Technical Studies degree will be awarded upon satisfactory completion of a minimum of 30 technical program of study credit hours (15 credit hours each from two different programs of study), 15-17 technical credits, plus completion of 15-17 credit hours in general education courses completing a minimum of 62 credit hours to develop a technical program with a focus directly related to the student’s career objective. This degree is two years in length and utilizes previously approved courses in Kansas Board of Regents approved programs.
Additionally, students who choose to complete an Associate of Applied Science degree in a technical program of study with an additional 15 credit hours from technical study electives in qualifying programs of study, totaling a minimum of 62 credit hours may be awarded the Associate of Applied Science in Technical Studies.

Example: Complete a certificate in Air Conditioning and Refrigeration program (34 technical credits/6 general education credits) + 15 technical credits in Business Administration program + 9 credits in General Education = 64 credit hours

General Education courses – 15 Credit Hours

- Communications (3 credit hours)
  - COM 105 English Composition I
  - COM 106 English Composition II
  - COM 110 Technical Writing
- Math (3 credit hours)
  - MAT 109 Technical Mathematics II
  - MAT 110 Intermediate Algebra
  - MAT 135 College Algebra
  - MAT 145 Elementary Statistics
- General Education Electives (9 credit hours)
  - BSC 110 Biology
  - BSC 125 Anatomy and Physiology
  - BSC 205 Microbiology
  - CHM 100 Physical Science
  - CHM 110 Chemistry I
  - CIS 100 Software Applications
  - COM 115 Public Speaking
  - CRT 100 Principles of Information Assurance
  - NTR 105 Nutrition
  - PSY 100 General Psychology
  - PSY 125 Human Growth and Development
  - SOC 100 Introduction to Sociology
  - SOC 200 Marriage and Family

Students interested in owning their own business should consider the course options on page 43.

Students choosing the A.A.S. in Technical Studies degree option will work with their respective advisor to determine the appropriate coursework to complete. The Associate of Applied Science Degree is designed for employment purposes, and it should not be assumed that the degree or the courses in the degree can be transferred to another institution. Students to whom transfer is important should get assurances in writing in advance from the institution to which they wish to transfer.

Technical Certificates

A technical certificate is awarded to students who have successfully completed the necessary program courses and program-specific competencies and who have a cumulative grade point average of 2.0 or higher. Eligibility for a technical certificate requires students to account for all mandatory technical and general education courses within five (5) years prior to completion of the technical program. The Vice President of Academic Affairs must approve any exceptions.

Manhattan Area Technical College provides technical certificates in the following disciplines:

- Air Conditioning and Refrigeration
- Automotive Collision Repair
- Biotechnology
- Building Trades
- Business Administration
  - Accounting
  - Business Administrative Technology
  - Medical Office Administration
- Digital Drafting Design Technologies
- Electric Power and Distribution
- Facilities Maintenance Technology (suspended)
- Practical Nursing
- Welding Technology
Stand Alone Parent Programs (SAPP)
A certificate of completion is awarded to students who have successfully completed requirements related to each Stand Alone Parent Programs (SAPP).

Manhattan Tech provides a certificate of completion for the following courses:
- Certified Nursing Assistant (CNA)
- Certified Medication Aid (CMA)
- Phlebotomy

For a complete list contact the Registrar.

Graduation Requirements
Students who intend to graduate with a technical Certificate and/or Associate Applied Science degree must complete the following requirements to participate in graduation.
- Submit the Intent to Graduate form available at Manhattan Tech’s website and $25 fee to the Registrar.
- Satisfactorily complete all course work for technical certificate/degree.
- Achieve a cumulative GPA of 2.0 or higher.
- Have no more than 6 credit hours of course requirements remaining to complete the Certificate/Degree.
- Fulfill all financial obligations to Manhattan Area Technical College as well as Financial Counseling, if applicable.

Other Course Credit Options

Articulation/Transfer of Credit
Undergraduate students may transfer credit from other institutions of higher education that are accredited by a regional accrediting agency recognized by the U.S. Department of Education. An official transcript is required for transfer credit. Only course work with a grade of C or higher may be transferred.

*Manhattan Tech does not accept faxed transcripts as official from higher education institutions.

Before enrolling in courses through another college or university, contact MATC Student Services personnel (785.587.2800) to determine if the class(es) will meet MATC’s transfer criteria.

Students may seek award of credit received from a secondary institution that has in place a current Articulation Agreement with Manhattan Area Technical College in the students’ intended program of study. Articulated credit refers to credit earned from a secondary (high school) course that directly corresponds to a course within a program of study that leads to attainment of a technical skill proficiency, industry-recognized credential, certificate, or associate of applied science degree. Students seeking transfer of credit or award of articulated credit must meet the same admissions requirements as all Manhattan Area Technical College students.

Transcription by Manhattan Area Technical College of credit from another institution will require the student to:
- Have an official transcript from the secondary institution or institution of higher education on file with MATC (student-issued transcripts are not acceptable);
- Have a C or higher in all classes being considered for transfer or award of credit;

Students are encouraged to visit with the registrar or the Vice President of Student Services to determine the transferability of courses. Only those courses that apply directly to the students’ program of study will be transcripted. The transfer of credit to other schools is entirely up to the receiving institution; MATC does not guarantee credit transfer.

Prior Learning Credit
Students may seek award of credit for prior learning through Advanced Placement (AP), VA National Testing Program (DSST), College Level Examination Program (CLEP), education credit for training programs, credit by examination, and credit for Prior Learning Assessment (PLA). Prior Learning Credit will be transcripted as a letter grade of “CR” depending upon AP Score.

For specific information about how to apply for prior learning credit refer to policy 5.1.3 and/or contact MATC Student Services.

- Advanced Placement
  The Advanced Placement test is one way to earn college credit by examination. These tests are given by the College Entrance Examination Board (CEEB) in May of the junior or senior years in high schools offering advanced placement courses.
Students who have completed any of the following CEEB Advanced placement tests should have the Educational Testing Service (ETS) forward an official report of their scores to the Registrar’s Office in order to receive credit. If students did not originally have scores sent to MATC, they must have ETS forward a copy of their scores to the Registrar’s Office. To order reports students must provide ETS with the year the Advanced Placement test was taken, subject of the exam, birth date or Social Security number, and the required fee. Requests should be sent to: Advanced Placement Program, PO Box 6671, Princeton, NJ 08541-6671.

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

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

<table>
<thead>
<tr>
<th>AP Course</th>
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<td>5</td>
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<tr>
<td></td>
<td>3</td>
<td>Elem. Stats</td>
<td>3</td>
<td>Cr</td>
</tr>
</tbody>
</table>

- **Advanced Standing**
  Credit may be given for course work completed at other institutions and, in some situations, for specific practical experience. Advanced standing in programs of study is determined on an individual basis by Manhattan Area Technical College program instructors and administration.

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

- **Credit for Military Training**
  MATC recognizes the value of training provided through military service branches and awards appropriate credit that aligns with the College’s published courses. The College uses the ACE Military Guide to evaluate those courses delivered through the Air Force, Army, Coast Guard, Department of Defense, Navy, and the Marines. For Army veterans, the Joint Services Transcript (JST) will provide a transcript of ACE credit recommendations for all coursework completed while in service, the military occupational specialties (MOSs) held, and examinations passed.

- **Credit for Business Training**
  Credit is evaluated using the ACE College Credit recommendation.

**Transfer to Other Institutions**
The transfer of Manhattan Area Technical College credit to other colleges is entirely up to the receiving institution. MATC does not guarantee transfer of its credit.

