

2021 - 2022 CATALOG

Allen
COMMUNITY COLLEGE



Online Learning
www.allencc.edu

Iola Campus
1801 N. Cottonwood
Iola, KS 66749
620.365.5116

Burlingame Campus
100 Bloomquist Dr.
Burlingame, KS 66413
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Accreditation

Allen County Community College is accredited by the Higher Learning Commission (hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education.

Catalog Disclaimer Statement

This catalog is for information purposes only and does not constitute a contract. The College reserves the right to change, modify, or alter, without notice, all course and program offerings, schedules, graduation requirements, policies, tuition and fees, charges of any kind, or other information contained in this catalog.

Notice of Non-Discrimination

Allen Community College is committed to a policy of non-discrimination on the basis of race, religion, color, sex, age, national origin, disability or veteran status in admissions, educational programs or activities, and employment; all as required by applicable laws and regulations under the Title VI Civil Rights Act of 1964, the Title IX Regulations of 1972, Section 504 of the Social Rehabilitation Act of 1973, and the Americans with Disability Act of 1990.

Responsibility for coordination of compliance and receipt of inquiries has been delegated to the Vice President for Student Affairs, Allen Community College, 1801 North Cottonwood Street, Iola, Kansas 66749, vpsa@allencc.edu.

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President's Message

Since 1923, Allen Community College has provided exceptional educational services to the citizens of Kansas. Quality, access, and caring have been the focus of the College from its beginning.

Allen's quality comes in large part from a competent faculty dedicated to the art of teaching. Both those who are employed full-time at Allen and those who teach on an adjunct basis are committed to their students and encourage excellence. Complementing the faculty are excellent student services and support staff who have committed themselves to the concepts of student success and service.

Access for all who can benefit from the many opportunities provided by higher education is facilitated by low student costs and flexible methods of delivery. The cost of classes at Allen is one of the best educational values in the State. In addition, the College maintains an excellent financial aid program that includes grants, loans, and scholarships for those who qualify. Access is also enhanced by classes offered throughout the service area and beyond in a wide variety of formats and times, helping to eliminate obstacles for the time-bound or place-bound student. The ability to obtain an associate degree completely on-line has greatly enhanced the college's ability to provide access to students who work or have other responsibilities.

Emphasizing student success throughout the institution has developed a caring atmosphere at Allen. Every employee understands the importance of our students and is dedicated to facilitating the achievement of academic, social, and personal goals.

Outstanding physical facilities are available on the main campus and outreach sites. The Iola Campus provides one of the finest community college libraries in the state, and library services are extended through the use of the Internet to students in other areas. The growth of the campus at Burlingame has expanded facilities and services for students attending Allen in that area. Modern equipment and teaching aids are available to instructors and students at all of our sites. Online courses, programs, and degrees have expanded our delivery to an anytime, anywhere format.

I am proud to have been a part of Allen Community College for over thirty years and promise that as its President, I will continue to promote the principles of quality, access, and caring. These qualities have made Allen the exceptional educational institution it is today and will provide the basis for a successful future.

John Masterson

President

2021-22 ACADEMIC CALENDAR

Fall 2021

Fall Scholarship Deadline	August 1
Residence Halls Open for Early Arrivals	August 9
First Fall Faculty Contract Day	August 11
All College Convocation (Iola)	August 12
Adjunct Faculty Convocation (Burlingame)	August 14
Payment Due for Full Semester and Session 1	August 16
Assessment Day	August 17
Residence Halls Open	August 21
Fall Semester and Session 1 Classes Begin	August 23
Last Day to Add Full Semester Classes	August 30
Last Day to Add or Drop Session 1 Classes	August 30
100% Refund Deadline for Session 1	August 30
Last Day to Sign Up for Payment Plan	August 30
Labor Day (College Closed)	September 6
Last Day to Drop Full Semester Classes	September 6
100% Refund Deadline for Full Semester	September 6
25% Refund Deadline for Session 1	September 6
Census Day	September 20
25% Refund Deadline for Full Semester	September 20
Last Day to Withdraw from Session 1	October 11
Payment Due for Session 2	October 11
Session 1 Ends	October 15
Session 2 Begins	October 18
Grades due for Session 1, 8:00 am	October 18
Last Day to Add or Drop Session 2 Classes	October 25
100% Refund Deadline for Session 2	October 25
25% Refund Deadline for Session 2	November 1
Spring Registration Begins	November 8
Fall Break (College Closed November 24-26)	November 22-26
Last Day to Withdraw from Full Semester and Session 2 Classes	December 6
Payment Due for Fall Intercession	December 13
Final Exams (Finals start December 14 in Iola)	December 13-17
Fall Semester and Session 2 End	December 17
Last Fall Faculty Contract Day	December 17
Residence Halls Close	December 17
Grades due for Fall Semester and Session 2, 8:00 am	December 20
Fall Intercession	Dec 20-23 & Jan 3-14
Last Day to Add or Drop Fall Intercession Classes	December 20
100% Refund Deadline for Fall Intercession	December 20
Offices Closed	December 24-31

Spring 2022

Spring Scholarship Deadline	January 1
Residence Halls Open for Early Arrivals	January 3
Last Day to Withdraw from Fall Intercession Classes	January 5
First Spring Faculty Contract Day	January 7
Adjunct Faculty Convocation (Burlingame)	January 8
Payment Due for Full Semester and Session 1	January 11
Assessment Day	January 11

All College Convocation (Iola)	January 13
Fall Intercession Ends	January 14
Residence Halls Open	January 17
Martin Luther King Day (College Closed)	January 17
Spring Semester and Session 1 Classes Begin	January 18
Grades due for Fall Intercession, 8:00 am	January 18
Last Day to Add Full Semester Classes	January 25
Last Day to Add or Drop Session 1 Classes	January 25
100% Refund Deadline for Session 1	January 25
Last Day to Sign Up for Payment Plan	January 25
Last Day to Drop Full Semester Classes	February 1
100% Refund Deadline for Full Semester	February 1
25% Refund Deadline for Session 1	February 1
Census Day	February 14
25% Refund Deadline for Full Semester	February 15
Last Day to Withdrawn from Session 1	March 7
Session 1 Ends	March 11
Payment Due for Session 2	March 14
Grades due for Session 1, 8:00 am	March 14
Spring Break (College Closed March 18)	March 14-18
Session 2 Begins	March 21
Last Day to Add or Drop Session 2 Classes	March 28
100% Refund Deadline for Session 2	March 28
25% Refund Deadline for Session 2	April 4
Summer and Fall Registration Begins	April 11
Last Day to Withdraw from Full Semester and Session 2 Classes	May 2
Commencement	May 7
Final Exams (Finals start May 10 in Iola)	May 9-13
Spring Semester and Session 2 End	May 13
Last Spring Faculty Contract Day	May 13
Residence Halls Close	May 13
Grades due for Spring Semester and Session 2, 8:00 am	May 16
Memorial Day (College Closed)	May 30
Payment Due for Summer Sessions	May 30

Summer 2022

Summer Session Begins	June 6
Last Day to Add or Drop Summer Classes	June 13
100% Refund Deadline for Summer Classes	June 13
25% Refund Deadline for Summer Classes	June 20
Census Day	June 20
Independence Day (College Closed)	July 4
Last Day to Withdraw from Summer Classes	July 25
Summer Session Ends	July 29
Grades due for Summer Classes, 8:00 am	August 1

GENERAL INFORMATION

Vision Statement

The Vision of Allen Community College is to be recognized for excellence as a valuable, responsive resource to the communities we serve and as a caring, supportive institution that empowers and educates our students, faculty, and staff to embrace change, become lifelong learners, and take their place as productive members of the global community.

Mission Statement

The purpose of Allen Community College is to provide quality educational and support services in an atmosphere that is caring, safe, and conducive to learning. The College is committed to a wide range of accessible, affordable educational programs that enable students to reach their academic, occupational, and personal potential.

Guiding Principles to Support this Mission:

- a. Provide access to education without the limits of time, place, and distance.
- b. Enable learners to transfer college credit and successfully pursue education at other institutions.
- c. Enable students to study career/technical education certificate and degree programs or upgrade work skills that prepare them for successful employment.
- d. Enrich and encourage personal development through course offerings.
- e. Prepare students for success in college level work in reading, writing, and computational skills through developmental courses.
- f. Foster diversity within the student body, administration, faculty, and staff.
- g. Enrich the environment of students and those we serve by engaging them in social, intellectual, cultural, and recreational activities.
- h. Support student retention and success through effective advisement and other support services.
- i. Enhance the student experience by incorporating intercollegiate activities in student life.
- j. Promote economic development.
- k. Provide campus facilities that are safe, comfortable, and conducive to learning.
- l. Promote a program of continuous institutional improvement that ensures quality, effectiveness, and relevance.

College Locations

Allen Community College provides quality higher education and workforce development through two distinct campuses and Online Learning to approximately 5,000 students each academic year. Allen is a public two-year college under the control of a locally elected, six-member Board of Trustees and coordinated in higher education by the Kansas Board of Regents. The **Iola Campus**, with residence halls and vibrant arts and athletics programs, offers the two-year college experience in a caring environment. The **Burlingame Campus**, located just 25 miles south of Topeka, offers a broad range of courses scheduled to accommodate busy commuter lifestyles. **Online Learning** serves students who wish to take an online class to compliment their onsite courses or who wish to earn their degree from a distance. Allen's multi-county service area in the rolling Flint Hills of eastern Kansas comprises the counties of Allen, Coffey, Osage, Woodson, southern Anderson, and southern Wabaunsee, all home to approximately 49,000 people.

College History and HLC Affiliation

Established in 1923 as Iola Junior College under the jurisdiction of the local Board of Education, Allen enjoys a long history of serving its communities. A full history of the people and places of Allen County Community College can be found on the College's website at www.allencc.edu. The College's affiliation with the North Central Association of Colleges and Schools began with its Candidacy for Accreditation in 1972, leading to full Accreditation in 1974. Under an act of the State Legislature in 1999, Kansas community colleges moved from organization through the State Department of Education to coordination under the Kansas Board of Regents, linking public institutions of higher education. Allen applied for participation in the Higher Learning Commission's Academic Quality Improvement Program in December of 2004 and was granted admission to AQIP in February of 2005. The year of the College's next Reaffirmation of Accreditation in the Open Pathway process is 2028-2029.

Memberships

Allen Community College is a member of the American Association of Community Colleges, the Association of Community College Trustees, the Higher Learning Commission, the Council for Higher Education, the Kansas Association of Community College Trustees, the Council on Accreditation for Two-Year Colleges, the Rural Community College Alliance, the National Institute for Staff and Organizational Development, the Kansas Association of School Boards, the League for Innovation, the National Junior College Athletic Association, the Kansas Jayhawk Community College Conference, and the Iola, Osage City and Topeka Chambers of Commerce.

ADMISSIONS

Admissions Requirements

Any applicant who is a high school graduate or has successfully passed the General Educational Development (GED) examination is eligible to enroll in Allen Community College. If neither of these requirements is met, the applicant should seek admission as a special student.

All Students applying for admission must:

- Complete an application for admission.
- Submit a current high-school transcript and a complete official transcript upon graduation.
- Submit official college transcripts from each college attended.
- Submit ACT/SAT scores, or
- Arrange to take the ACCUPLACER/ASSET placement test.
- We recommend students take the American College Test (ACT). Our College ACT number is 1424.

Admission as a Special Student

An applicant who does not meet Allen's admissions requirements but is interested in pursuing college work may enroll as a special student. A special student is expected to follow college regulations, pay all fees, regularly attend classes and maintain satisfactory progress. The student remains classified as a special student until he/she has completed thirty hours of college classes with a 2.0 GPA or better. At this time, admissions requirements must be met. In no case will anyone graduate from Allen until full admissions requirements are met.

Admission as a High School/Concurrent Student

A high school student who is classified as a sophomore, junior or senior at an accredited high school or who is classified as a gifted student, as defined in K.S.A. 72-962(g), 72-11a01, and 72-11a05, enrolled in any of the grades nine through twelve, may enroll in Allen Community College with the approval of the high school principal or his/her designee. A high school student who has completed ten units of credit from an accredited high school may enroll in a vocational program at Allen with the approval of the high school principal or representative.

Admission as a Transfer Student

A transfer student is eligible for admission if he/she meets entrance requirements. Any student on academic probation at another college will be admitted on probationary status. No transfer student is officially enrolled until all college transcripts have been received. Any student who falsifies admission information may be subject to dismissal.

Admission as an International Student

Allen Community College is authorized under Federal law to enroll nonimmigrant students. An international student interested in enrolling at Allen Community College must have the following papers on file to be considered for admission:

1. Application for Admission
2. Statement of Finance
3. Authenticated, translated transcripts of all academic records
4. Proof of English proficiency (School code for requesting TOEFL is 6305)
 - a. Minimum TOEFL score: 520 (Paper test), 190 (Computer test), 68 (Web test) or
 - b. Official transcript documenting at least 24 credit hours of English-As-A-Second-Language (ESL) course work with a 2.5 GPA or higher, or
 - b. Official transcript documenting 24 credit hours of college level course work with a 2.5 GPA or higher and demonstrated English proficiency from an American university or college, or
 - c. Be a citizen of an English-speaking country.
5. Payment of the \$50.00 Application Fee (nonrefundable)

All required paperwork, documentation, and application fees must be submitted by July 1 for the fall (Aug-Dec.) semester, December 1 for the spring (Jan-May) semester, and May 1 for the summer (June-July) session.

Once the documents have been received by Allen Community College, they will be evaluated for admission status. Upon admission approval, an I-20 form (Certificate of Eligibility for F-1 Status) will be issued to the student. When presented to an American Consulate, the I-20 may be used to secure the appropriate visa to enter the United States as an international student at Allen Community College.