**Virtual Learning Campus**
Online Education at Manhattan Area Technical College provides online and blended learning opportunities to enrich the college as a whole and help it extend its mission. To ensure all courses offered to distance students are well designed, expertly taught and adhere to practical considerations, all online learning at Manhattan Tech will:

1. Align with our values of excellence, integrity and student-centeredness, and our mission to provide quality performance-based education
2. Engage our students in meaningful, active learning to address the needs of a variety of learning styles
3. Support our students, instructors and staff with the feedback they need to succeed while involved in online education
4. Hold our students and instructors to a high level of accountability and performance standards
5. Use our assessment and evaluation processes to assure quality of online course design and instruction, and improve student learning
6. Provide our instructors with support, resources, and training in current pedagogies for high-quality online and blended instruction
7. Provide our students with comprehensive advising and support regarding online learning

Online and Blended Formats
Online and blended courses require coursework to be submitted through the online learning environment, called the Learning Management System or LMS.

- **Online courses** do not meet in person regularly. All traditional concurrent instruction and interaction is replaced by web-based online learning and collaboration.
  - At least seventy-five percent of contact is online
  - Requires compliance with the online attendance policy
  - Requires at least two (2) proctored events in a 16-week semester. Typically, mid-term and final.
  - Course Code begins with “15”

- **Blended courses** will convene in person weekly, but a large portion of the traditional concurrent instruction is replaced by web-based online learning. Students are expected to absorb and engage with an exceptionally large amount of content on their own outside of class.
  - Fifty percent to seventy-five percent of contact will be online
  - Requires compliance with the online attendance policy
  - Requires attendance at the concurrent sessions
    - Required meeting dates and times published on the course schedule
    - Included in tentative course schedule of the course syllabus
  - Course Code begins with “1B”

Contact your advisor or onlinehelp@matc.net with additional questions regarding this learning opportunity.

Before Enrolling
Take a moment to consider the following about online and blended learning:

**Policies**
- There is an additional fee for enrollment in online or blended courses.
- Instructors require at least one (1) proctored, in-person event every 8 weeks.
- A unique attendance policy is applied to online/blended courses.

**Time Commitment**
- Online learning should be viewed in the same light as a concurrent class. It will not be an “easier” course, nor will it take less time or energy.
- Participants must be responsible and self-disciplined to keep up with the course. Time management is extremely important.
- Although you may feel you are working through the course on your own schedule, it is mandatory to meet deadlines established by the college and its instructors.
- The Learning Resource Center staff is available to assists students in developing the time management skills and study habits necessary for online learning.

**Communication**
- Most content and interaction is through writing. Know how to express yourself professionally in writing and be comfortable communicating electronically.
- It is important to know your instructor, how to contact him or her, to communicate regularly, and to maintain a course presence.
- Emails should receive a response within 24 hours during the school week.

**Digital Access**
- You should be familiar with the Internet, email use, downloading, uploading and saving files.
- An accessible and reliable internet connection is required. Cable or DSL is recommended.
- Assignments should be in a format offered by Microsoft. The college provides a free installation of Microsoft Office suite with a valid student email account. See https://matconline.matc.net.
Minimum hardware and software is also required. See www.manhattantech.edu/sys.

<table>
<thead>
<tr>
<th>Hardware</th>
<th>Minimum Required</th>
<th>Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating System</td>
<td>Microsoft Windows 7</td>
<td>Microsoft Windows 8.1 or Microsoft Windows 10</td>
</tr>
<tr>
<td>Hardware</td>
<td>Intel Pentium (Sandy Bridge) or AMD A6 (Trinity) or better</td>
<td>Intel I3 (Sandy Bridge) or AMD A8 (Trinity) or better</td>
</tr>
<tr>
<td>Mobile Devices</td>
<td>We require students to have some form of laptop or desktop.</td>
<td>If you choose to use a supplemental device, we recommend the Microsoft Windows 10 or Android 4.4 operating system.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Software</th>
<th>Purpose</th>
<th>Where To Get It</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet Explorer 10</td>
<td>Online courses are best viewed using Internet Explorer 10 or higher.</td>
<td><a href="https://www.microsoft.com/en-us/download/internet-explorer.aspx">https://www.microsoft.com/en-us/download/internet-explorer.aspx</a></td>
</tr>
<tr>
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<td>You should also have at least one alternative web browser on your device.</td>
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<tr>
<td>Google Chrome</td>
<td>To view PDFs</td>
<td><a href="https://www.google.com/chrome/browser/">https://www.google.com/chrome/browser/</a></td>
</tr>
<tr>
<td>Adobe Reader</td>
<td>To view multimedia and stream video/audio</td>
<td>These three are available to download at <a href="http://www.adobe.com/downloads/other-downloads.html">http://www.adobe.com/downloads/other-downloads.html</a></td>
</tr>
<tr>
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<tr>
<td>Shockwave Player</td>
<td>To view multimedia</td>
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<td>To view and use websites and applications</td>
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<tr>
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<td>To interact with Web and mobile applications</td>
<td><a href="https://www.microsoft.com/silverlight/">https://www.microsoft.com/silverlight/</a></td>
</tr>
</tbody>
</table>

- If you are unsure as to whether or not your computer meets these requirements, or if you require any technical assistance, please contact the IT Help Desk.
- Your program or instructor may require specific hardware, software or apps.

Access Your Online Class
A valid student User Name is required. To obtain this, please check the inbox for the personal email address you provided on your admissions application. A welcome message will contain your User Name and an initial password.

To access courses, browse to https://matconline.matc.net. In the upper left corner, enter your User Name and Password, and then click the Login button. If you are not sure of your User Name and Password, click on the Help tab—top. In the left sidebar, click “Reset Password.” If you wish to change your password from the one given to you in your welcome email, click “Change Your Password” under Quick Links—left sidebar.

Once logged in, your courses will now be available under My Course in the left navigation Quick Links box. After clicking the [+] icon to the left of My Courses, a list of all of your courses—including your face-to-face courses—will appear. Locate your online course(s) and click the link to be directed you your online class website.

**IMPORTANT:** Instructors can open their courses up to fourteen (14) days in advance of the semester, so you may be able to access your courses prior to the official start date, in order to familiarize yourself with the layout of each course. Please contact your instructor for details.

Prepare for Your Online Class
To tour an online course, go to https://matconline.matc.net and click How To Navigate MATCOnline. Here you can tour the typical layout of an online class and a video tour of an online class.

The college also provides a free, non-credit course NCR 111: Online Orientation for Students. This is a scheduled, in-person demo course that offers a supportive space to navigate a typical online course. The instructor guides you through basic tasks within the online format and answers questions along the way.

Enrollment in NCR 111 occurs on an ongoing basis. Arrange to be enrolled in this course by contacting your advisor. You can also be enrolled by communicating with the LMS Administrator directly at onlinehelp@matc.net.
First Day of Class
To start the semester out on the right foot, you should attend the Online Orientation for Students (see above). Following this, you should also:

- Check your email for your instructor’s welcome message.
- Email your instructor to introduce yourself and ask questions.
- Download and print the class syllabus in from the class main page.
- Locate the first assignments inside the first class module.

College Email
All members of the college community have a @manhattantech.edu email address. We require you to use email for your coursework. You will also receive official college correspondence only through this email address. It will be important to have your email set up and accessible before the beginning of classes.

Check your Webmail inbox often. We recommend doing so daily. In order to access your email, log into MATC Online and click on the MATC Webmail link under Quick Links—left navigation. Once you reach Webmail, select the link for Students. You will then need to enter your full @manhattantech.edu email address and password. Click Sign in.

Academic Expectations

Academic Honesty
Academic honesty at Manhattan Area Technical College is an important part of student success. MATC views academic honesty as an integral part of student development and learning. All MATC students are expected to understand the college’s policy on academic honesty as well as how the college defines academic dishonesty.

Academic dishonesty is an action taken by a student that violates the college’s policy on academic honesty. MATC defines academic dishonesty as the following:

**Cheating**
- Giving or receiving unauthorized help on an individual or group assignment, paper, or exam
- Reusing an assignment written for another course without proper authorization
- Taking an exam for another student or having another student take an exam for a student
- Using unauthorized material on an exam
- Altering or fabricating academic data, records, or documents with the use of conventional or electronic devices

**Plagiarizing**
- Using others’ ideas and/or words without correctly acknowledging the source of that information
- Copying someone else’s copyrighted material without written permission of the copyright owners
- Taking credit for an assignment or research project done by another student
- Doing work or research for another student

**Falsification and Fabrication**
- Altering, counterfeiting, or inventing information or material presented in an academic evaluation activity;
- Presenting data in a piece of work that were not gathered in accordance with guidelines defining appropriate methods for collecting or generating data
- Including substantially inaccurate account of the method by which the data were gathered or collected.

**Abuse of Academic Materials**
- Destroying, stealing, altering, or making inaccessible library, laboratory, or other academic resource materials, including computer data, or attempting to do so
- Stealing examinations, or other course materials, or attempting to do so

**Complicity in Academic Dishonesty**
- Helping, or attempting to help, another to commit an act of academic dishonesty
- Providing material or information to another person with knowledge that the material or information will be used deceitfully in an academic evaluation activity
- Permitting one’s own work to be submitted by another person as if it were that person’s original work.

**Falsification of Records and Official Documents**
- Altering documents affecting academic records
• Forging signature of authorization or falsifying information on any official academic document, including a permission form, a petition or any other document designed to meet or exempt a student from an established academic regulation
• Failing to report previous academic records.

**Personal Misrepresentation and Proxy**
• Participating in an academic evaluation activity in the place of another person either before or after enrollment
• Assisting in any arrangement whereby any work, placement or proficiency tests, classroom performance, examination or other academic evaluation activity is submitted or performed by a person other than the student in whose name the work is submitted or performed
• Having another person participate in an academic evaluation activity or evaluation in place of oneself

**Bribes, Favors, Threats**
• Bribing or attempting to bribe, promising favors to, or making threats against any person, with the intention of affecting a record of a grade or evaluation of academic performance
• Conspiring with another person who then performs one of these acts in one’s behalf

Consequences for students in violation of the MATC Academic Honesty Policy will be at the discretion of faculty and/or administration. Consequences include, but are not limited to:
• Oral or written reprimand
• An “F” or zero points given for the assignment, paper, or exam
• An “XF” or zero points given for the course
• Removal from the course and/or program
• Expulsion from the college

Any student accused of academic dishonesty may request written confirmation of the violation and consequence(s). If a claim of academic dishonesty is in dispute, the student may file a grievance, following the Student Grievance Appeal Procedure.

**General Complaint and Grievance Policy**
Manhattan Area Technical College administration, faculty, and staff attempt, in good faith, to resolve complaints and problems as they arise, in a timely manner and at the lowest possible level. However, if a matter remains unresolved, the purpose of the grievance procedure is to provide a process for resolving complaints between students, faculty, and staff. These procedures apply to all complaints including but not limited to, academic issues, student services or administrative concerns, and working conditions. For matters involving any form of discrimination or harassment refer to MATC Policies 3.7.1, 3.7.2, or 7.1.1.

Policy: Students and employees of Manhattan Area Technical College have the right to pursue timely, legitimate grievances against other members of the college community. Therefore, the administration shall establish, publish, and follow a procedure that delineates the rights and responsibilities of the aggrieved party and the college employee or student against whom a grievance may be lodged. The procedure shall provide for adequate time to file and investigate allegations, for individuals to present information or evidence in support of his/her positions, and for any party directly involved in a grievance to pursue an appeal of an adverse decision.

Students and employees of the Manhattan Area Technical College may file a complaint without fear of reprisal. Any individual who supplies false or misleading information in conjunction with a complaint or anyone who attempts to harass, intimidate, or retaliate against an individual for filing a complaint or for providing information in connection with a complaint filed under this procedure will be subject to disciplinary action consistent with the provisions on the college’s disciplinary policy. A copy of the complete policy and appropriate documentation may be obtained from the Student Services office.

**Complaint Process** (must be completed prior to moving on to the Formal Grievance Process)

Any individual, who believes that a wrong has incurred, should try to resolve the problem through consultation with the individual(s) involved as soon as is reasonably possible. In most cases, the Complaint Process must be completed prior to moving on to the Formal Grievance Process. Exceptions must be approved by the appropriate Office of Primary Responsibility (OPR):

• For students that is the Vice President of Student Services
• For faculty that is the Vice President of Academics

**Formal Grievance Process**

Once you have made an attempt to resolve your complaint through discussion, if you are not satisfied with the outcome, you may begin the formal grievance process. A formal grievance should be filed with the appropriate Office of Primary Responsibility (OPR) not more than 21 days after the act(s) in question occurred. He/she may help you fill...
out the Formal Grievance questions and will make a determination if your concern is truly a grievance as defined by policy or not. If it is, he/she will begin the investigation process after you turn in the form. The OPR will have up to 10 days to investigate and schedule a solution meeting. Please note, if your grievance is with your assigned OPR, you may meet with the College President to begin a formal grievance.

**Attendance**

Manhattan Area Technical College faculty members are dedicated to students’ job-skill and employment preparation and believe that poor attendance may result in incomplete knowledge and skill development. Therefore, department instructors specifically address in their course syllabi the attendance guidelines for students enrolled in their program.

Students not attending class the first week of the semester will be administratively dropped. The instructor will notify the Registrar that the student should be administratively dropped, which will not reflect on the student’s transcript.

**Attendance Policy for Online/Blended Courses**

The full online attendance policy will be stated in your syllabus. In the event that any of the requirements below are not completed, your instructor will notify you by Manhattan Tech webmail and encourage withdrawing from the course. If the withdraw process is not completed by the student, an F will be indicated on the transcript as the final grade for this course.

Within the first 6 business days of the course, the student must:

1. Log in. Your instructor can analyze your online activity and track how often you have logged in.
2. Read the syllabus and all policies. Successfully complete the Computer Usage & Academic Honesty online quiz.
3. Complete assignments indicated by the instructor.

Students not completing the three criteria above will be administratively dropped from the course. The instructor will notify both the student and the Registrar of the situation.

During the first four weeks of a 16-week course or the first two weeks of an 8-week course – an assignment must be completed each week.

- An assignment may be, but is not limited to, any of the following: forum posting, quiz, exam, file upload, email reply to instructor through Manhattan Tech webmail, and/or writing assignment.
- The instructor will choose assignments that are acceptable to meet the requirement.

**Drop/Withdrawal Policy**

*An official drop/withdrawal is the date a completed Drop/Add or Withdrawal form is received by the Student Services Department in the main office of Manhattan Area Technical College. A student considering withdrawal should first talk with an MATC advisor or instructor for clarification of options.*

If a course is equal to or greater than 9 weeks, a student may officially drop from a course with no transcripted notation of enrollment if the Drop/Add or Withdrawal form is completed and received by the MATC office within 5 business days of the start of the course. If a course is 8 weeks or less, a student may officially drop from a course with no transcripted notation of enrollment if the Drop/Add form is completed and received by the MATC office within 2 business days of the start of the course. A grade of W will appear on the student’s transcript if the student officially withdraws from a course prior to 75% of the course being completed for the semester (see the enrollment calendar for exact dates). If 75% of the course has been completed, an earned grade cannot be changed to a W, and the student will receive a transcripted grade based on work completed relevant to the course requirements. Refer to the Tuition Refund Policy in the Financial Obligations section of the catalog for applicable refund dates.