Payment of all tuition, and fees, insurance, and room/board (if applicable) must be paid in full one week before the first day of class each term. To remain in compliance, international student must be enrolled full-time (12 credit hours each semester). Of the full-time hours, 9 credit hours must be taken on campus. Other hours beyond 9 credit hours may be taken online.

All Allen Community College international students are required to purchase a medical insurance plan through the college. This insurance must be paid in full with tuition and fees.

Upon arriving on campus, the student will need the following documents to register for classes:

1. I-20 (F-1 Status)
2. Passport/Visa

Allen Community College uses mandatory placement testing to place students in classes in which they can be most successful. New students will take placement tests on campus (ACCUPLACER or ASSET) prior to enrollment. If a student scores below college level in reading, writing or math, the student will be required to enroll in developmental courses the first semester. Successful completion of necessary developmental courses will be required before enrollment in college level courses will be allowed. The placement test is taken after the student arrives on campus.

Residency Requirements

Kansas State Law requires that a student must have been a Kansas resident at least six months prior to the enrollment date to be eligible for the in-state rate of tuition. Residency is not legally established by simply residing in a given location. Significant factors that may be considered in determining intent to become a resident are payment of property taxes, purchase of license tags, location of employment, voter registration, and any other established ties with the community college district.

Special exceptions are made for students who are in any armed service of the United States; are employees of a community college; have special domestic relation circumstances; have graduated from a high school accredited by the State Board of Education within 12 months of enrollment at a community college and are entitled to admission at a state university pursuant of K.S.A. 72-116; or are domiciled residents of the state, whose domiciliary residency was established in the state for the purpose of accepting, upon recruitment, retaining, or transfer by an employer, a position of full-time employment at a place of employment in Kansas.

For further information about residency requirements, students should contact the Registrar.

REGISTRATION

Semester System

Allen Community College's academic year is divided into a sixteen-week fall semester beginning in August, a sixteen-week spring semester beginning in January, an eight-week summer session beginning in June. Eight-week courses are offered within the fall and spring semesters.

College Credit Hour

A college credit hour equals 15 clock hours of instruction per semester. A minimum of one-and-one-half hours spent working in a laboratory or internship are counted as one clock hour of instruction.

Standard Course Load and Full-time Status

Sixteen credit hours is the recommended average student academic load per semester. Students may take up to eighteen credit hours with the approval of the academic advisor. Students wishing to take more than 18 credit hours must obtain the approval of the academic advisor and the appropriate Dean. Students wishing to take more than 21 credit hours must also have the approval of the Vice President for Academic Affairs. Students must hold a 3.0 GPA or better to be granted permission to carry an overload.

Nine credit hours is the maximum load for 8 week sessions during each semester and summer with approval of an academic advisor. Students wishing to take more than 9 credit hours for an 8 week session must obtain the permission of the appropriate Dean. Courses of shorter duration than 4 weeks will be considered part of the load for the session in which they are offered.

For financial aid, athletic and activity eligibility, etc., twelve credit hours per semester are considered full-time; nine credit hours are considered three-quarters time; and six credit hours, one-half time.

Students enrolled in the College with less than thirty completed credit hours for financial aid reasons are considered freshman status. Students enrolled in the college with thirty or more completed credit hours are considered sophomores. Students enrolled in courses who have completed sixty-four credit hours are considered special students.

Advisement Process

Each student is assigned an academic advisor upon being accepted for admission. Students should contact their advisor periodically to develop and monitor their academic plans.

Advisors help with questions students may have regarding the College or its programs. To change advisors students should complete a Change of Advisor form.

Students who plan to continue their education at a four-year college or university should determine, as soon as possible, the undergraduate requirements of the College they expect to attend.

Academic Placement

All degree-seeking students and students enrolling in English, Mathematics, or Science courses must provide placement scores from either a standardized test approved by the college (ACT, SAT, Accuplacer) taken within the last 3 years, or a copy of a high school transcript or GED scores that meet ACC requirements. Students who are unable to provide scores or a transcript, must take the ACC placement exam, Accuplacer. Students may attempt the Accuplacer up to three times per subject. Only the Vice President of Academic Affairs or the appropriate campus Dean may authorize enrollment in courses requiring placement scores without demonstrated proficiency.

Placement Scores and Prerequisites

In accordance with Allen Community College's commitment to student success, the placement scores are as follows:

Mathematic Courses	ACT Score	ACCUPLACER	Prerequisite
Elementary Algebra (MAT015)	14 - 17	Classic Below 60 Next Gen 1-249	
Intermediate Algebra (MAT 103)	18 - 19	Classic 60-80 Next Gen 250-262	A grade of "C" or above in MAT 015 Elem. Algebra
College Algebra (MAT 105)	20 and above	Classic 81-120 Next Gen 263+	A grade of "C" or above in MAT 103 Intermediate Algebra
Composition Courses	ACT Writing Score	ACCUPLACER Writing Score	Prerequisite
Pre-Composition (COL 011) or Integrated Reading and Writing (COL040)	12 - 15	Classic Below 69 Next Gen 1-254	
Composition I (COL 101)	English Score 16 and above Reading Score 16 and above	Classic 69-120 Next Gen 255+	A grade of "C" or above in COL 011 Pre-Comp or COL040 Integrated Reading and Writing
Reading Courses	ACT Reading Score	ACCUPLACER Reading Score	Prerequisite
Integrated Reading and Writing (COL040)	12 - 15	Classic Below 69 Next Gen 1-254	

Science Courses	ACT Reading Score	ACCUPLACER Reading & Writing Score	Prerequisite
All Science Courses and Internetworking Courses	16 and above	Classic 69-120 Next Gen 255+	A grade of "C" or above in COL 040
Allied Health Courses	ACT Reading Score	ACCUPLACER Reading Score	Prerequisite
CMA, HHA, RA	16 and above	Classic 40+ Next Gen 209+	A grade of "C" or above in COL 040

High School Transcripts

Current High School Students, or High School Completion in the last 5 years

GPA	Math Placement	Writing Placement	Reading Placement
< 2.0 CUM	Elementary Algebra	Integrated Reading and Writing	Integrated Reading and Writing
≥ 2.0 CUM	Intermediate Algebra	Integrated Reading and Writing	Integrated Reading and Writing
≥ 3.0 CUM + ≥ 3.0 in Subject ≥ 3.25 CUM	College Algebra	English Composition I	English Composition I

GED Test Scores

Must have completed a GED (Version 2014) Test within 5 years

GED Scores	Math Placement	Writing Placement	Reading Placement
< 150 Average	Elementary Algebra	Integrated Reading and Writing	Integrated Reading and Writing
≥ 150 Average	Intermediate Algebra	Integrated Reading and Writing	Integrated Reading and Writing
≥ 160 Average + ≥ 160 in Subject ≥ 165 Average	College Algebra	English Composition I	English Composition I

Enrollment

Allen Community College holds enrollment periods that are scheduled and published throughout the year. To enroll, students must take any required assessment tests, visit with an academic advisor, select courses, submit courses online, and pay, or make arrangements to pay for tuition and fees prior to the payment deadline for the term.

Students who enroll after the payment deadline of the term and until the deadline for adding classes will be expected to pay or have payment arrangements complete at the time of registration.

The student is officially enrolled in a course when he/she has:

1. Completed required assessment tests.
2. Met with an advisor to develop course schedule.
3. Selected and submitted courses online.
4. Paid or made payment arrangements for all tuition and fees. Payment arrangements means that the student has accepted a financial aid award, signed up for a payment plan, or has submitted all the documentation needed for direct payment from a third party such as VA or outside scholarship.
5. Attended at least one class session or completed online course work.

The enrollment process may vary in short or concurrent courses.

Enrollment Options

Standard Enrollment

Students enroll in credit- and grade-bearing courses. These courses count toward program and degree completion as specified by program of study and degree requirements. Developmental courses do not count toward program and degree requirements, but they are figured into a student's GPA and total course load.

Auditing a Class

To audit a course, attending a course for no credit or grade, a student must declare that desire at the time of enrollment. The option to audit cannot be changed once the class begins. A course originally completed under the audit option cannot later be converted to a graded or Pass/Fail option. A course taken for audit will not count toward any program or degree requirement. Regular tuition and fees are assessed for the course. Scholarship dollars cannot be used to pay for courses being audited. An audit student cannot displace a student taking a class for credit.

FINANCIAL INFORMATION

Tuition and Fees

Tuition and fees are in effect as of June 1, 2021, and are subject to change by the Allen Community College Board of Trustees without notice. In order to maintain enrollment, payment arrangements, whether through financial aid or other means, must be finalized one week prior to the first calendar day of the term.

Allen Community College utilizes a Textbook Rental Program to help reduce the cost to students. Some courses require the purchase of a book, workbook, or supplies.

Student fees are charged to help support services, student activities, scholarships and facilities. Technology fees are charged to support all technology including the learning management system.

In-State and Out-of-State Students-Onsite Courses	Per Credit Hour
Tuition	\$60.00
Student Fees	\$25.00
Technology Fee	\$25.00
Book Rent/Material Fees	\$14.00

International Students-Onsite Courses	Per Credit Hour
Tuition	\$60.00
Student Fees	\$25.00
Technology Fee	\$25.00
Book Rent/Material Fees	\$14.00
Required Health Insurance	\$900.00 (Estimated Amount per Semester)

Housing and Meal Costs (Iola Campus)	Per Year
Horton Hall, Winter Hall, and Ballard House (with required 18 meal plan)	\$5,200.00
Masterson Hall, Red Devil Duplexes, Herynk Hall, and Parkford Apartments (with required 18 meal minimum plan)	\$6,300.00
Masterson Hall, Red Devil Duplexes, Herynk Hall, and Parkford Apartments (with required 10 meal minimum plan)	\$5,900.00
Adding 8 meals to the 10 meal plan	\$400.00
18 Meal Plan (no housing)	\$2,250.00
10 Meal Plan (no housing)	\$1,850.00

Textbook and Material Rental Fee

Allen Community College operates a textbook rental system for students. The book rental cost is \$14 per credit hour. Some classes may require the purchase of a book, workbook, or supplies.

Rental textbooks are distributed through the Allen Bookstore and must be returned at the completion of the semester or upon withdrawal from the course. Any student who fails to return textbooks in accordance with this policy will be charged the current replacement cost of the textbooks. Academic transcripts and future enrollment will not be allowed until the account has been cleared.

Payment of Tuition and Fees

All tuition and fees are to be paid in full one week prior to the start of the term or session in order to complete the enrollment process. Any outstanding balance must be paid in full before enrollment can begin.

Any student requiring financial aid or student loans to cover costs is responsible for contacting the Financial Aid Office before enrollment and completing all necessary forms and documentation to ensure that enrollment will not be cancelled.

A payment plan is also available for students. Specific information about the plan is available on the Allen website at www.allencc.edu.

Students who do not take care of financial obligations will be removed from classes. Students will not graduate or have transcripts issued until all outstanding balances have been paid in full.

Refund Policy

The date used to calculate a refund is the date the student officially withdraws online, in person, or upon receipt of correspondence from the student indicating his/her status as being withdrawn.

Students withdrawing from a class which is scheduled during a full semester will receive the following refund of tuition and fees:

- 0-15 calendar days 100%
- 16-29 calendar days 25%
- 30th day to end of semester 0%

Students withdrawing from a class which is scheduled during an eight week session will receive the following refund of tuition and fees:

- 0-8 calendar days 100%
- 9-15 calendar days 25%

16th day to end of session 0%

Students withdrawing from a class which lasts less than eight weeks will receive the following refund of tuition and fees:

0-1 calendar day 100%

2nd day to end of class 0%

FINANCIAL ASSISTANCE

The Financial Aid Office assists students with every aspect of the financial aid process. Types of aid include grants, loans, scholarships and student employment. See the Allen website at www.allencc.edu for more information about financial assistance.

Federal Financial Aid

Applying for Federal Financial Aid

The Free Application for Federal Student Aid (FAFSA) is the only form that a student is required to complete to be considered for student assistance from any of the federal Title IV programs. No additional application or other request for information can be required by an institution in support of the student's request for Title IV funds. Based on the application, a student may need to submit verification documents.

The priority filing deadline is May 1st for the fall semester and November 1st for the spring semester. A student should file by the priority deadline in order to make sure financial aid is processed and awarded by the beginning of the term. If a student has attended any other postsecondary institutions, aid eligibility cannot be determined nor awarded until Allen Community College has received an official transcript from each institution attended.

Those interested in employment at the college should complete the Student Employment Application each year employment is desired. The FAFSA will be used to determine if the student is eligible for Federal Work-Study funds.

Financial Aid Eligibility

In general, to be eligible for federal financial aid a student must:

- Demonstrate financial need (for most programs)
- Be a U.S. citizen or an eligible noncitizen
- Have a valid Social Security Number, if required
- Be registered for the Selective Service if you are a male between the ages of 18 and 25
- Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program
- Have a high school diploma or its equivalent
- Maintain satisfactory academic progress
- Not be in default on a federal student loan or owe money on a federal student grant

Pell Grant

The Pell Grant program requires a student meet the general eligibility requirements. This is a grant program so any money received does not need to be repaid. Grant award depends on the student's financial need, cost of attendance, enrollment status, and length of attendance.

Federal Direct Student Loans

The Federal Direct Student Loan program provides opportunities for students to obtain a loan to assist in educational costs. These are loans, so any money received must be repaid. Direct Student Loans are either subsidized or unsubsidized:

- Subsidized Direct Student Loans are awarded based on financial need. A student receiving a subsidized loan will not be charged interest while in attendance with a minimum half time status.
- Unsubsidized Direct Student Loans are not awarded based on need. A student will be charged interest from the time the loan is disbursed until it is paid in full. Interest rates vary and are set by Congress.

A student must meet all general eligibility requirements. The amount the student may borrow depends on his or her grade level, college cost, expected family contribution, current loan indebtedness, and other financial aid received. A dependent student's creditworthy parents may apply for a Direct PLUS loan for the amount of the student's college cost minus other aid received. A student may be denied a loan based upon his or her current student loan indebtedness.

Federal Supplemental Educational Opportunity Grant

The FSEOG program provides grant funds to exceptionally needy students and any money received does not need to be repaid. Students must be Pell eligible to receive this grant. Priority is given to students with the lowest EFCs (Expected Family Contribution).

Federal Work-Study

The Federal Work-Study program provides employment opportunities on campus to full-time students. Students are paid minimum wage and work an average of 10-20 hours per week. Students must meet the general financial aid eligibility requirements. The amount of the award is based on the student's need.

Verification

Verification is the process of checking the accuracy of information submitted by students when they have completed the FAFSA. Financial aid applications selected for verification are not awarded until the verification process has been completed and corrections, if any, are processed with the Department of Education. Students selected for verification must complete verification documents and provide official tax return confirmation either by use of the Data Retrieval Tool, tax transcript, or signed tax return. Additional documentation may also be required.

Disbursement of Aid

Funds from grants, loans, and scholarships are posted to student accounts once the aid has been accepted and any required loan processes are complete. After the fifth week of classes, disbursement of credit balances will be sent to the student by check after funds are applied. Financial Aid offers applied after the fifth week of classes are disbursed each week on Friday.

Loans must be disbursed in two installments to remain in compliance with federal regulations. If a student is attending fall and spring semesters, one disbursement will be made in the fall and one in the spring. A student attending only one semester will receive the first disbursement after the fifth week and the second disbursement will occur after one half of the semester has been complete.

Satisfactory Academic Progress

Federal regulations require the Office of Financial Aid to monitor the academic progress of all students applying for federal financial aid. Allen Community College will monitor student Satisfactory Academic Progress for federal financial aid at the time of matriculation to the college and at the end of each semester. Satisfactory Academic Progress for federal financial aid is based upon three measurements: (1) number of attempted credit hours completed; (2) cumulative grade point average; and (3) maximum time frame in which to complete a course of study. Failure to maintain Satisfactory Academic Progress guidelines for federal financial aid will result in the student being placed on financial aid suspension and the loss of federal aid eligibility.

Return of Title IV Funds

Students who cease attending, withdraw prior to the 60% point of a semester, or fail to successfully complete any hours will be responsible for the return of a portion of the federal funds received to the Department of Education. Students are encouraged to talk with financial aid staff before withdrawing from classes.

Institutional Aid

The priority filing deadline for institutional aid is April 1st for the fall semester and December 1st for the spring semester. The academic and scholarship application deadline is August 1st for the fall semester and January 1st for the spring semester. Applicants who have earned less than 12 credit hours of college coursework must submit a high school transcript or GED score. Students who have earned at least 12 credit hours of college coursework must submit official transcripts for previous college courses.

Scholarship Requirements

Unless otherwise indicated, the following requirements apply to all institutional and endowment association scholarships and grants-in-aid:

- Must be enrolled in at least 12 hours that begin the first week of the semester
- Must earn at least 12 credit hours each semester
- Require a cumulative GPA of 2.0 or above
- Students who have attempted 96 credit hours are not eligible
- Scholarships apply only for the fall and spring semesters – scholarships are not available for the summer term
- Only one institutional scholarship will be awarded to an individual student
- Scholarships are reviewed and renewed each semester
- Scholarship application deadline is August 1st for the fall and December 1st for the spring semester
- Transcripts must be received prior to the first day of the semester

Academic and Endowment Scholarships

Students applying for an academic or endowment scholarship must complete a Scholarship Application and submit transcripts or GED scores.

- Presidential Academic Scholarship
 - Must be a Kansas resident with a 3.75 and above cumulative GPA or equivalent GED score (Based on a 4.0 scale)
 - Scholarship includes tuition, student fees, and textbook rental up to 18 hours per semester
 - Must complete 12 hours with a cumulative GPA of 3.75 or above to renew
- Dean's Academic Scholarship
 - Must be a Kansas resident with a 3.50-3.74 cumulative GPA or equivalent GED score (Based on a 4.0 scale)
 - Scholarship includes tuition and textbook rental up to 18 hours per semester
 - Must complete 12 hours with a cumulative GPA of 3.5-3.74 to renew
- Merit Academic Scholarship
 - Must be a Kansas resident with a 3.00-3.49 cumulative GPA or equivalent GED score (Based on a 4.0 scale)
 - Scholarship includes \$500 per semester for tuition
 - Must complete 12 hours with a cumulative GPA of 3.0-3.49 to renew
- Endowment Academic Scholarships
 - Students who apply for an academic scholarship will be notified if they meet the criteria for a named scholarship. Some endowment scholarships require an additional application.
 - Students receiving an endowment scholarship are not eligible for other institutional scholarships

Activity Scholarships

- Signed letter of intent and 2.0 cumulative GPA is required.
- Recipients are selected by the sponsor through letters of intent.
- The scholarship amount is specified in the letter of intent.
- Must earn 12 hours (or average 12 hours for each semester attempted) with a cumulative GPA of 2.0 to retain the scholarship.
- Must live on campus or receive permission to live off campus from the Director of Student Life.

- Must sign a letter of intent each academic year.
- Activity scholarships are offered for the following areas: Art, Band and Choir, College Quiz Bowl, Collegiate Farm Bureau, Livestock Judging, Newspaper, Student Ambassadors, and Theatre.

Athletic Scholarships

- Signed letter of intent.
- Recipients are selected by the coach through letters of intent.
- The scholarship amount is specified in the letter of intent.
- Must be eligible and remain eligible by NJCAA, Region VI and KJCCC rules.
- Must live on campus or receive permission to live off campus from the Director of Student Life.
- Must sign a letter of intent each academic year.

Athletic scholarships are offered for the following sports:

Men's	Women's
Athletic Training	Athletic Training
Baseball	Basketball
Basketball	Cheer & Dance
Cheer & Dance	Cross-Country
Cross-Country	Soccer
Soccer	Softball
Track	Track
	Volleyball

Other Institutional Scholarships

- Allen County Grant – Grants of \$100 -\$400 per semester are given to Allen County residents based on credit hours enrolled (cumulative 2.0 GPA required).
- Employee Grant – Faculty, staff and adjuncts are eligible for a grant covering tuition, fees, and book rental.
- Employee Spouse or Dependent Grant – Spouses or dependent children of full-time employees may be eligible for this tuition and book rental fee grant.
- Early Start Scholarship – First-time college students needing developmental education in at least two areas may apply for this summer session scholarship.

State Aid

Kansas Promise Scholarship

The Kansas Promise Scholarship covers the cost of tuition, fees, book rental, and required course materials not covered by other scholarships and grants in specific academic programs for students who are eligible. A list of eligible academic programs is available on the Allen website. Any Allen student may be eligible for the Promise Scholarship if they

- Are a Kansas resident
and
- Are enrolled in six credit hours or more
and
- Plan to live and work in Kansas for two years upon completion of degree/certificate
and
- Have graduated from an accredited Kansas public or private secondary school (including Kansas homeschool), or obtained a high school equivalency certificate within the preceding 12 months or
- Are 21 years of age or older while having been a resident of Kansas for a minimum of 3 consecutive years

or

- Are a dependent of a military servicemember permanently stationed in another state and have graduated from an out-of-state secondary school or obtained a high school equivalency certificate within the preceding 12 months.

Veterans Benefits

The Registrar, who is Allen's veteran's representative, can answer questions; approximately 60 days are required to process application and certification forms. For additional information on veteran's financial assistance, students may contact the Registrars' Office.

ACADEMIC POLICIES AND PROCEDURES

General Education

General education at Allen Community College combines essential thinking skills with knowledge from a broad range of academic areas. Through completion of the general education program, Allen students will have attained the skills to make informed, ethical decisions, enabling them to pursue a productive future in an increasingly complex and diverse global community. The areas of knowledge within the general education program include:

- Effective Written and Oral Communication
- Mathematics and Analytical Reasoning
- Critical Thinking and Problem Solving
- Social Context in the World
- Appreciation of Arts and Humanities

The general education program is present in all Associate degree programs at Allen.

Academic Honesty

Students at Allen Community College practice academic honesty. Academic honesty is the concept that students conduct themselves with integrity. Integrity, or honesty, is the foundation upon which relationships are built. Allen students understand how important relationships are to success, and that a code like academic honesty extends beyond the classroom. After Allen, students will find that a solid understanding of integrity and adherence to a code of ethics is necessary for success at the university and in places of work.

Students at the College practice academic honesty in many ways. Some of the most common ways a student shows academic honesty are by citing the works or ideas of an author properly and by doing his or her own work. Allen students show their understanding of academic honesty and act with integrity when they:

- Use quotation marks to identify exact quotes
- Give credit to the author when the content, ideas, or structure of another's writing is borrowed
- Create original work for every assignment in every course
- Use notes, study aids, and technology appropriately;
- Collaborate appropriately with others
- Encourage their peers to act with integrity on their coursework and in classroom conduct
- Report data, information, and citations accurately
- Avoid copying and pasting without citing the source
- Avoid using unauthorized material during testing
- Avoid sharing the ideas of others without giving proper credit through citations.

Students are responsible for reading and understanding the academic honesty policy, learning to use materials ethically, asking for assistance when needed, reporting instances of academic dishonesty, and refusing to aid others in academic dishonesty.

Instructors are responsible for establishing classroom policies regarding academic honesty and for adequately preparing their students for the challenges assignments provide. Instructors also provide support for students with

questions concerning academic honesty and take steps to minimize the temptation of academic dishonesty in the classroom. Each instructor must inform students of the classroom policy regarding academic honesty in writing at the beginning of the semester through the course syllabus. Instructors should be consistent in applying the academic honesty policy, protect the identity of students accused of academic dishonesty, and use reason in making consequences match the offense.

The College will provide an academic honesty policy and disseminate the academic honesty policy to faculty, students, and staff. The College will discuss the topic of academic honesty in resources such as the student handbook, in orientations, and in the College Career Success Seminar. The College will endeavor to provide facilities, class enrollments, and/or support personnel which make it practical for faculty, staff, and students to make cheating, plagiarism and other dishonesty conduct less likely. The College will provide support services such as the Writing Center and counseling to help students be academically honest and to support stakeholders in their efforts to maintain academic honesty.

When an instance of academic dishonesty is suspected, the instructor should first meet with the student. If the student is not responsible for academic dishonesty, no action is taken. If the instructor believes sufficient evidence exists and the student has violated the academic honesty policy, consequences will be determined by the instructor. Consequences can include, but are not limited to the following: a verbal reprimand, a written reprimand, repetition of course work, a referral to counseling, a failing grade on an assignment, a lowered grade on an assignment, a failing grade for the course, or administrative withdrawal from the course.

A student accused of academic dishonesty has the right of appeal. Appeal follows the same process as the Academic Appeals Process. Students should first contact the instructor to resolve any issues. Should the instructor and student fail to resolve the issue, then the student should contact the appropriate Dean. Should the appropriate Dean fail to resolve the issue, the student should contact the Vice President for Academic Affairs.

Concurrent Enrollment/Dual Credit Program

Allen Community College and area unified school districts have been educational partners for many years, with Concurrent Enrollment Program classes offered to high school students at most area high schools. Allen's concurrent post-secondary educational opportunities are available to high school sophomores, juniors, and seniors who are motivated and prepared for college-level courses. The concurrent enrollment program enables many high school students to earn both college and high school credit. This program follows Kansas legislative guidelines, which require an agreement between a high school and Allen. The high school principal's approval is also required before the high school student can participate in the concurrent enrollment program. Allen actively partners with Burlingame, Burlington, Crest, Heritage Christian School, Humboldt, Iola, Lebo, Lyndon, Marais Des Cygnes Valley, Marmaton Valley, Mission Valley, Osage City, Santa Fe Trail, Shawnee Heights, Silver Lake, Southern Coffey County, Waverly, and Yates Center. Allen also works with many high schools to offer dual credit courses. These courses are offered through online and hybrid classes.

Short-Term Career Programs

Allen Community College is approved to offer short-term courses, which can lead to careers in health-related fields. Upon successful completion of the following courses, a student will earn a certificate of completion from Allen:

- Rehabilitation Aide
- Social Services Designee/Activity Director.

Students who complete the following courses and pass the state test will receive a certificate from the Kansas Department of Aging and Disability Services:

- Certified Nurse Aide
- Home Health Aide
- Medication Aide.

Workforce Development

With today's ever changing technology, keeping employees up-to-date can be challenging. Allen Community College provides quality, customized, affordable workforce training to meet a company's individualized learning needs. Allen offers training at the work site or on campus, during the day, evening, or weekends. The College strives to meet the specific needs of the company.

Transfer Credit

Allen Community College will accept transfer credits to be applied toward a degree. Fifteen credit hours applied toward graduation must be taken at Allen.

External and transfer credit would include credit for prior learning and hours transferred from other accredited institutions. Grades are also transferred from accredited institutions and are calculated in the cumulative grade point average. Three hundred level courses and above (300+) cannot be applied as transfer credit toward a degree or certificate at Allen.

Kansas System Wide Transfer Courses

The Kansas Board of Regents has approved a list of courses for guaranteed transfer among all Kansas public postsecondary institutions. A student who completes a course listed as a System Wide Transfer course at any Kansas public community college, technical college, or university can be certain that he or she can transfer that course to any other Kansas public institution in pursuit of a degree or credential. Please refer to the Kansas Board of Regents website at https://www.kansasregents.org/academic_affairs/transfer-articulation for more information. To identify a System Wide Transfer course in this catalog, look for the KRSN designation after the course description.