**Faculty / Administrative Withdrawal Policy**

If a student is absent during the official Drop/Withdrawal period from a class for five (5) consecutive days and has made no contact with any Manhattan Area Technical College faculty/staff member, an instructor may request to withdraw the student from the class roster on the sixth consecutive day by providing a completed Drop/Withdrawal form and an explanation to the Vice President of Student Services. An Administrative Withdrawal (AW) will appear on the student’s transcript if the course officially withdraws from a course prior to 75% of the course being completed for the semester. If excessive absenteeism occurs outside the official Drop/Withdrawal period, the student will be awarded the appropriate grade at the end of the course. The student will be responsible for any financial obligations as outlined in the Tuition Refund Policy. Any student who is withdrawn form a class roster due to excessive absenteeism may appeal to the Vice President of Student Services for reinstatement in the class.

**Readmission Policy**

A student who withdraws from a program may return with completion of an MATC Admission Application. Returning students must pay any outstanding balances prior to readmission and must pay tuition based on the rate at the time of readmission. Any grades previously recorded on the student’s transcript will remain on the transcript. A student considering withdrawal should first talk with an MATC advisor for clarification of options.
A student who is dismissed due to disciplinary action or academic reasons may be re-admitted contingent on the following: program space availability based on the date of application submission; re-entry within one year of the dismissal date, and/or as stipulated in the terms of dismissal; and payment of all outstanding balances. Returning students will pay tuition based on the rate at the time of readmission. Any grades previously recorded on the student’s transcript will remain on the transcript.

Any nursing or dental hygiene student who fails to complete any prerequisite or semester coursework with a grade of “C” or higher in all courses will not be allowed to progress in the program and must reapply for a future class. To reapply, the student must complete all application requirements within the timeframe set by the Director of the program. Readmission is not guaranteed.

FINANCIAL OBLIGATIONS

Tuition and Fees
Tuition and Fees should be paid by the first day of each semester and are determined by the number of credit hours in which a student is enrolled and additional costs such as tools, uniforms, etc. A student who has not met this obligation within 10 business days after the start of the semester for fall and spring semesters may be dropped from their courses with Manhattan Area Technical College. The payment deadline for the summer semester is 5 business days after the start of the semester. This does not apply to financial aid and VA education benefit recipients that have completed the entire financial aid or VA certification process. For those students, payment will be expected from the first financial aid disbursement. If financial aid or VA education benefits are not sufficient to cover the full tuition and fee balance, the student is responsible for the remaining balance owed immediately. A student should contact the Office of Financial Aid to determine where they are in this process.

Payment
Payment for classes is due no later than 10 business days after the start of the semester for fall and spring courses and 5 business days after the start of the semester for summer courses. Students who have not paid or made arrangements for payment through the Student Account Coordinator by the payment due date will be dropped from their courses. Students whose courses have been dropped may re-enroll if courses are still available and payment arrangements are made at the time of enrollment.

- You may pay your account balance online at https://matconline.mtc.net/ics, by logging in to your student portal, accessing your account from the student tab and following the links. You may pay using a credit or debit card. If you have questions regarding online payments, please contact the Student Account Coordinator at 785.320.4512 or StudentAccounts@manhattantech.edu.

- To mail payments, students should send check or money order with full name, ID#, and program to:
  Manhattan Area Technical College
  Attn: Student Account Coordinator
  3136 Dickens Avenue
  Manhattan, KS 66503

Manhattan Tech Payment Plan
Manhattan Area Technical College offers a payment plan as an option. The Manhattan Tech payment plan allows students to pay for tuition, student fees, and course fees in monthly installments when enrolled in non-continuing education courses for fall, spring, and/or summer.

No interest or finance charges are assessed, but a 10% down payment plus a $25 non-refundable set-up fee are due at the time the payment plan agreement is signed. Manhattan Tech accepts cash, check, money orders, credit, and debit card. The remaining balance will be divided into monthly payments over the current semester, due by the fifteenth of each month.

NOTE: OFFICIAL TRANSCRIPTS AND DIPLOMAS WILL NOT BE RELEASED UNTIL PAYMENT IS MADE IN FULL.

What Students Need to Know about Manhattan Tech’s Payment Plan:

- A business hold will be placed on the student’s account. Once the balance has been paid in full, the hold will be lifted. A business hold prevents a student from enrolling in additional courses, upcoming semesters, an official transcript and/or diploma.

- Students are responsible for the full amount of tuition, fees, lab fees and other charges on their account unless they officially drop and/or withdraw within the refund period.

- Failure to attend classes or lack of attendance does not constitute an official drop. Students are still responsible for the balance due on their accounts.

- Final payments are due prior to the last day of the class in that semester.
For any changes, students must contact the Student Account Coordinator at 785-320-4512 or StudentAccounts@manhattantech.edu.

Students will not be able to register in additional classes or upcoming semesters if there are any outstanding balances on their accounts. Accounts will be turned over to collections and/or the Kansas Setoff program if left unpaid at the end of the semester.

Refund Policies

Tuition Refund Policy
The Registrar’s office has been designated as the official office for drop and withdrawal notification. Refunds are calculated based on the day a student officially drops a class after which a Drop/Withdrawal Form is received by the Student Services Department in the main office of Manhattan Area Technical College. If a student has completed registration in a class and wishes to withdraw from a class or classes in which he/she is enrolled, the student will receive the following refund: 100% refund if the completed drop form is received by the registration office within 5 business days of a course that is equal to or greater than 9 weeks, and 2 business days of a course that is 8 weeks or less. No refund will be given after the refund period. A specific date for the end of the 100% refund period for each semester will be published in the academic calendar for that semester. If MATC exercises its right to cancel a class, a full refund will be issued.

Military-Related Refund Policy
Any Manhattan Area Technical College student who is serving in the National Guard or Reserves and is called to active duty during an academic term is entitled to a full refund of tuition and fees for any courses for which the student has not received a grade. Any Manhattan Area Technical College student drafted and required to report for active duty during an academic term is entitled to a full refund of tuition and fees for any courses for which the student has not received a grade. No refund of fees and tuition is due for any classes for which the student is awarded full credit. Students receiving financial aid will be subject to the refund policies of the agencies sponsoring the aid.

If the student chooses to withdraw from courses during the designated drop/add period of the semester, no entry will be made on a student’s transcript. If the student withdraws any time after the designated add/drop period, the grade of “W” will be assigned.

All refunds are contingent upon verification of status through official military documentation. A student’s request to withdraw must be made within one week of being called to active duty and may be made by either the student or other party who can provide proof of legal authorization to act upon the student’s behalf.

Any student who volunteers for military service during an academic term will be subject to MATC’s official Tuition Refund Policy.

Medical Withdrawal Refund Policy
A student may request a refund and a complete withdrawal from the college or all courses for medical purposes upon review of appropriate documentation from a physician by the Vice President of Student Services. Known medical conditions, injury or illness that has not changed materially since the time of enrollment in the course/program of study is not eligible.

No refund of fees and tuition is due for any classes for which the student is awarded full credit. Students receiving financial aid will be subject to the refund policies of the agencies sponsoring the aid.