Reverse Transfer

Students who transfer to a Kansas public university from a Kansas public community college or technical college are eligible for Reverse Transfer, which allows for the attainment of any associate degree for which one is eligible along the way to additional certificates and degrees. Within a student's first semester, those who transfer coursework from a public university, community college or technical college will be notified if they are eligible to be considered for reverse transfer. Students will need to opt in before their information will be shared. Students who then complete the coursework for a given associate degree will be eligible to receive that degree, administered automatically by correspondence between the new institution and the university, community college or technical college the student last attended. Visit https://www.kansasregents.org/academic_affairs/transfer-articulation for more information.

Articulation Agreements

Allen Community College has developed articulation and 2+2 agreements with 4-year colleges and universities in the region. Through these agreements, students may complete a two-year degree program at Allen and transfer seamlessly into a four-year degree program at the college or university. Please visit the Academics section of the Allen Community College website at www.allencc.edu for information on specific articulation and 2+2 agreements and links to college and university websites with more details.

Credit for Prior Learning

Students may be eligible for college credit through CLEP, DSST, and AP standardized tests. Military educational experience recommended by the American Council on Education may also be accepted for credit.

- In alignment with KBOR policy Allen Community College will accept CLEP credit in transfer from Kansas institutions.
- All credit for prior learning is recorded on student's transcripts after completion of 12 hours of course work at Allen.
- All credit for prior learning will receive a grade of CR and will not be calculated in to the cumulative grade point average.
- Credit for prior learning will be counted toward graduation and may be used to fulfill curriculum requirements.

- Credit for prior learning cannot be used to meet the enrollment requirement for federal or institutional aid.
- Credit for prior learning cannot be used to repeat classroom credit in which a grade was received.
- No charges are assessed for prior learning credits.
- Official test scores or transcripts of prior learning credit should be forwarded to:
 Registrar's Office
 Allen Community College
 1801 N Cottonwood Ave
 Iola, KS 66749
 (620-901-6291) or email haviland@allenc.edu
- Upon submission of proof of a current Child Development Associate Certificate and successful completion of 12 credit hours at Allen, students will be credited 3 credit hours of ECE electives.

Credentials

Credentials, obtained through state licensure that were not a part of an accredited higher education institution course, may be included on the Allen transcript but will not receive a grade and will not be calculated in to the cumulative grade point average.

Military Educational Experience Credit

Advanced standing credit for military educational experience can be given based on recommendations of the American Council on Education, which has established equivalency credit guidelines for military work in the Army, Navy, Air Force, Marines, and Coast Guard. Individuals seeking advanced standing credit based on military service should refer to the ACE Military Transfer Guide at <http://www.acenet.edu/news-room/Pages/Transfer-Guide-Understanding-Your-Military-Transcript-and-ACE-Credit-Recommendations.aspx>.

Standardized Tests

Allen will accept the College-Level Placement Examination Program (CLEP), the Advanced Placement (AP), and DSST exam results for college credit if the score being transferred meets the minimum score required for each course. Minimum scores are the credit-granting scores recommended by the American Council on Education. A student's transcript will denote all credits earned through CLEP, AP, and DSST.

CLEP

CLEP tests are college-level tests administered by the College Board. Students interested in seeking credit through CLEP should refer to their website at <https://apscore.collegeboard.org/scores/score-reporting>. The following list shows the CLEP tests approved at Allen Community College and the minimum score required for credit:

Course Prefix	Course	Credits	Test Name	Min. Score
BUS210	Financial Accounting	3	Financial Accounting	50
BUS221	Business Law I	3	Introductory Business Law	50
BUS275	Principles of Management	3	Principles of Management	50
BUS278	Marketing	3	Principles of Marketing	50
CIS100	Computer Concepts & Applications	3	Information Systems & Computer Applications	50
COL101	English Composition I and	3	College Composition	50
COL102	English Composition II	3		
COL130	Introduction to Literature	3	Analyzing and Interpreting Literature	50
ECO207	Microeconomics	3	Microeconomics	50
ECO208	Macroeconomics	3	Macroeconomics	50
HIS108	American History to 1865	3	History of the United States I	50
HIS109	American History from 1865	3	History of the United States II	50
HIS121	World History to 1500	3	Western Civilization I	50
HIS122	World History 1500 to Present	3	Western Civilization II	50

MAT105 College Algebra	3	College Algebra	50
MAT123 Calculus with Analytic Geometry I	5	Calculus	50
POL111 American Government	3	American Government	50
PSY101 Introduction to Psychology	3	Introductory Psychology	50
PSY263 Developmental Psychology	3	Human Growth and Development	50
SOC 102 Sociology	3	Introductory Sociology	50
SPA101 Elementary Spanish I	5	Spanish Language	50
SPA102 Elementary Spanish II	5	Spanish Language	63

AP

Advanced Placement tests are administered to high school students at the end of college-level course that are taught in the high school. To request test scores contact AP Services at <https://apscore.collegeboard.org/scores/score-reporting>. The following list shows the AP tests approved at Allen Community College and the minimum score required for credit:

Course Prefix	Course	Credits	Test Name	Min. Score
BIO102	Principles of Biology	5	Biology	3
CHE125	College Chemistry I	5	Chemistry	3
	and			
CHE136	College Chemistry II	5		
CIS100	Computer Concepts & Applications	3	Computer Science Principles	3
CIS109	Intro to Computer Programming	3	Computer Science A	3
COL101	English Composition I	3	English Language and Composition	3
COL130	Introduction to Literature	3	English Literature and Composition	3
ECO207	Microeconomics	3	Microeconomics	3
ECO208	Macroeconomics	3	Macroeconomics	3
GEO104	Principles of Geography	3	Human Geography	3
HIS108	American History to 1865	3	US History	3
	and			
HIS109	American History from 1865	3		
HIS121	World History to 1500	3	World History	3
	and			
HIS122	World History 1500 to Present	3		
MAT115	Elementary Statistics	3	Statistics	3
MAT123	Calculus with Analytic Geometry I	5	Calculus AB	3
MAT123	Calculus with Analytic Geometry I	5	Calculus BC	3
	and			
MAT125	Calculus with Analytic Geometry II	5		
POL111	American Government	3	US Government and Politics	3
PSC204	Engineering Physics I	5	Physics C: Mechanics	5
PSC205	Engineering Physics II	5	Physics C: Electricity & Magnetism	5
PSY101	Introduction to Psychology	3	Psychology	3
SPA101	Elementary Spanish I	5	Spanish Language and Culture	3

DSST

DSST exams allow students to earn college credit for knowledge obtained outside the traditional classroom. For more information about the DSST exams go to http://getcollegecredit.com/test_takers. The following list shows the DSST test approved at Allen Community College and the minimum score required for credit:

Course Prefix	Course	Credits	Test Name	Min. Score*
APS101	Substance Abuse Awareness	3	Substance Abuse	400
BUS120	Introduction to Business	3	Introduction to Business	400

BUS121 Business Mathematics	3	Business Mathematics	400
BUS125 Personal Finance	3	Personal Finance	400
BUS205 Supervisory Management	3	Principles of Supervision	400
BUS206 Human Resource Management	3	Human Resource Management	400
CIS100 Computer Concepts and Applications	3	Introduction to Computing	400
CJS100 Introduction to Criminal Justice	3	Criminal Justice	400
CJS242 Introduction to Criminology	3		
CJS101 Law Enforcement Operations and Procedures	3	Introduction to Law Enforcement	400
COM101 Public Speaking	3	Principles of Public Speaking	400
EDU201 Foundations of Education	3	Foundations of Education	400
GEO104 Principles of Geography	3	Human/Cultural Geography	400
HIS210 The American Civil War	3	The Civil War and Reconstruction	400
HPE105 Personal Hygiene Community Health	3	Here's To Your Health	400
HUM105 Ethics	3	Ethics in America	400
HUM135 World Religions	3	Introduction to World Religions	400
MAT105 College Algebra	3	Fundamentals of College Algebra	400
MAT115 Elementary Statistics	3	Principles of Statistics	400
PSC151 Physical Science	3	Principles of Physical Science	400
PSC180 Descriptive Astronomy	3	Astronomy	400
PSY263 Developmental Psychology	3	Lifespan Developmental Psychology	400

*Score since 2008. Contact Registrar for minimum scores for older tests

Catalog of Record

The catalog in effect for the term a student matriculates to the college is assigned as the student's "catalog of record". Students may not combine program requirements from multiple catalogs. Students will follow the program requirements specified in his/her catalog of record to progress toward graduation.

Students may select a more current catalog as their catalog of record and would then follow the program requirements specified in that catalog. A student will have five years to complete a degree or certificate under his/her catalog of record. If the catalog of record expires, the student will need to select the current year's catalog.

When the college discontinues a degree or certificate program, students who have already declared their intent to graduate in the program will be allowed a maximum of one year to complete their requirements as long as continuous enrollment is maintained. Additionally students may not declare a major that has been discontinued.

Updating Student Information

Any change in a student's name, address, contact information, etc., must be reported to the administrative office so that permanent records may be changed. Students may submit changes through their myAllen portal.

Changes in Class Schedule

Drop/Add Period

Students may add full semester and 8-week session classes during the first 8 calendar days of the term. Students may drop full semester classes during the first 15 calendar days of the semester. Courses in 8-week sessions may be dropped during the first 8 calendar days of the session. Students in classes which last less than 8 weeks must drop or add by the end of the first day of class. No record of courses dropped during this period will appear on the transcript.

Students should always discuss any class schedule changes with their advisor. During the drop/add period, schedule changes may be completed through the myAllen portal or by submitting a Change of Schedule form. No class may be added after the official add period without the consent of the instructor and the appropriate dean or the Vice-President of Academic Affairs.

Withdrawing from a Course or the College

To withdraw from a course or the college after the drop period, a student must officially withdraw online, in person, or in writing. Phone or text messages do not meet the requirement to withdraw.

For a full semester or second 8-week course students may withdraw up to and including the 70th class day of the semester. For a first 8-week course students may withdraw up to and including the 35th class day of the semester. For courses lasting less than 8 weeks, students may withdraw up to and including 50% of the class meetings. A designation of "W" (withdraw) shall be entered on the student's transcript for withdrawn classes.

An instructor may withdraw a student from his/her class if the student exceeds the limits of the class attendance or course work policy specified on the syllabus. The instructor shall submit a Change of Schedule form. The student shall be notified and may request reinstatement.

A student may be administratively withdrawn from the College for non-payment of financial obligations or student conduct violations. The staff member initiating the withdrawal must complete a Change of Schedule form. The student shall be notified and may request reinstatement.

After the designated withdrawal period, no withdrawals by the student or instructor shall be allowed. In cases of extenuating circumstances, permission to withdraw from all classes in which the student is enrolled may be granted by the Vice President for Academic Affairs. If a student simply stops attending class, he or she is not officially withdrawn. Such students shall receive "F" grades and these grades shall be counted in the grade point average.

Reinstatement

If a student is administratively withdrawn, the student has the right to request reinstatement in the class. Students removed for non-payment at the beginning of a term will usually be given until the end of the add period to make payment and request reinstatement. If the reinstatement is denied, the student may use the academic appeals process to appeal the withdrawal. Pending the final action on the appeal, the student is to attend all class sessions.

Attendance

Attendance and engagement in college course work is required. No student is entitled to absences. Absence from class is regulated on the principle that all students must do the full work of the class. Any absence represents an academic loss and will naturally jeopardize a student's grades and the possibility of passing the course. The responsibility for class and laboratory attendance is entirely upon the student.

The student will be given the opportunity to make up the work and tests missed when the absence is due to a college activity, verified illness, personal or family crisis. Students should notify the instructor ahead of time if an absence is required. Excessive absence is defined by the instructor.

Early Student Progress Report (ESP)

Grades are issued at the close of each semester; however, a progress report may be issued any time to inform a student of his or her status in a class. The Early Student Progress Report (ESP) will be available through campus email, and follow-up will be provided through advisors, coaches and student services staff. Suggestions and resources may be recommended to help improve the student's academic performance.

Final Examinations

Final examinations are considered a part of each course and are given at the close of each semester. All students are required to take the examinations. All final examinations are to be conducted at the time and place designated by college officials. Any deviation from the published exam schedule will require the approval of the instructor and the appropriate dean.

Allen has established Study Days during the week of final examinations each semester. During this period, there will be no college sponsored extra-curricular activities except as may be scheduled for state, regional, district and national competition.

Credit Hours

A credit hour at Allen Community College is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as listed above for other academic modalities and activities established by the College including online courses, laboratory work, internships, practica, studio work and other academic work leading to the award of credit hours.

Equivalent amounts of work have been established for one credit hour for the following:

- Laboratory work – 1.5 hours per week for 15 weeks
- Internships – 45 clock hours
- Practica – 45 clock hours.

Grades and Grade Points

A, B, C, D, and P are recorded as passing grades; F indicates failure. An incomplete "I" is given only when a student cannot complete the coursework because of illness or other conditions usually beyond the control of the student. An explanation of the work required to complete the course must be filed by the instructor with the Vice President for Academic Affairs at the time the incomplete grade is submitted. The incomplete work must be made up by the end of the following semester. A student who fails to meet the deadline for completion of the incomplete will have to repeat the entire course for credit.

At registration, a student may opt to take any course as "P," pass, or "F," fail. No grade point will be calculated in the GPA for a "P" grade. A student receiving a grade of "P" will receive credit towards total hours earned.

Grade points are employed for rating academic achievement for the student. For each semester hour of credit with an A grade, 4 points are awarded; for a B grade, 3 points; for a C grade, 2 points; for a D, 1 point; and for an F grade, no points will be awarded.

Grade Point Average-Semester

Grade point average (GPA) is determined by dividing the number of grade points earned in a semester by the number of credit hours attempted (excluding W's, P's and I's).

Grade Point Average-Cumulative

Cumulative grade point average (GPA) is determined by dividing the number of grade points earned in all of the student's college courses by the number of credit hours attempted (excluding W's, P's and I's). If the student has repeated a course, only the most recent grade and grade points will be used in calculating GPA.

Grade Reports

Grades are available online through the myAllen portal as soon as they are posted by instructors. No grade reports are mailed.

Repeating a Course

Repeating a course for which credit has already been earned will cancel the grade and credit in the earlier enrollment even though a record of the work will continue to appear on the transcript. The last grade in the course repeated will be used in computing grade point averages. No course by arrangement or advanced placement tests are permitted for repeat of a credit course. Some activity/participation courses may be taken for credit more than one time.

Transcripts

A transcript is the record of a student's academic work. It contains a list of the courses enrolled in and the grades earned.

Official Transcripts

An official transcript is the true record of the student's academic progress at a college or university. An official transcript is signed by the Registrar and has a stamp of the College seal. Official electronic transcripts will be provided whenever possible.

Previous College Transcripts

A student is required to send Allen an official copy of previous college transcripts if the student attended other colleges or universities. The college accepts official electronic or hardcopy transcripts. The Registrar will evaluate all credit hours from other institutions. State law requires the College to keep previous college transcripts in the student's file.

Holds

If a student owes the institution money for any reason, a hold will be placed on his/her transcript. The student will not be able to obtain a transcript until the debt is paid or textbooks and/or equipment are replaced or returned. Transcripts will be released after all obligations are met.

Transcript Requests

To have an official copy of the student's Allen transcript sent to an employer or another college or university, the student must provide the Registrar with permission to send the transcript. Official transcripts will be sent only upon request. Electronic transcripts will be sent whenever possible. Transcript request forms are available in the Administration Office, on the myAllen portal, and on Allen's website. Students will be charged \$5.00 for each transcript requested.

Accessing Common Course Outlines

Common Course Outlines contain academic course information, including Course Descriptions, Learning Outcomes, and the types of Assignments and Evaluation Methods used. Common Course Outlines are listed on Allen's website, <http://www.allencc.edu>, and can be viewed by clicking on the Academics tab, on Common Course Outlines, and on the blue underlined course prefix and number for each course listed.

Honors Recognition

Those who have done outstanding scholastic work are recognized at the end of each semester through the publication of a President's Honor Roll, listing the names of those who have earned a 4.0 grade point average. The Dean's Honor Roll lists the names of those who have earned a 3.50 to 3.99 grade point average. Honorable Mention is given to those with 3.0 to 3.49 grade point averages. To be eligible for honors recognition, a student must be enrolled in and receive grades in 12 credit hours or more. Courses taken on a Pass/Fail basis will not count toward the 12 credit hours.

Academic Probation

Degree or certificate seeking students shall make at least minimum progress toward an Associate Degree or certificate while enrolled as a student at Allen Community College. Student progress is determined by the student's cumulative grade point average. Minimum progress is determined as follows:

- 1.5 GPA upon completion of 12 credit hours of work
- 1.6 GPA upon completion of 24 credit hours of work
- 1.7 GPA upon completion of 36 credit hours of work
- 1.8 GPA upon completion of 48 credit hours of work
- 2.0 GPA upon completion of 64 credit hours of work

Any student whose grade point average falls below the minimum standard shall be placed on academic probation. While on probation, the student's class load shall be reduced to a maximum 13 hours to enable the student to more readily make up the academic deficiencies.

Graduation

Degree Check

Student progress toward a degree should be checked prior to completion of 48 credit hours. For certificate programs, progress should be checked prior to the completion of each semester. However, students should contact their academic advisor to review their progress toward a degree each semester. When the student applies for graduation the Registrar will complete an Official Degree Audit. The student will be notified if requirements have not been met.

Participation in Commencement

Commencement exercises are held once a year in May at the Iola Campus. In order to participate, a student must apply for graduation. Application for Graduation forms are available on the Allen website allencc.edu. Students who meet all graduation requirements in the preceding December may participate in the May commencement exercises. Students who expect to meet all graduation requirements during the summer session may participate in the preceding May commencement exercises. There are no fees for applying for graduation or participating in commencement exercises.

Academic Renewal Policy

The Academic Renewal Policy allows students returning to Allen Community College the opportunity to progress beyond their previous academic performance. A student may request up to two semesters for renewal. Although these semesters do not have to be consecutive, they must be chosen intact. A student cannot choose a variety of courses from various semesters for consideration. A term for which academic renewal is granted will remain on the Allen transcript as Not Earned, and will no longer be counted in the final GPA or total hours earned. These terms will be considered when determining satisfactory academic program for financial aid.

In order to be granted academic renewal, the following criteria must be met:

- Only terms occurring three or more years past may be petitioned for renewal.
- The student must show current academic progress by completing at least twelve credit hours with a GPA of 2.0 or above with all class grades being "C" or better before petitioning for academic renewal. No pass/fail course will be included in these 12 hours.

A student requesting academic renewal must send a formal letter of petition to the Vice President for Academic Affairs. These requirements concerning academic renewal must be followed:

- A student may only receive academic renewal one time.
- Only terms taken at Allen may be petitioned for academic renewal. Courses from another institution must be petitioned at that institution where the renewal policy may vary.
- Successive or transfer institutions reserve the right not to acknowledge Allen Community College's decision for their respective requirements or purposes. Allen also reserves the right not to acknowledge academic renewal granted by other institutions.

Academic Appeals

Students are provided with a Student Handbook that outlines general academic policies. Students also receive a course syllabus that indicates expectations, grading system, and other pertinent data regarding a particular course. It is the student's responsibility to become familiar with the contents of these publications.

If a student receives a grade that he/she feels is unfair and not in compliance with guidelines in the above publications, he/she may appeal the grade using the following process.

- The student shall appeal in writing to the instructor who issued the grade. A copy of the written appeal shall be given to the Vice President for Student Affairs and Dean for Academic Affairs Onsite, or Dean for Academic Affairs Online. This shall be done within seven (7) calendar days from the day the grade was issued for an assignment or test and within thirty (30) calendar days from the end of the semester for a final grade. Included in the appeal shall be the student's name, the class in which the grade was received, and the basis for the appeal.
- The instructor shall respond to the student in writing within five (5) calendar days of receipt of the notice, regarding the disposition of the appeal. The instructor will provide a copy of the appeal and the instructor's response to the Vice President for Academic Affairs, Vice President for Student Affairs, and the appropriate Dean.
- If the student feels that the instructor's decision is not fair, he/she may appeal the matter to the Vice President for Academic Affairs with a copy going to the Vice President for Student Affairs. This appeal shall be in writing and shall be submitted within five (5) calendar days of the date of the instructor's written response.
- The Vice President for Academic Affairs shall confer with both the student and the instructor and may review any other information relevant to the situation. The Vice President for Academic Affairs shall respond to the student in writing within seven (7) calendar days of receipt of the appeal regarding its disposition with a copy going to the Vice President for Student Affairs.
- If the student feels the Vice President for Academic Affairs decision is not fair, he/she may within five (5) calendar days of receipt of the Vice President for Academic Affairs decision, appeal the matter to an Academic Appeals Task Force. This task force shall be composed of the Vice President for Student Affairs, the Dean for Academic Affairs Onsite, or Dean for Academic Affairs Online, an instructor of the student's choice, and an instructor appointed by the Vice President for Academic Affairs. The instructor whose grade is being appealed shall not serve on the task force. The Academic Appeals Task Force shall confer with the student and instructor and review all pertinent information. The task force shall come to a decision regarding the appeal and respond to the student, in writing, within seven (7) calendar days of receipt of the appeal.
- If the student still feels that he/she is being treated unfairly, an appeal may be made to the Board of Trustees through the President. A written appeal shall be filed with the President within five (5) calendar days after the Academic Appeals Task Force notifies the student. All pertinent information shall be forwarded to the President for dissemination to the Board of Trustees. The Board shall place the appeal on the agenda for their regularly scheduled meeting. The appeal may be heard in open or executive session depending on the wishes of the student. The President shall deliver the decision of the Board to the student in writing.
- The Board's decision is final. The student who finds it necessary to further pursue the matter must do so outside the realm of the college administrative structure.

SUPPORT AND SERVICES

Academic Support

Library

The Allen Library's extensive resources are available to all students, faculty, and staff. Faculty is encouraged to schedule library instruction for their courses. Library and information literacy instruction are available to both onsite and virtual classrooms and are tailored to each course. In addition to instruction, the library welcomes resource requests from instructors. Please e-mail the Library Director with book, e-book, or database suggestions.

The library's 16,500-volume collection is available to all Allen instructors, whether they teach onsite at Burlingame, concurrently at an area high school, or online. Library staff will ship books to schools and home addresses. To access the library's catalog and other electronic resources visit the Allen Library website at <https://www.allencc.edu/student-life/library>. The online catalog, library guides, databases, and e-books are on this site. For more assistance, using library resources, please call 620-901-6235.

Writing Center

The Writing Center serves students with any assignment that involves writing. Tutors are available at the Writing Center on the Iola Campus in the Allen Library and on the Burlingame Campus in the Academic Success Center. The Writing Center's Online Writing Lab is available to all students who wish assistance with their writing via the Internet. The Writing Center link on the Allen website, www.allencc.edu, can be visited by clicking on Menu then Academics then Academic Support and scrolling down. It can also be found by clicking on "Resources for" then "Current Students" and scrolling down.

Faculty are encouraged to share information about Allen's academic support services, including the Writing Center, and use it in referrals and assignments. For information, contact the Writing Center Coordinator at 620-901-6303 or via email at symes@allencc.edu.

Math Center

The purpose of the Math Center is to provide all students the support they need to be successful in their math classes at Allen and beyond. The Math Center Staff is available to assist with assignments, test preparation, and review topics of difficulty. The Math Center staff consists of student peer tutors that have been recommended by faculty members and have completed a minimum of College Algebra (many have taken or are currently taking Trigonometry, Statistics and Calculus), and the Math Center Coordinator. The Math Center is in the Allen Library on the Iola Campus and the Academic Success Center on the Burlingame Campus. For those students unable to visit the Math Center a Zoom meeting may be set up by contacting Bruce Symes at 620-901-6303. NetTutor is available 24/7 through Canvas for all math classes taught at Allen Community College.

Faculty are encouraged to share information about Allen's academic support services, including the Math Center, and use it in referrals and assignments.

Tutoring

Peer tutoring is available for students experiencing academic difficulty. Students seeking assistance in mathematics and writing should visit the Allen Library on the Iola Campus and the Academic Success Center on the Burlingame Campus. A Zoom meeting may be set up by contacting Bruce Symes during tutoring hours. An Online Writing Lab also is available for online, concurrent, and other students through the college's website or by emailing symes@allencc.edu.

For other subjects, and for online and concurrent students needing help with math, NetTutor is available through the Learning Management System (LMS). Professional tutors are ready anytime day or night to assist students in math, business and technology, physical and life science, social and behavioral science, allied health, humanities, fine arts, and literature.

Academic Success Center (Burlingame Campus)

The Burlingame Campus Academic Success Center provides a variety of services for students. Testing is conducted in English, math, and writing skills for appropriate course placement, along with tutoring and make-up testing for classes. A bank of computers is provided for school-related work, exploration of career options, and access to instructional software aimed at student success. The center provides a quiet study area where Internet access is available for checking email or for research.

Enrollment Management Office

The Enrollment Management Office is responsible for recruitment, admissions, marketing, advising, and enrollment at Allen. Staff is available to students on both campuses and will meet with students virtually and in person. (See the Admissions and Registration sections for more information.)

Orientation

Orientation programs assist new students to become familiar with the College, develop study and college survival skills, provide career exploration, increase self-awareness, and develop personal programs of study.

The College Career Success Seminar (SSC 103) course is available to all Allen students. This course is designed to point out the personal, social, educational, and vocational implications of student's efforts in college. This course is designed to enhance success in college and help set future life goals.

International Student Services

The Advising and Enrollment Office provides services to non-immigrant students who are studying in the US under an F1 visa. International students should visit the International Student section of the Allen website for detailed information about studying at Allen. (See Admissions section for more information).

Disability Services

Allen Community College is committed to assisting individuals with disabilities in achieving their educational goals with appropriate accommodations and services based on individual documented need.

The Enrollment Management Office coordinate accommodations for Allen students who have a documented disability. Accommodations are provided at no cost to enrolled students on an individual basis and with respect for confidentiality. The College encourages independence and self-advocacy for students with disabilities.

Disabilities qualifying for services may include, but are not limited to: physical disability, health or medical disability, hearing disability, visual disability, learning disability, acquired brain injury, attention deficit disorder, mental/emotional disability, and speech disability.

To access accommodations:

- Students with disabilities should contact the Enrollment Management Office to schedule an interview. The interview will focus on how the disability affects the student and what accommodations will be needed.
- Students will be required to furnish appropriate documentation of their disability. Documentation must include justification for the requested academic accommodation.
- The advisor will determine if the documentation is adequate to establish the existence of a qualifying disability and to support the requested accommodations.
- Students must meet with the advisor each semester to determine needs for that term.
- Students must notify the advisor of any class schedule changes.

The advisor will serve as an advocate for students with disabilities, sharing information pertaining to accommodations with instructors.

Types of accommodations may include, but are not limited to: notification of instructors concerning needed accommodations, use of a note taker or scribe, use of tape recorders during class, course exam accommodations (e.g., extended time in a quiet location), use of a dictionary during tests, recorded textbooks/materials, sign language interpreters, large print materials, Braille materials, library accommodations, and assistive technology.