Returned Checks Policy
If a check made payable to Manhattan Tech is returned for any reason, a returned-check fee of $25 will be charged for each returned check. The student will be notified at his/her current student address if a check is returned. If the payment is not made to the College within ten days, the matter may be referred to a collection agency. The student’s records will be placed on hold until the returned-check fee and all outstanding MATC financial obligations have been paid. Once a student has a returned check, the College will accept only cash, money order, Visa, MasterCard, AMEX or Discover as payment.

Title IV Funds Refund Policy
Undergraduate students receiving Federal Financial Aid who completely withdraw from Manhattan Area Technical College are subject to the Department of Education’s Return of Title IV Funds policy which is different from the MATC policy. A copy of the Return of Title IV Funds policy is available from the MATC Financial Aid Office.
FINANCIAL AID

The Financial Aid staff at Manhattan Area Technical College is dedicated to assisting students with the process of applying for and receiving their financial aid.

The first step in determining eligibility for Title IV Federal Financial Aid (Pell Grant, SEOG Grant, Work Study and Student Loans) is to complete the Free Application for Federal Student Aid (FAFSA). Students can complete the FAFSA electronically at www.fafsa.ed.gov.

MATC recommends completing the FAFSA prior to June 1 for the Fall semester and December 1 for the Spring semester in order to have financial aid available at the beginning of the semester and be eligible for a textbook voucher, if applicable. FAFSA applications received after June 1th may not be processed until after the semester begins and may not be eligible for a textbook voucher. For the results of the FAFSA to be processed by MATC, students must have submitted an Admissions Application.

For students to be eligible for Title IV aid at MATC they must be:
- Enrolled in a Technical Certificate or Associate of Applied Science degree program
- Enrolled at least half-time (six credit hours)
- A high school graduate or have a GED
- A U.S. citizen or eligible non-citizen
- Registered with Selective Service, if required to do so
- In good standing with previous student loans (students cannot be in default on a federal education loan, or owe a repayment on a federal grant)
- Maintain Satisfactory Academic Progress (2.0 GPA or higher; complete 75% of enrolled classes; and not exceed 150% of credit hours for degree program)

All financial aid, with the exception of Federal Work Study is applied directly to a student’s account on a semester basis. After tuition and fees are paid, any remaining credit balance will be returned to the student.

Withdrawing
If you withdraw or stop attending before the semester is completed, you may be required to repay “unearned” financial aid. The percentage of unearned aid is equal to the number of calendar days remaining in the term divided by the number of calendar days in the term.

Any unearned funds returned to the Federal Student Aid program on your behalf will show as a balance owed on your MATC account statement. Failure to repay balances owed will prevent future enrollment at MATC.

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

Satisfactory Academic Progress at MATC requires:
- Cumulative GPA of 2.00 (C average), on a 4.00 scale, or higher for all coursework taken at MATC including repeated and general education courses.
- Completion of at least 75% of attempted credit hours. For example: If a student attempts 15 credit hours but only completes 9 credit hours, he/she will have only completed 60% of the attempted hours and will not meet SAP guidelines.
- Maximum hours attempted at MATC (including general education courses) cannot exceed 150% of the published length of the student’s program. For example: Students enrolled in a 40 credit hour technical certificate program may be eligible for Title IV Federal Aid for a maximum of 60 credit hours. Students enrolled in a 62 credit hour associate degree program may be eligible for Title IV Federal Aid for a maximum of 93 credit hours.

At the end of each semester, or when otherwise requested, grades are submitted and Satisfactory Academic Progress is determined. All students not meeting SAP are notified in writing that they will be placed on probation or are not eligible for Title IV Federal Aid for the next semester. Continued unsatisfactory work may be grounds for dismissal from the program.
Title IV Federal Aid can be reinstated when SAP requirements (listed above) are met or by appeal. In order to appeal, a student must complete the Satisfactory Academic Progress Appeal Form available in the MATC Student Services office or at www.manhattantech.edu.

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

**Title IV Federal Aid**

**Federal Pell Grant** – A need-based grant program for students who have not earned a Bachelor’s degree. A student’s eligibility is determined by enrollment status and Expected Family Contribution (EFC). The EFC is determined by the completion of the FAFSA. Awards range from $555-$5,775 per academic year, or as determined by the Department of Education.

**Federal Supplemental Educational Opportunity Grant (SEOG)** – A need based grant program for students with exceptional financial need. Priority is given to students eligible for Federal Pell Grant. Awards at MATC range between $100-$300.

**Federal Work Study (FWS)** – A program that provides jobs for students with financial need. Students are placed in specific jobs on campus. Students typically work no more than 20 hours per week at $8.75 per hour. Students are paid according to MATC payroll procedures.

**Direct Student Loans** – A loan program available to both students and their parents. A dependent student may be eligible to borrow up to $5500 as a freshman and $6500 as a sophomore. An independent student may be eligible to borrow up to $10500 per academic year. For the purpose of Title IV Federal financial aid, a student is considered dependent if their parent(s) were required to include their information on the FAFSA. Whether the loan is subsidized or unsubsidized is determined by the MATC Financial Aid office based on the results of the FAFSA, the program cost of attendance, and other aid the student is receiving.

**Subsidized Loans** – A need-based loan where the interest is paid by the federal government while the student is enrolled at least half-time. Repayment on this loan begins six months after the student leaves school or drops below half-time enrollment status. For first-time borrowers on or after July 1, 2013 there is a limit on the maximum period of time that you can receive Direct Subsidized Loans. Please see studentaid.ed.gov for more details.

**Unsubsidized Loans** – A non-need based loan where the interest in the responsibility of the student from the time the loan is disbursed until it is paid in full. The student has the option of paying the interest as it accrues or capitalizing it on the loan. Repayment of the loan begins six months after the student leaves school or drops below half time.

**Parent PLUS Loan** – A non-need based loan available to parents and/or step-parents with a good credit history to assist with educational expenses of a dependent student. (For the purpose of Title IV Federal financial aid a student is considered dependent if their parent(s) were required to include their information on the FAFSA.) The interest begins to accrue at the time the loan is disbursed. Repayment of the loan may be deferred until six months after the student leaves school or drops below half time. Repayment is the responsibility of the parent who took out the loan. A parent can apply by contacting the MATC Financial Aid office as well as completing an application on studentloans.gov.

**Scholarships**

MATC has over 20 Scholarships available to students throughout the year. Refer to the Foundation Resources section for additional information.

**Kansas Board of Regents Scholarships** - An application for the following scholarships is available online at www.kansasregents.org/scholarships_and_grants

**Kansas Ethnic Minority Scholarship** – The Kansas Ethnic Minority Scholarship program is designed to assist financially needy, academically competitive students who are identified as members of any of the following ethnic/racial groups: African American; American Indian or Alaskan Native; Asian or Pacific Islander; or Hispanic.

**Kansas Nursing Service Scholarship** – The Kansas Nursing Service Scholarship was established to provide financial incentives for students to pursue nursing as a field of study and to practice nursing in Kansas with an emphasis on rural areas. Students must be a Kansas resident, admitted to an eligible nursing program, enrolled full-time, must secure sponsorship of an eligible Kansas medical provider, complete the Free Application for Federal Student Aid, and completed the Financial Aid Sources for Kansas Students form. The award is $2500 for Practical Nursing and $3500 for Associate Degree Nursing.

**Career Technical Workforce Grant** - This $500 - $1000 scholarship was established to provide financial assistance to students who enroll in Kansas career technical programs. You must be a Kansas resident, a graduate from an accredited high school or Kansas GED, be accepted for admission to an eligible career technical program at a designated Kansas educational institution.
An application is available at MATC, from your high school counselor, or online at
http://www.kansasregents.org/scholarships_and_grants

Other Resources

- Veterans Education Benefits – The Kansas Commission on Veteran’s Affairs has approved VA benefits for all MATC programs. Veterans, reservists, and eligible dependents requesting benefits must complete the appropriate forms, which are available from the Department of Veterans Affairs at 888.442.4551, or online at www.gibill.va.gov.
- American Indian College Fund www.collegefund.org
- Army Emergency Relief Education Programs www.aerhq.org
- Global Automotive Aftermarket Symposium www.globalsymposium.org
- Hispanic Scholarship Fund www.hsfnet.org
- Sallie Mae Scholarship Program www.thesalliemaefund.org
- United Negro College Fund www.uncf.org
- USA Funds www.usafunds.org
- Community Organizations - (American Legion Auxiliary, Rotary Club, churches, etc.)

Agencies

Heartland Works/WIA – Programs for assistance with educational expenses for low income, single parent, dislocated worker, and dislocated homemaker. To apply contact one of the following offices: Manhattan – 785.539.5691, Junction City – 785.762.8870, other KS locations – 785.234.0552.

SER Corporation – Provides educational assistance for eligible students who have worked in feedlots, farms, ranches, grain elevators, green houses, or have done field work in the last two years and meet certain income guidelines. Applications are available through MATC, or through the SER office in Hays, Kansas, 877.723.4016, www.sercorp.com

United Tribes of Kansas – Educational assistance programs for students of Native American descent. To apply, contact their office at 785.364.2234 or 785-595-3291.

RELEASE OF STUDENT INFORMATION

The Family Educational Rights & Privacy Act of 1974 (FERPA)
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to the student’s education records.

MATC complies with the Family Rights and Privacy Act of 1974 by using the following policy regarding access to, and protecting the confidentiality of, student records. For more information, call 800-729-6222 (KS only) or 620-432-0302.

Upon written request to the Registrar, any student of MATC will be granted access to and review of any or all records pertaining directly to said student. Access to records will be granted no more than forty-five (45) days following such request. If information in these records is found to be inaccurate, misleading, or detrimental to the student, the student can request in writing an amendment to a record and clearly identify the part of the record the student wants changed and specify why it should be changed.

If the college decides not to amend the record as requested, the college will notify the student in writing of the decision. The student can appeal this decision through the college appeal process.

No personally identifiable records from MATC will be released to parents, spouse, or others without the expressed, written consent of the student. Within the provisions of the Family Rights and Privacy Act, access will be granted to the following without the consent of the student:

a) school officials, including teachers and administrators, who have a legitimate educational interest;
   - A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement or security unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees of officials (such as an attorney, auditor, or collection agent); a person serving on MATC College Board; 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 education interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

b) officials of schools to which the student wishes to transfer;
c) authorized representatives of the Comptroller General of the United States, the Secretary of Education, or an administrative head of an education agency;
d) in connection with the student’s application, receipt or continued eligibility/status for financial aid, or
e) court order.

Should a student owe the College any delinquent amount, official records will not be released to the student or a third party. However, this does not preclude the student from personally reviewing his/her records and challenging any of the information. Financial aid transcripts may be sent at the request of other institutions.

Students have the right to file a complaint with the US Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 20202-4605

Directory Information
Items defined by the college as “directory information” may be released without a student’s written consent. FERPA permits the College to limit the disclosure of and to use its discretion when choosing whether or not to release directory information to specific parties, for specific purposes, or both. In the exercise of that authority, MATC may release directory information to college employees/trustees and on-campus publications designed to promote student achievement or events or otherwise serve to advance the interest and image of the college. Examples include graduation programs, etc. In addition, two federal laws require the college to provide military recruiters, upon request, with student names, addresses and telephone listings.

The college designates the following as directory information:
- Student’s name
- Address
- Telephone number
- Email address
- Major fields of study and classification
- Full- or part-time status
- Semesters of attendance
- Degrees, awards and honors received

Students who wish to prevent disclosure of directory information must inform the Registrar in writing. Students who submit this request should note that this action will exclude their name from certain college publications.

FOUNDATION RESOURCES

Manhattan Area Technical College Foundation

- The MATC Foundation was incorporated in 2006 to promote private support of the College. It is a 501(c) 3 non-profit entity and contributions to the Foundation are tax deductible. The Foundation is governed by a volunteer board of trustees, representative of citizens and businesses throughout the college’s service area. The MATC Foundation serves the entire service area.

- Although the Foundation is organizationally and fiscally separate from Manhattan Area Technical College, it utilizes the name and mission of the college and therefore operates only under the approval and sanction of the Manhattan Area Technical College Board of Directors.

Scholarship Opportunities
We currently have over 20 Scholarships available to students throughout the year. Scholarship applications will be due in August for Fall and February for Spring. A reminder email and the application will be sent out to all enrolled and current students prior to the application deadline. We encourage High School students to apply as well. Thank you to our donors for providing resources to our students to further their education.
Student Organizations-

National Technical Honor Society
The National Technical Honor Society is an honor organization for students enrolled in career and technical education. The purpose of the organization is to promote the ideals of honesty, service, leadership, and skill development; to reward excellence in workforce education; to develop self-esteem and pride; to encourage students to reach for higher levels of achievement; to promote business and industry's critical work-place values – honesty, responsibility, initiative, teamwork, productivity, leadership, and citizenship; and to champion a stronger, more positive image for workforce education in America. Membership in the society is awarded on a merit basis.

Phi Theta Kappa
Phi Theta Kappa is the official honor society of two-year institutions and is considered to be the largest honor society in the world. It has been regarded as an honorable organization that promotes service oriented members in the community and at large. Beta Upsilon Kappa, the chapter at MATC, was established in 2012. In order to be eligible for Phi Theta Kappa, students must have a minimum 3.5 GPA with at least 12 credit hours.

SkillsUSA
SkillsUSA is a national nonprofit student organization that serves students enrolled in career and technical education training programs at our nation’s public high schools and colleges. SkillsUSA’s mission is to empower its members to become world-class workers and responsible American citizens. SkillsUSA is an applied method of learning where students practice skills and build self-confidence while helping their schools and communities. SkillsUSA provides experiences in leadership, teamwork, citizenship and character spring development. Our program emphasizes high ethical standards, superior work skills, lifelong education and pride.

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

Accident Insurance
Despite all precautions, students at Manhattan Area Technical College may become involved in accidents and/or incur injuries related to their attendance and studies at MATC. It is in the best interest of all students that some measure of protection is provided. Therefore, a group accident policy exists that provides coverage for accidents that occur during the school year on school premises or during College-supervised activities. Payment for protection is included in the application fee. It is important that all accidents, regardless of the severity, be reported to an instructor and an Incident Report be submitted to the administrative office.

Job Placement Assistance
It is the sole responsibility of individual students to secure employment following graduation. To assist students and graduates in their endeavors, Manhattan Area Technical College representatives pursue relationships with employers in business and industry to identify and coordinate employment opportunities for MATC graduates. Efforts are made to recruit prospective employers and arrange on-campus and off-campus interviews. An area is maintained in the MATC Library to provide students and graduates with convenient and continuous access to employment information as well as resources (books, directories, periodicals, and videos) for job-search related activities. Additionally, employment opportunities are posted in program areas and on a job board outside the library on a regular basis.

Academic Success Center
The Learning Resource Center (LRC) is available to all Technical College students for help with basic reading, writing, math, and computer skills. An open-lab format enables ready access to 13 computer workstations, laser printer, scanner, and fax machine, all of which are available for use by students and alumni. Students can receive individual or group assistance with their coursework, study skills, or test taking strategies. Upon request, small group instruction workshops can be formed, and/or students can receive individualized help.