All requests for accommodations and services will be considered on a case-by-case basis. Factors affecting the program of accommodations and services will be dependent upon disability, documented need, and the compliance requirements of Americans with Disabilities Act and section 504 of the 1973 Rehabilitation Act.

Testing

The Enrollment Management Office coordinates the proctoring of tests. This includes placement testing and course testing for students who need accommodations or missed a test because of a college function. (See Academic Placement for more information.)

Career Services

Career information and assessments are available on both campuses and online. Advisors can help students decide on a career or transfer path.

Athletics

Allen Community College maintains a comprehensive intercollegiate athletics program, including basketball, cross country, soccer, and track and field for both men and women; baseball for men; and volleyball and softball for women. Allen is a member of Region VI of the National Junior College Athletic Association and competes in the Eastern Division of the Kansas Jayhawk Community College Conference. Excellent sports facilities are available, including an all-weather track, a baseball diamond, a cross-country course, a softball field, a soccer field, and a modern gymnasium, all located on the Iola campus. Students are encouraged to contact the coach for a tryout.

Athletic Training

The Athletic Training program gives students who are interested in sports medicine hands on opportunities by working with a certified trainer and supporting the athletic teams.

Cheerleading and Dance Team

In addition to the intercollegiate teams, Allen has a cheerleading squad and dance team. Tryouts are usually in the spring. During the fall semester, qualified athletes are selected to compete at regional and national events.

Bookstore

Rental textbooks, workbooks, supplies, and merchandise are obtained through the Allen Bookstore. On the Iola Campus, the bookstore is located in the Student Center and is open each class day. On the Burlingame Campus, the book counter is located in Student Services and is open each class day. Students may also access bookstore services through the College website.

Business Office

At the Business Office students can pay their account, submit timesheets, collect student employment checks, and purchase stamps. On the Iola campus, the business office is located in the administrative office area. On the Burlingame campus, the business office is located in the student services area. Please refer to the Financial Information section of the Catalog for additional information.

Community Services

Since education is a lifelong activity, Allen Community College works closely with its communities to provide educational services. Allen Community College fulfills its mission as it seeks to satisfy the interests and needs identified within its designated service area.

Physical Fitness Facilities (Iola Campus)

Allen Community College has made a commitment to provide facilities to promote fitness and encourage healthful living among its students and community. Facilities available on the Iola Campus include: (1) an outdoor walking trail, (2) an up-to-date indoor fitness center, and (3) a large indoor activity building.

Scarlet and Black Club (SBC)

Allen provides a lifelong learning program for mature citizens, the Scarlet and Black Club. This program is for those 60 or older who have lived in the College service area six months prior to enrollment in an Allen course or program. The Scarlet and Black Club members pay no tuition to enroll in most college credit courses on a space-available basis. They pay only for materials, fees, and book rental. A minimum paid enrollment may be required for certain courses

before SBC members enroll. SBC members will be admitted free of charge to all regular-season athletic contests and to all music and drama presentations. Contact the Admissions Office for more information: 620-901-6268.

Computer Labs

Computer labs are open to community members on both campuses. On the Iola Campus, the public may use the computers in the library and Student Success Center. The Burlingame Campus has computer stations available in the Student Commons and Academic Success Center. All computers have Internet access. Anyone using technology on campus must abide by the Internet Usage Policy.

Counseling

Students needing personal and social adjustment counseling are referred to local mental health centers for services. Academic and career counseling are provided by academic advisors and faculty.

Dining Services (Iola Campus)

Dining Services are available in the Student Center. Students in college housing are on a 10 or 18 meal plan. Non-residential students, employees and community members are invited to eat in the dining room. Breakfast, lunch, and dinner are served Monday-Friday; brunch is served on Saturday; and brunch and dinner are served on Sunday. The menu includes entrees, sides, soup bar, salad bar, deli, pizza bar, deserts, ice cream and more.

Financial Aid Office

The Financial Aid provides assistance to students who need financial assistance to fund their college attendance. The office helps students with both federal financial aid and institutional scholarships. Please refer to the Financial Assistance section of the Catalog for additional information.

Registrar

The Registrar's Office provides services to students concerning student records, registration, transcripts, graduation, and transfer. Please refer to the Academic Policies and Procedures section of the Catalog for additional information.

Student Center (Iola Campus)

The Student Center houses two game rooms and four study rooms, the Office of Student Life, Allen Bookstore, and dining hall, providing a wide variety of services and opportunities to students. The game rooms offer recreational activities such as pool, ping pong and air hockey. The Office of Student Life coordinates residence hall life and student involvement. Students interested in eating meals in the dining hall may inquire about purchasing meals at the Business Office.

Student Life (Iola Campus)

Student activities and housing at Allen Community College complete the college experience. With a Director of Student Life on the Iola Campus staff, a well-rounded program is offered. All campus and housing activities are coordinated through this office, providing events such as monthly movie nights, intramural sports, and a variety of educational programs.

Student Activities and Organizations

Art

The Fine Arts Department is open to every student, regardless of major. The art program provides a foundation for careers in fine art as well as commercial art. Students are provided with creative visual thinking, art concepts, and technical skills that are essential for entry into art related fields. Art activity scholarships are available to interested students by interview and portfolio review.

Band

The Allen Concert Band is open to all students regardless of their major. The band presents concerts each semester. This group performs concert band literature of considerable interest. Music activity scholarships are available to interested students by audition and interview.

Choir

The Allen Concert Choir is open to all students regardless of their major. The choir performs a variety of choral literature at concerts each semester. Music activity scholarships are available to interested students by audition and interview.

College Quiz Bowl Team

College Quiz Bowl is open to all students who enjoy the thrill of competition and a chance to challenge their knowledge. The team competes against other community colleges throughout the state.

Collegiate Farm Bureau

The Collegiate Farm Bureau Club is open to all students interested in agriculture and provides students the opportunity to enhance their leadership skills as future agriculture leaders through experiences with in the Farm Bureau organization. Collegiate Farm Bureau members have the opportunity to compete or participate in a variety of educational and leadership development events during the school year. Members will have an opportunity to travel, to various industry recognized leading operations, career fairs, farm shows, statehouse visits, and State & National Conferences. In addition, students will help coordinate the hosting of area elementary students for a "Day at the Farm" and "Earth Day" activities. Collegiate Farm Bureau scholarships are available.

Intramural Activities

Intramural activities are offered for recreational, social, and physiological well-being of all students. Both individual and team sports are offered in men's, women's and coed leagues. All students are encouraged to become involved in these activities.

Lighten Up!

This improvisational comedy troupe performs popular short-form sketch comedy and games using audience suggestions. To be considered for the troupe, students need to take the Improvisation class THE161. The troupe performs regularly throughout the school year.

Livestock Judging

Livestock judging is a competitive activity that develops both decision-making and oral communication skills for students interested in breeding, raising, or showing livestock. Students on the Livestock Judging Team have the opportunity to travel around the country and compete at several national contests. Livestock Judging Activity Scholarships are available by interview.

Phi Theta Kappa Honor Society

Phi Theta Kappa Honor Society recognizes and encourages the academic achievement of two-year college students and provides opportunities for individual growth and development through honors, leadership, and service programming. Eligibility is based upon grade point average for college work completed. Allen Community College has two chapters, Tau Eta (Iola Campus) and Alpha Psi Theta (Burlingame Campus). Both chapters are active on the local, regional, and international levels.

Student Ambassadors

Student Ambassadors are a select group of students who represent the College at admissions visitation days, tours, move-in day, senior day, and welcome week activities. The Student Ambassador program enlists volunteers from students interested in developing prospective students' sense of belonging and connectedness to the Allen community by acting as liaisons between Allen and prospective and current students and the families, guest, alumni, and friends of Allen. They are selected for their demonstration of leadership, campus involvement, academic achievement, and Allen pride.

Student Senate

The Student Senate at Allen provides student representation and serves as a liaison between the student body and the administration and Board of Trustees. As leaders of the student body, the Senate aids in directing most of the social activities of the College and is responsible for funding decisions regarding all student clubs and organizations. The membership of the Student Senate consists of three student officers and freshmen and sophomore representatives, who are elected by the entire student body, and a representative from each of the College campus organizations chartered by the Senate.

The Flame

The Allen *Flame* is an online newspaper publication with stories originated, written and produced by students. Everyone is welcome to participate in the News Practicum course, whose members make up the *Flame*'s staff. Newspaper activity scholarships are available to interested students by article review and interview.

Theatre

Every student is welcome to participate in campus theatre activities, either as a performer or working backstage designing, building, or running a show. The theatre program produces four productions a year— typically a comedy, a drama, a musical, and an evening of one-act plays. Facilities include the 150-seat college theatre on the Iola Campus and the 750-seat Bowlus Fine Arts Center located in downtown Iola. Theatre activity scholarships are available to interested students by audition and interview.

Theatre Club

The Allen Theatre Club is open to all students interested in theatre either as a performer, technician, or audience member. The Theatre Club provides support for college productions and participates in community service activities such as presenting theatre workshops for local after-school programs. They also sponsor theatre trips to see productions at professional or university theatres in the area.

Student Housing (Iola Campus)

Allen Community College considers residential living a part of the total educational plan. The College operates seven residences for students: Horton Hall, Winter Hall, Masterson Hall, Herynk Hall, Red Devil Duplexes, Ballard House, and Parkford Apartments. Horton and Winter Halls are designed for two students in each room sharing a bath with an adjacent room. Masterson Hall's four person suite style includes a living room, small kitchen, two bedrooms, and large bathroom. Apartment living is provided in the Red Devil Duplexes, Herynk Hall, and Parkford Apartments with each apartment housing 2-5 students. Students in Horton Hall, Winter Hall, and Ballard House are on the 18 meal plan. Students in apartment housing may choose a 10 or 18 meal plan.

Student Services Office (Burlingame Campus)

The Student Services Office on the Burlingame campus provides a variety of services including admissions, advising, enrollment, financial aid, business office, and bookstore.

Student Success Center (Iola Campus)

The Yavorn Student Success Center (SSC) houses the Enrollment Management Office. The center also provides testing services, disability services, orientation and career counseling. Offices for assistant coaches and the Athletic Administrative Assistant are located in the Student Success Center.

Technology Services

Computer skills are critical in today's society. All students are encouraged to take computer courses to improve and expand their computer knowledge and skill level. Allen provides students exceptional access to computers on both the Iola and Burlingame Campuses. On the Iola Campus, there are two labs with twenty computer stations, a math/science computer lab, an agriculture computer lab, thirteen computers in the library, and twelve computers in the Student Success Center. The Burlingame Campus has two labs with twenty computer stations and computers in the Academic Success Center. All computer labs have Internet access. Students must abide by the Internet Usage Policy.

Email

Upon enrollment, each student is assigned an email account. The address of the email account will be the student ID number followed by @allenc.net. For example if the student ID number is 12345, then the email account is 12345@allenc.net. The assigned password for the account is the first four letters of the student's last name (in all lowercase) followed by the last four digits of their social security number. Students may check their email by going through the myAllen portal, <https://my.allenc.edu/ics>. **Note:** It is very important for students to check email regularly. Statements, financial aid, progress reports (ESP's) and other institutional communication is sent to this account.

myAllen Portal

A web portal is provided by the college for internal use by students, faculty, and staff. Students can access enrollment, student account, financial aid, student life/housing, student newspaper and other college resources on the portal.

Learning Management System

Allen Community College utilizes a learning management system for all of its online courses. Students can access the learning management system from the Allen website.

INSTITUTIONAL POLICIES AND PROCEDURES

Access to Student Information (FERPA)

Students' rights concerning access to their educational records are detailed in Public Law 98-380 as amended by Public Law 93-568, and in regulations published by the Department of Health, Education and Welfare in the December 17, 1976, Federal Register. A student may sign a release of information form, making academic and financial aid information available to his/her parent, or other concerned party.

Students at Allen should be aware of legal rights under the Family Rights and Privacy Act of 1974, more commonly called the Buckley Amendment. By the knowledge and the exercise of these rights, students may be certain that the college is providing fair and accurate information from their records only to persons with a legitimate need and right to know and that students have free access to their own records.

Students have the right to inspect and review all their records that meet the definition of "educational records." Students may request an interpretation of what this information means and a copy of these records at their expense.

Under no condition shall a student be required to waive his or her rights under the act before receiving financial aid, services, or any benefits of the College.

Student records are maintained in several offices on the campus. Requests for review of records must be made through the Registrar's Office. The only circumstance under which the College will deny such access to records is if in the judgment of the President, Chief Academic Officer, or Vice President for Student Affairs, access to the records would endanger the safety or well-being of a student.

A student may challenge any information contained in his or her educational records that he or she believes to be inaccurate, misleading, or inappropriate. This does not extend to reviewing grades unless the grade assigned by an instructor was inaccurately recorded. A student may also insert a statement in his or her records to support a given point of view. Every effort should be made to resolve the problem through informal procedure with the person in the department responsible for such records. If the problem cannot be resolved to the satisfaction of both parties, the student may request in writing a hearing of the case from the Chief Academic Officer. Students may request assistance from the President for the College and the Department of Health, Education, and Welfare.

The College, in the interest of students' rights of privacy and record maintenance, will encourage destruction of any records which no longer serve any useful purpose. No record will be destroyed until after the student has reviewed such information should he or she choose to exercise the right guaranteed under the Act.

Questions regarding the provisions of the Family Rights and Privacy Act of 1974 should be directed to the Registrar, the Vice President for Academic Affairs, or the Vice President for Student Affairs, or a complaint may be filed with the Family Educational Rights and Privacy Act Office, Department of Health, Education, and Welfare, 400 Maryland Avenue SW, Washington D.C., 20202-5920.