Library
MATC’s library supports both general education coursework and program curriculum. MATC students, faculty, and staff have access to print resources, electronic databases, video and audio material, as well as Inter-Library Loan. At the beginning of each semester, new students receive a library orientation over current resources. Separate sessions can be set up for specific instruction, such as database searching, web resource evaluation and material selection.

Four computer workstations with Internet access are available for research projects. A pay-as-you-go copy machine/printer and a paper shredder are located in the library for library patron use. MATC Library is a member of the North Central Kansas Library region and the Two Year Kansas College Consortium, which allows students to access resources from other member libraries through Inter-library Loan. Upon request, class presentations and team teaching can be done by the library staff to facilitate class projects and/or students can receive individualized instruction.

Services for Students with Special Needs
Faculty and staff at Manhattan Area Technical College are sensitive to the special needs of students with documented physical and/or learning disabilities and will work with them in their pursuit of their educational goals as mandated under Section 504 and 508 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) Amendments Act of 2008, which prohibit discrimination on the basis of handicap against any “otherwise qualified individual”. All students with special needs or disabilities MUST provide medical documented proof to Student Services in order for MATC to provide reasonable accommodations in an academic environment. It is the student’s responsibility to request accommodations. All academic work at MATC completed prior to the student self-identifying will not be modified. MATC is not financially responsible for assessing learning disabilities.

Transcripts
Upon written request, former students or graduates may obtain a transcript at a cost of $10.00 per request. Transcripts are available 10 days after grades are posted. Transcripts are available for continuing education students and for all workforce development students. Students must pay all outstanding debts to Manhattan Area Technical College before their degree/technical certificate and/or transcript will be released. Any release of a Manhattan Area Technical College student transcript will be approved and documented by the Registrar. Official transcripts or reproductions of official transcripts from other institutions cannot be released to any individual or institution. Visit manhattantech.edu or MATC Online for additional information.

CONTINUING EDUCATION AND TRAINING
Advance your skills or develop your career within the health, trades, business and other special interest areas. If you don’t see a course currently available, MATC can customize training for your organization. If you need space to hold your training, MATC also rents classrooms, facilities, and computer labs as our schedule allows.

For class availability, visit: http://www.manhattantech.edu/continuing-education

CAMPUS-WIDE SAFETY AND SECURITY

GENERAL INSTRUCTIONS
MATC provides campus security services in the evenings. If you need the assistance of our security guard during an emergency or an escort to your vehicle, call 785-212-1086.

Receiving Emergency Messages: Notification will be sent through the RAVE alert system and public address system if available.

Sounding the Alarm: Anyone may notify emergency services by calling 911 and then calling the front desk at 587-2800 or dialing zero (0) from an on-campus phone.

During an emergency, your sole responsibility is to act quickly and in a pre-determined manner to separate yourselves from potential harm.

The time to provide details, discuss options, and philosophy about procedures is before the need to act arises, and of course afterward to continually improve processes.

Therefore, during an emergency, you will be given one of three specific commands:

1. Lock-Down
2. Evacuate, or
3. Shelter in Place
The only difference between these commands would be when the words “This is an Exercise” are added to the beginning and end of the command. With this in mind, it is important to think ahead and imagine how you would react to the command listed above. This includes, of course, how you would protect yourselves as well as those around you.

The time to become familiar with evacuation routes, shelter areas, or lock-down procedures is today. Notification to initiate any of the procedures listed below will be given via a text message alert, the telephone voice system, or by use of a runner, if safe.

**LOCKDOWN**
A crisis situation may arise when it is prudent to lock MATC buildings while still occupied. The purpose for this action would be to protect students and staff by preventing entrance into building and program areas by person or persons identified as dangerous. Lockdown procedures may be implemented in an event such as a civil disturbance, hostage situation, or person(s) wielding dangerous weapons. Anyone witnessing a dangerous person has the authority to initiate a lockdown at any time deemed as necessary. Faculty and staff should follow the building lockdown procedures when instructed to do so or immediately in the event of an obvious imminent threat.

While MATC has no authority to prevent students from leaving the campus, all students will be asked to stay and report to safe areas in the event of a crisis.

**Imminent Danger**
- If you hear gunshots or witness an armed person,
- Isolate yourself and others from the suspect.
- Close, lock and barricade doors, close curtains, turn off lights
- Move to a wall or corner out of sight from the door or window.
- DO NOT respond to anyone at the door.
- Ignore all bells and alarms unless otherwise instructed.
- If in open space, hide to the maximum extent possible – get behind something solid (a wall, desk, etc).
- Call 9-1-1 if it is safe to do so. Provide as much detail as you know. Follow police instructions. Do not expose yourself or others until notified by police that the danger has passed.
- Call extension 4100 or 4458 (front desk) if it is safe to do so. Provide as much detail as you know and what action you have taken
- Do not speculate. Depending on circumstances, the responding Security Officers will coordinate efforts with the law enforcement officers.
- The President or his designee will make other notifications as necessary.

**EVACUATION**
When a building on campus must be evacuated, the evacuation must be done quickly, calmly, and without panic. Special attention should be given those individuals requiring additional assistance to evacuate a building. Ideally, faculty and staff should inform students that the building must be evacuated and should summarize the events to follow as listed here.

**Evacuate immediately if you hear an alarm or are asked to evacuate by a college official.**
- Take your personal belongings with you.
- Classrooms and offices – close, but do not lock, all doors.
- Laboratories – turn off all gas (cylinders, fuels), and other equipment or machines in use that may pose a hazard or source of ignition or fuel.
- Follow the evacuation route posted in your building.
- Walk quickly and calmly to the assembly point designated by your Faculty Member and alert others to do the same.
- During non-earthquake or fire evacuations, reserve elevators for non-ambulatory individuals.
- Wait at the designated outdoor assembly point.
- Do not leave the assembly area until you have checked in with the Faculty Member. If the primary assembly point is unsafe, go to an alternate assembly point identified by a college official.
- Notify your Faculty Member if anyone is unaccounted for from your classroom or area.
- After evacuating, DO NOT ENTER A BUILDING FOR ANY REASON until you are told it is safe or a college official announces an “All Clear”.

**SHELTERING**
Sheltering may be necessary on campus, depending on the magnitude of an incident. College facilities may be used to “shelter-in-place” staff, faculty, students and visitors, to provide shelter for displaced individuals during a campus evacuation, or to provide shelter to the community. If public officials send out a message that a major incident has occurred that makes it unsafe for the public to move about outdoors, all MATC building occupants in the affected area will be notified via telephone public
address function, email (if possible), or runners inside each building. Everyone will be asked to remain in the building for his/her own safety. However, no one will be held against his/her own will. When public officials give the “all clear” to the College Administration, building occupants will be notified.

EYE WITNESS MESSAGES
If you see something that needs to be reported such as vandalism, theft, and some sort of emergency situation such as a fire, tornado, or even a dangerous looking person, call 911 and then, if you can text the RAVE system to allow the college to send an alert.

GENERAL POLICIES AND PROCEDURES

Suspected Drug or Alcohol Misuse by Students
Policy Statement: This policy will be followed when an MATC employee has reasonable suspicion of student substance misuse. Whether a student is on the MATC campus, or at an MATC sponsored event, including field work, when behaviors that indicate the probability of drug or alcohol misuse are observed the procedures listed in policy 5.9.4 will be followed.

Rationale: MATC abides by Federal Law P.L. 102-226 to provide a Drug Free Workplace. This policy pertains to employees and students. The policy prohibits the unlawful manufacture, distribution, dispensing, possession or use of controlled substances or alcohol on college property or during college activities. The 1989 amendment to the Drug Free Schools and Communities Act provides that it is unlawful for students or employees to possess, use, or distribute illicit drugs and/or alcohol on MATC’s premises or as a part of any MATC activity with the exception of alcohol as part of specific institutionally approved events. Possession, use, misuse, exchange, sale, or being under the influence of alcohol and/or controlled substances on college grounds is illegal and expressly forbidden. Violation of this policy is cause for disciplinary action including dismissal.
Tobacco Usage Policy
Policy Statement: The purpose of this policy is to comply with Manhattan City Ordinance 6737: smoking in public places and places of employment and also to contribute to the health and well-being of all students, employees, and visitors at Manhattan Area Technical College. MATC shall be smoke free except as designated in policy 6.5.0. Additionally, the use of all tobacco products, including chewing tobacco, is banned from the MATC workplace except as designated in this policy.

Diversity Policy
Policy Statement: Manhattan Area Technical College is committed to providing a positive and productive learning and working environment that is free from discrimination, including harassment on the basis of gender, race, color, national origin, disability, sexual orientation, gender identity, religion, age, genetic information, parental status, military status, or veteran status.

Rationale: The college environment should promote understanding and appreciation of others while encouraging students to grow as individuals.

Procedure: In accord with this philosophy, MATC has developed Principles of Community that affirms the college’s commitment to maintaining a respectful environment for all dedicated to teaching and learning. These principles are:

Manhattan Area Technical College is an environment dedicated to the teaching and learning of professional and technical skills in an increasingly diverse and ever-changing environment. MATC is a place where all people, regardless of age, sex, gender identity, sexual orientation, ability, marital or family status, race, religion, national origin, political affiliation, and military or veteran status may learn a living. Students, staff, faculty, and administration seek to empower all persons to contribute to their families, communities, and societies. In the spirit of creating and maintaining a professional and respectful space for all who come here to learn and teach, we—students, staff, faculty, and administration—acknowledge the following:

- We come to MATC with different experiences, expectations, values, and practices;
- Some of our differences are visible, others are not;
- Our differences may create misunderstandings, fears, and hurt feelings;
- We must work together to create mutual understanding;
- We strive to overcome the negative consequences of our differences;
- We seek to celebrate our shared humanity and shared goals;
- We accept responsibility for creating a learning/work environment where our differences are valued and mutually accepted;
- We agree to respect everyone’s right to have and to share personal beliefs and opinions without fear of public condemnation;
- We agree to reject prejudice, discrimination, and intolerance in the MATC community.

Sexual Harassment
Policy Statement: Manhattan Area Technical College is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment will not be tolerated at MATC. Sexual harassment of employees or students of the College by board members, administrators, faculty, support personnel, students, vendors, and any others having business or other contact with the College is strictly prohibited.

Rationale: Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination. All forms of sexual harassment are prohibited on MATC’s campus, on any property being used by the College, and at all College-sponsored activities, programs, or events. Sexual harassment against individuals engaged in College-directed activities is prohibited, whether or not the harassment occurs on College owned grounds.

Student Academic Probation and Suspension
Policy Statement: Students must maintain a cumulative grade point average of 2.00 to remain in good academic standing.
Rationale: All students of Manhattan Area Technical College are required to meet certain academic standards. In an effort to assist our students in maintaining good academic standing and meeting graduation requirements, the college has developed the following minimum academic standards. Students who have earned a minimum of 12 credits (with grades A, B, C, D, or F) are covered under these standards.

To view this policy in its entirety reference policy number 4.3.1 at www.matconline.net.

Student Conduct
Policy Statement: The safety and well-being of MATC employees, students, and visitors are high priorities at Manhattan Area Technical College. Disruptions in the classroom or other workspaces will not be tolerated and must be dealt with in a manner that ensures safe and reasonable resolution of the situation.

Rationale: The following procedures have been put in place to ensure MATC remains a safe, friendly, and welcoming environment for faculty, staff, students, and visitors.

To view this policy in its entirety reference policy number 5.9.3 at www.matconline.net.

Inclement Weather Policy
Policy Statement: As a condition of employment, all employees of Manhattan Area Technical College, whether of the main campus or instructors of off campus courses, are expected to work at their assigned times and schedules regardless of weather conditions unless a Declaration of Inclement Weather has been issued.

Rationale: It is recognized that severe weather conditions may prevent employees from reporting to work, cause some to report late, or require others at work to depart earlier than scheduled.

In an emergency or inclement weather situation, Manhattan Area Technical College may cancel classes. If Manhattan Tech should close because of inclement weather, the notice will be available through Rave Wireless (an emergency alert system) to your cell phone and/or email address, on the MATC website, and local radio and television stations, as well as the campus answering machine. If classes are cancelled, dates/times will be schedule as necessary for make-up of instruction time.

To view this policy in its entirety reference policy number 8.3.1 at www.matconline.net.

Computer Usage and Ethics Policy
Policy Statement: Access to Manhattan Area Technical College (MATC) networks, Internet, and computer systems is granted subject to MATC policies and local, state, and federal laws. Appropriate use should always be legal and ethical, reflect academic honesty, and show restraint in consumption of the shared resources.

Rationale: Students and guests are responsible for maintaining an environment free of malicious, inappropriate, and illegal acts. MATC is not responsible for unacceptable or unethical use of the information technology systems including Internet access, network usage, and electronic mail; however, policies and best practices will be employed to protect the institution, authorized users, and electronic data stored on MATC systems.

To view this policy in its entirety reference policy number 9.1.1 at www.matconline.net

Computer Ethics and Internet Policy
Policy Statement: Appropriate Internet use should always be legal and ethical, reflect academic honesty, and show restraint in consumption of the shared resources.

Rationale: Users are responsible for maintaining an environment free of malicious, inappropriate, or illegal acts. Unacceptable uses of the computer system will result in the revoking of computer access.

To view this policy in its entirety reference policy number 9.1.2 at www.matconline.net

Policy Governing Student E-mail Accounts
Policy Statement: Email is considered an appropriate means for official communication at Manhattan Area Technical College (MATC).

Student Email Accounts
Email is considered the official form of communication at Manhattan Area Technical College (MATC). The MATC Technology Department will be responsible for managing all student e-mail accounts. The account of any student who deliberately violates any part of the MATC Computer Usage and Ethics Policy (9.1.1) or Computer Ethics and Internet Policy (9.2.1) will be
terminated immediately. The Vice President of Student Services will be responsible for determining if such a violation has occurred and subsequently notifying the Chief Information Officer. The account of any student who graduates will be kept active for a total of 4 years after their last sign-in date to allow that student to transfer any data and/or e-mail addresses to a separate account.

Students are responsible for protecting their own passwords and should not share their login information. Student email accounts are established after the enrollment process has been completed. Every 200 days’ students will be prompted to change their password. Failure to change the password will automatically render the email address inactive. The email address may be reactivated by either changing the password or contacting the IT Department.

Misuse of College Email Account
Any student who deliberately violates this or other relevant College policies, such as the non-tolerance policies, using the College email account, may be expelled immediately. The Vice President of Student Services and Chief Information Officer will be responsible for determining if such a violation has occurred and subsequently notifying the IT Department to terminate the account. Certain types of email, including but not limited to harassing messages, may also incur civil or criminal penalties.

The account of any student suspended or dismissed from MATC will be terminated immediately. Depending upon the reason for the suspension, the account may be reassigned upon the suspended student’s reinstatement in MATC courses. The Vice President of Student Services will be responsible for determining whether or not an account may be reassigned and subsequently notifying the Chief Information Officer.

To view this policy in its entirety reference policy number 9.2.1 at www.matconline.net