Alcohol Use

The possession, distribution, or consumption of alcoholic beverages is not permitted by any student or non-student on college property. Any employee, student, or visitor possessing or consuming alcoholic beverages while on campus at an unauthorized event shall be subject to disciplinary action and/or prosecution by local authorities.

The college does not allow alcoholic beverages at any on or off campus sponsored activity unless previously authorized by the Board of Trustees. Alcoholic beverages are not allowed at any college sponsored student events on or off campus.

Campus Safety and Crime Statistics on Campus

Statistics and policy information on campus crimes are posted in compliance with the Student Right to Know and the Crime Awareness and Campus Security Act of 1990. The law requires institutions of higher education to publish, in September of every year, statistics of the number of crimes and other violations of the law that are committed on campus property. Policies concerning Campus Safety are also published annually on the Allen website.

Children and Pets on Campus

The College strives to maintain an environment conducive to academic pursuits and study. Employees and students are not permitted to bring children under the age of sixteen (16) years to campus and leave them without supervision. Parents are responsible for any damage their children inflict on college property.

Pets are not allowed in college buildings with the exception of service animals for disabled individuals or animals kept for laboratory use. The Office of Civil Rights defines a service animal as a dog that has been individually trained to do work or perform tasks for an individual with a disability. A companion animal not trained for a specific task in assisting the person with a disability may be allowed in student housing, but is not allowed in other campus buildings.

Drug-Free Statement

It is the intent of the Board of Trustees and Allen Community College that all students and employees are in a drug and alcohol-free environment. This policy applies to all classes, campus facilities, residence halls, and college-sponsored functions, both on- and off-campus. The unlawful manufacture, distribution, dispersing, possession, or use of a controlled substance or alcohol is prohibited. This policy is in compliance with the federal Drug-Free Schools and Communities Act.

Students are warned that the illicit use of drugs and alcohol:

- May do severe and irreparable harm to their health.
- Violates college, local, state and federal policies.
- Will cause the College to respond to an incident by:
 1. Counseling, treatment or rehabilitation program referral, or
 2. Disciplinary sanction that may include suspension or dismissal, or
 3. Referral to appropriate authorities for prosecution, or
 4. Any combination of the above.

Firearms and Weapons

In order to promote a safe and secure community college and a caring learning environment, Allen County Community College prohibits the possession or use of firearms and weapons other than concealed handgun on college/campus facilities and at off-campus activities.

Individuals carrying concealed handguns should refer to the Allen Board of Trustee Firearms Policy for specific restrictions on concealed carry and storage of handguns. The Firearms Policy should also be referenced for those at the Allen Burlingame Campus as this facility is within a Gun Free School Zone.

Grievance Procedures

The Allen County Community College Board of Trustees recognizes the right of employees and students to express their grievances and to seek a solution concerning disagreements of practices or differences of interpretation of policy that might arise between the college and its employees or students. Should a grievant feel, after oral discussion with the supervisor, that the grievant's rights under Allen County Community College Policy have been violated, they may originate a grievance.

The grievant shall, within 14 days after the grievant is aware of or reasonably could have been made aware of the facts upon which the grievance is based, present the facts, in writing, to the proper supervisor, division head, or a designated representative of the college. The decision of such official shall be made, in writing, to the grievant within ten (10) working days.

Should the grievant decide that the reply of the supervisor, division head, or representative is unsatisfactory, the grievant shall, within ten (10) working days, submit an appeal to the appropriate vice president. The vice president may consider the appeal or refer the appeal to another vice president for disposition. The decision of the vice president shall be made, in writing, to the grievant within ten (10) working days.

Should the grievant decide that the reply of the vice president is unsatisfactory, the grievant shall, within ten (10) working days, submit an appeal to the college president. The decision of the president shall be made, in writing, to the grievant within ten (10) working days.

Should the grievant decide that the reply of the college president is unsatisfactory, the matter may be appealed, within ten (10) working days, to the Board of Trustees. The Board of Trustees shall hear the appeal no later than their next regularly scheduled meeting. The decision of the Board of Trustees, upon such review, shall be final.

If the individual to whom the grievance or appeal should be presented is involved in the grievance, the grievant may submit the grievance or appeal to the next higher level in the grievance process (i.e. Vice President, President, or Board of Trustees). The individual receiving the grievance/appeal may respond or refer it to an appropriate employee for disposition.

In addition to utilizing the statutorily created political subdivisions of the state complaint process:

- Consumer protection and/or fraud complaints may be filed with the Kansas Attorney General's office at www.InYourCornerKansas.org.
- Discrimination complaints may be filed with the Kansas Human Rights Commission at www.khrc.net.
- Complaints regarding State Authorization Reciprocity Agreement (SARA) courses delivered by SARA member community colleges may be filed by students enrolled in those courses with the Kansas Board of Regents office at www.khrc.net.
- Kansas Community Colleges are regionally accredited by the North Central Association of the Higher Learning Commission on Colleges and Universities (NCAHLC). Complaints regarding an institution's ongoing ability to meet the Criteria of Accreditation may be filed by following the guidelines at www.hlcommission.org/.

Injuries on College Property

If a student or guest should be injured on College property or while involved in a college-related activity, the following procedures are proper:

1. The welfare of the injured person should be the first priority.
2. Common sense should be the guide in dealing with the injury and/or injured person.
3. Proper medical attention should be obtained at the earliest possible time.
4. The administration should be notified as soon as proper medical attention has been given.
5. A written report describing the incident should be filed with the administration.

A student or guest injured on College property or while involved in a college related activity shall be responsible for his or her own medical expenses. No member of the College faculty or staff is authorized to assume liability for such expenses on the part of the College.

Insurance

The College does not assume responsibility for loss or damage to personal property belonging to a student, nor does the College carry insurance to cover the loss or damage to students' belongings. Further, the College does not maintain insurance to cover personal injury to students other than athletes and cheerleaders while involved in their sport. Students are highly encouraged to maintain insurance to cover injury, illness, prescriptions, personal injury, and property loss and/or damage.

Internet Usage Policy

Access to the Internet through the Allen Community College facilities is designed to serve a traditional educational goal; it is a privilege, not a right. Access at any given time is not guaranteed. The use of Allen's Internet to further a commercial enterprise or for personal financial gain is prohibited. Use of the Internet must be ethically and morally prudent, reasonable, and exercised with good judgment.

Examples of use considered ethically and morally objectionable are:

- Accessing sexually explicit literature, images, or graphics.
- Accessing images and/or instructions of a criminal nature.

Abuse of Allen's facilities, equipment, or access privileges is considered a violation of this published policy. Those who are determined to have violated this policy will face a stiff penalty to include a fine, facilities restriction, expulsion, or any combination thereof.

Medical Procedures

Students with illnesses may wish to continue to engage in as many of the normal pursuits as their condition allows. As long as these students are able to meet acceptable performance standards and medical evidence indicates that their condition is not a threat to themselves or others, College staff should be sensitive to their condition and ensure they are treated consistently with other students.

There are no facilities for treatment of injuries or illness at the College. There are also no medical personnel on duty. Students are encouraged to maintain proper health insurance and seek appropriate medical attention when necessary.

Non-Discrimination Policy

Allen Community College is committed to a policy of nondiscrimination on the basis of race, sex, religion, age, color, national origin, and disability in admissions, educational programs or activities, and employment. The final responsibility for ensuring equal opportunity rests with the Board of Trustees and the President for the College. The responsibility for implementation of policy is assigned to the Affirmative Action Officer. It is the responsibility of the Affirmative Action Officer (Vice President for Student Affairs) to provide leadership that is necessary for attainment of the goals and objectives of the program.

Non-discrimination complaints by an employee should be addressed to the employee's supervisor, the appropriate vice president, or the compliance coordinator. Non-discrimination complaints by a student should be addressed to the appropriate vice president or the compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the appropriate vice president or the compliance coordinator. Complaints about discrimination will be resolved through the following complaint procedure:

- A complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation.
- A complaint should be filed within 30 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.

- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the President, the Board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the compliance coordinator. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit evidence, written or oral, relevant to the complaint to the investigator.
- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant no later than 30 days after the filing of the complaint.
- Records relating to complaints filed and their resolution shall be maintained in a confidential manner by the compliance coordinator.
- The complainant may appeal the resolution of the complaint to the President or to the Board of Trustees if the complaint was against the President. The request to appeal the resolution shall be made within 10 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 10 days after the appeal is filed.
- Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies.

Promotional Activities: Advertising, Sponsoring, and Soliciting

Allen Community College recognizes that its community and activities provide potential sources of revenue or benefits for advertising, soliciting, and sponsorships. The regulation of these promotional activities is necessary so that it does not interfere with the academic mission of the College and any income gained from these activities benefit the College.

All promotional information must support college policy. Information that is discriminatory or uses inappropriate language or images will not be allowed. In addition materials and information cannot promote the use of alcohol, drugs, firearms/weapons, sexual misconduct, or harassment/hazing.

Students, employees, and recognized student organizations may post information on campus bulletin boards without prior approval for campus related services or events. Others must receive permission to post information on bulletin boards. Posting in other locations must also be approved. Promotional banners and posters in the gym or on the athletic fields must be approved by the Director of Athletics.

Only recognized student organizations, college departments, and the Allen County Community College Endowment Association may fundraise on campus or on the college website. Fundraising activities must be approved by the Campus Dean or Athletic Director. Please refer to the Allen Board of Trustee Policy on Promotional Activities for additional information.

Severe Weather

Iola Campus

A tornado watch indicates that conditions are favorable for the development of severe thunderstorms, large hail, heavy rains, damaging winds, and tornadoes. A tornado warning indicates that a tornado is developing and people in the warning area should seek shelter immediately.

Main Academic Building: Students and personnel should take shelter in the Barclay Lecture Hall (A27) or the restrooms in the B and C part of the building (no windows-solid roof).

Activities Building: Students and personnel should not stay in the building. They should go immediately to the main building.

Theatre Building: Students and personnel should not stay in the building. They should go immediately to the main building.

Student Center: Students and personnel should go to one of the above locations in the main building or the Horton Hall.

Horton and Winter Residence Halls: Students in both residence halls should go to the ground floor hallways of Horton Hall.

Herynk Hall: Students should go to the Main building outside the Administrative Office Complex to take shelter in Barclay Lecture Hall (A 27).

Red Devil Duplex: Students should go to the Main building outside the Administration Office Complex to take shelter in Barclay Lecture Hall (A27).

Ballard House: Lincoln Elementary School 700 N Jefferson Ave. Enter on the west side, south door. Or, in the Barclay Lecture Hall (A27) or the restrooms in the B and C part of the building (no windows-solid roof).

Parkford Apartments: Lincoln Elementary School 700 N Jefferson Ave. Enter on the west side, south door. Or, in the Barclay Lecture Hall (A27) or the restrooms in the B and C part of the building (no windows-solid roof) .

Outdoors in a car or truck: Those who do not have time to reach one of the above locations should leave their vehicles, lie flat in a ditch or low place, and protect their heads.

Burlingame Campus

Students at the Burlingame Campus shall go to the high school via the college's southwest exit (south out of the commons area). Go through the hallway to the basement of the gymnasium.

In the event classes are canceled, the College will notify WIBW 580AM, WIBW 94.5FM, and KMAJ 107.7. Television notices will be posted on WIBW channel 13 and KSNT channel 27. An announcement of the cancellation will be placed on the College telephone system and on the home page of the College website.

Sexual Misconduct

Allen County Community College is committed to maintaining a positive and safe learning and working environment. Allen Community College students and employees are responsible for assuring that the college maintains an environment for study and work free from Sexual Misconduct or related retaliation and all members of the Allen community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Allen Community College prohibits Sexual Misconduct, specifically including sexual assault, sexual exploitation, rape, acquaintance rape, domestic/dating violence, sexual harassment, stalking, cyber-stalking/bullying, or facilitating the commission of a violation, and retaliation.

Sexual Misconduct violates the dignity of individuals, impedes the realization of educational goals, is unlawful and will not be tolerated. Specifically, Sexual Misconduct is a form of illegal discrimination in violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, The Violence Against Women Act of 1994, and the Kansas Act Against Discrimination and could lead to criminal prosecution.

Individuals with questions or concerns about Sexual Misconduct, or those wishing to file a complaint of Sexual Misconduct, should contact the Vice President for Student Affairs, Allen Community College, 1801 North Cottonwood Street, Iola, Kansas 66749, vpsa@allencc.edu. In an emergency, please call 911 for immediate assistance.

Every reasonable effort will be made by the Title IX Coordinator to protect the confidentiality of the parties during an investigation and provide for the safety and welfare of the complainant. After an investigation, any person who is found to have violated this policy or retaliated against another will be subject to discipline, up to and including expulsion from Allen and/or termination of employment, to help ensure that such actions are not repeated. Please refer to the Sexual Misconduct policy in the online student handbook for specific information on reporting and the disciplinary process.

Student Code of Conduct

Students are encouraged through free inquiry and free expression to develop their capacity for critical judgment and to engage in sustained and independent search for knowledge. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the local community. Students should exercise their freedom with responsibility.

Students are in a unique position of being a member of the community at large, having the rights and responsibilities of any citizen, and of being a member of the Allen Community College family.

Being a member of the Allen community carries a presumption that students will conduct themselves as responsible members of the college and local community. This includes an expectation that students will:

- Obey the law;
- Comply with rules and regulation of the college;
- Maintain a high standard of integrity and honesty;
- Respect the rights, privileges and property of other members of the college and local community; and
- Not interfere with legitimate college affairs.

If a student engages in behavior considered inappropriate or otherwise unbecoming, the College may pursue disciplinary action. Conduct that may lead to official sanction includes but is not limited to behavior that

- Unreasonably interferes with the college's educational responsibilities or subsidiary responsibilities;
- Threatens the health or safety of persons on or in college property or facilities;
- Threatens or interferes with the maintenance of college property or private property on or off campus;
- Compromises the security or integrity of college records; or
- Interferes with the college's ability to provide services or sponsor non-classroom activities such as lectures, concerts, plays, athletic events and social functions.

Complicity

Failure to make reasonable effort to discourage actions that violate college policy or procedures shall imply association with and/or participation in the violation. Those being complicit will be subject to similar disciplinary action as violators of original infraction. Example: Presence in a residence hall room where alcohol/drugs are present will be viewed as a violation unless the individual has personally reported the violation.

Failure to Comply

Refusal to cooperate with College officials acting in the performance of their duties or refusal to respond to a formal request, regardless of whether it is written or verbal, constitutes failure to comply and may result in disciplinary action.

Student Discipline Process

Students who violate College policy or the Student Code of Conduct may be sanctioned by the College. The College Catalog, Student Handbook, Residence Hall Handbook, and College website set forth the guidelines, rules, and regulations of the College.

The Vice President for Student Affairs oversees the disciplinary process and disciplinary meetings may be conducted by the Vice President or designee. Sanctions may include, but are not limited to, monetary fines, restitution, community service, suspension of privileges, probation, suspension, or dismissal. In addition to sanctions by the College, a student may be referred to appropriate authorities for prosecution.

Discipline Appeal Process

The Student

If a violation of College policy occurs that results in disciplinary action by a College official, the student may appeal the College official's decision regarding the sanction to the Vice President for Student Affairs.

Upon receipt of the statement of disciplinary action from a College official, if the student does not concur he/she shall appeal in writing to the Vice President for Student Affairs within 24 hours. This appeal shall set forth the alleged violation and the student's account of it. It shall include the student's interpretation of the College official's decision. And specifically state why the student feels the action taken by the College official was incorrect or inappropriate. This appeal shall be delivered to the Vice President for Student Affairs.

The Vice President for Student Affairs

Upon receipt of the appeal by the student, the Vice President for Student Affairs shall confer with the student, the College official, and others who may act as witnesses or provide pertinent information regarding the incident. The Vice President for Student Affairs shall assess the violation and make a decision regarding disciplinary action, if any. Since it is impossible to develop guidelines to fit all conceivable situations, the Vice President for Student Affairs is given broad authority to use subjective evaluation of disciplinary action necessary when no clearly defined guidelines are available or if the Vice President for Student Affairs feels minor deviations from written guidelines are in the best interest of the student, the College, and others who may be concerned. The Vice President for Student Affairs shall advise the student in writing of the student's appellant rights and procedures.

If the student feels that he/she has been treated unfairly by the Vice President for Student Affairs, the student may appeal to the Student Appeals Committee. Upon receipt of the statement of disciplinary action from the Vice President for Student Affairs, the student shall appeal in writing to the Student Appeals Committee within 24 hours. This appeal shall set forth the alleged violation and the student's account of it. It shall include the student's interpretation of the College official's decision, and specifically state why the student feels the action taken by the College official was incorrect or too harsh. This appeal shall be delivered to the Vice President for Student Affairs. Upon receipt of written appeal, the Vice President for Student Affairs shall immediately notify the Student Appeals Committee and the President of the college. The Vice President for Student Affairs shall provide sufficient copies of all statements, letters, and the appeal of the student to all members of the Student Appeals Committee.

The Student Appeals Committee

The committee is a standing committee and consists of three members of the faculty and the President of the Student Senate. This committee shall be appointed annually by the President and sit for hearings for the academic year. When the written appeal and accompanying papers are received from the Vice President for Student Affairs, the student shall be notified within 24 hours as to the time and place of the hearing.

The committee shall ask the Vice President for Student Affairs for a written account of the alleged offense and the action taken. The committee may call upon the student, the Vice President for Student Affairs, and others for information to assist the committee in its deliberations. The student shall be able to be present throughout the hearing and question any and all witnesses brought before the committee. The student shall not be present after the committee begins executive session to consider the evidence. The student may bring counsel or any advisor he/she wishes to the hearing, but at the student's expense. Student's counsel/advisor may only confer with the student and may not question the witness or the committee.

The committee's function is to determine if:

- (a) The allegation is correct.
- (b) The student is responsible.
- (c) The student had an adequate opportunity to present his/her position to the Vice President for Student Affairs.
- (d) The Vice President for Student Affairs was fair, equitable, and just in his/her decision.
- (e) The student's rights were protected.

If the committee discovers new information during the course of the hearing that was not available to the Vice President for Student Affairs, the information shall be made available to the Vice President for Student Affairs to give an opportunity to re-evaluate his/her position.

If the committee does not agree with the findings or disciplinary action, and the Vice President for Student Affairs and the committee cannot mutually agree upon the action to be taken, then the matter shall be referred to the President of the College for review and assistance in a resolution.

A written response of the findings shall be delivered to the student from the chairperson of the committee within 24 hours after the deliberations have been completed by the committee. If the student genuinely feels that he/she has

been unfairly treated by the committee, then the student may appeal in writing directly to the President within 24 hours upon receipt of the committee's ruling.

The President

The President shall review all unresolved issues between the committee and the Vice President for Student Affairs and render a decision. The President shall also receive any written appeal by a student in response to committee action. Within a reasonable period of time, not greater than 72 hours, the President shall:

- (a) Review all information relevant to the appeal;
- (b) Interview any individuals necessary to assist in resolving the appeal; and
- (c) Issue a written decision to the student, the committee chairperson and the Vice President for Student Affairs.

The student shall be advised that he/she may also appeal to the Board of Trustees.

The Board of Trustees

A student who genuinely feels he/she has received unfair treatment may appeal in writing to the Board of Trustees in the same manner as to the Student Appeals Committee. The Board shall respond within 72 hours if at all possible.

The Vice President for Student Affairs and committee shall make their findings and decisions available to the Board in writing upon the Board's request. The Board may call upon the student, Vice President for Student Affairs, Committee Chairperson, or others when the Board feels they may provide insight to the matter.

The function of the Board in this capacity shall be to determine whether or not the committee's decision and action was fair and just. The Board shall advise the student and his/her parent(s) or guardian(s) of its decision in writing within 24 hours if possible. A copy shall be sent to the Vice President for Student Affairs and committee. If a decision cannot be made within 24 hours the Board shall advise the student of a time when a decision will be given. In all cases it shall act quickly as is administratively efficient and effective.

When the Board's decision is made it shall be final and the student who finds it necessary to pursue the matter must do so outside the realm of the college administrative structure.

Tobacco Use

It is a violation of state law for a person under 18 years of age to use or possess tobacco products. Tobacco use of any type, including vaping and smokeless tobacco, is prohibited in all college buildings, student housing, and college vehicles.

Tobacco may be used by persons of legal age outside college buildings. No smoking is allowed outside college-owned buildings within a minimum of a ten foot radius of any doorway, open window, or intake leading into such buildings. The possession of tobacco or tobacco products by a person of legal age is not a violation of this policy, only the use of tobacco inside college buildings, student housing, or college vehicles.

Tobacco Products are defined as all tobacco-derived or containing products, including but not limited to cigarettes, electronic cigarettes, electronic smoking devices, any and all vaping products, cigars, hookah products, pipes, and oral and smokeless tobacco (spit and spitless, chew and snuff) and nasal tobacco. It also includes any product intended to mimic tobacco products, contain tobacco flavoring or deliver nicotine other than for the purposes of cessation, as approved by the FDA (e.g., nicotine patch, nicotine gum).

Tuberculosis Prevention Policy

Tuberculosis (TB) is a highly infectious disease that can be spread through the air from person to person. The bacteria can be transmitted through coughing, laughing, talking, or sneezing. More than 1/3 of the world's population has TB infection. Allen Community College students are required by Kansas statute to complete a TB screening before beginning their first semester.

Students will answer a short screening survey when completing an admissions application. This screening is required for all new students prior to attending classes for their first semester.

For some students, the initial screening will indicate a need for additional testing. These students will be informed and must complete the additional required testing through the local Health Department. The cost of this testing is the responsibility of the student. Failure to complete this testing will result in an academic hold which will prevent the student from enrolling for the following semester. Allen Community College is required to keep records of students required to undergo additional testing.

DEGREES AND CERTIFICATES

Associate in Arts Degree (A.A.)

The student must complete 64 credit hours with a minimum 2.0 GPA on a 4.0 scale to meet graduation requirements for an Associate in Arts degree. Developmental course credits (below 100-level) do not apply toward graduation requirements.

General Education Courses – 44 credit hours

Communication – 9 credit hours

COL101	English Composition I
COL102	English Composition II
COM101	Public Speaking

Fine Arts and Humanities – 9 credit hours

History (HIS)
Literature (COL)
Art (ART), or Humanities (HUM), or Music (MUS), or Theatre (THE), or World Languages (FRE, SPA)
(excluding performance courses)

Mathematics and Physical or Life Science with Lab – 8 credit hours

College Algebra or higher (MAT)
Physical or Life Science with Lab (BIO, CHE, PSC)

Social and Behavioral Sciences – 3 credit hours from three different disciplines – 9 credit hours

Anthropology (ANT)	Political Science (POL)
Communication (COM)	Psychology (PSY)
Economics (ECO)	Sociology (SOC)
Geography (GEO)	Women's & Gender Studies (WGS)
Leadership Studies (LDR)	

Additional hours in Fine Arts, Humanities, and Social & Behavioral Sciences – 9 credit hours

Career and Related Courses – 20 credit hours

Total credit hours for Associate in Arts **64 credit hours**

Associate in Science Degree (A.S.)

The student must complete 64 credit hours with a minimum 2.0 GPA on a 4.0 scale to meet graduation requirements for an Associate in Science degree. Developmental course credits (below 100-level) do not apply toward graduation requirements.

General Education Courses – 38-40 credit hours

Communication – 9 credit hours

COL101	English Composition I
COL102	English Composition II
COM101	Public Speaking

Fine Arts and Humanities – 3 credit hours in three of the following disciplines – 9 credit hours

Art (ART)	Music (MUS) (excluding performance courses)
History (HIS)	Theatre (THE) (excluding performance courses)
Humanities (HUM)	World Languages (FRE, SPA)
Literature (COL)	

Mathematics and Physical or Life Science with Lab – 11-13 credit hours

College Algebra or higher (MAT)
Physical or Life Science with Lab (BIO, CHE, PSC)

Social and Behavioral Sciences – 3 credit hours in three different disciplines – 9 credit hours

Anthropology (ANT)	Political Science (POL)
Communication (COM)	Psychology (PSY)
Economics (ECO)	Sociology (SOC)
Geography (GEO)	Women's & Gender Studies (WGS)
Leadership Studies (LDR)	

Career and Related Courses – 24-26 credit hours**Total credit hours for Associate in Science****64 credit hours*****Associate in Applied Science Degree (A.A.S.)***

The Associate in Applied Science degree is designed primarily to prepare students for entry into an occupation or a closely related cluster of occupations. Although the objective of the A.A.S. degree is to enhance employment opportunities, some baccalaureate-degree-granting institutions have developed upper-division programs to recognize this degree for transfer of credits.

The student must complete 60 credit hours with a minimum 2.0 GPA on a 4.0 scale to meet graduation requirements for an Associate in Applied Science degree. Developmental course credits (below 100-level) do not apply toward graduation requirements.

General Education Courses – 15 credit hours:**Communication – 3 credit hours from one of the following courses**

BUS261 Business Communications
COL101 English Composition I
COL/BUS116 Business Writing

Computer Science – 3 credit hours from one of the following disciplines

Computer Science (CIS)	Pro Media (PRO)
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Fine Arts and Humanities – 3 credit hours from one of the following disciplines

Art (ART)	Music (MUS)
History (HIS)	Theatre (THE)
Humanities (HUM)	World Languages (FRE, SPA)
Literature (COL)	

Mathematics – 3 credit hours from one of the following courses

AGR215 Agriculture Computations	MAT105 College Algebra
BUS121 Business Math	MAT106 Plane Trigonometry
MAT103 Intermediate Algebra	MAT130 Essential Mathematics

Social and Behavioral Sciences – 3 credit hours from one of the following disciplines

Anthropology (ANT)	Political Science (POL)
Communications (COM)	Psychology (PSY)
Economics (ECO)	Sociology (SOC)

Geography (GEO)
Leadership Studies (LDR)

Women and Gender Studies (WGS)

Career and Technical and Related Courses – 45 credit hours

Total credit hours for Associate in Applied Science

60 credit hours

Associate in General Studies Degree (A.G.S.)

The student must complete 60 hours of credit with a minimum 2.0 GPA on a 4.0 scale to meet graduation requirements for an Associate in General Studies degree. Developmental course credits do not apply toward graduation requirements

General Education Courses – 31 credit hours

General Electives– 4 credit hours

SSC103 College Career Success Seminar
Computer Science (CIS or PRO classes)

Communication – 6 hours

COL101 English Composition I

And one of the following 3 credit hour Communication Courses:

COL102 English Composition II
COL105 Technical Writing
BUS261 Business Communications
COM101 Public Speaking

Fine Arts and Humanities – 3 credit hours in two of the following disciplines – 6 credit hours

Art (ART)	Music (MUS) (excluding performance courses)
History (HIS)	Theatre (THE) (excluding performance courses)
Humanities (HUM)	World Languages (FRE, SPA)

Health or Physical Education – 1 hour

Mathematics and Physical or Life Science with Lab – 8 hours

College Algebra or higher (MAT)
Physical or Life Science with Lab (BIO, CHE, PSC)

Social and Behavioral Sciences – 3 credit hours in two of the following disciplines – 6 credit hours

Anthropology (ANT)	Political Science (POL)
Communication (COM)	Psychology (PSY)
Economics (ECO)	Sociology (SOC)
Geography (GEO)	Women's & Gender Studies (WGS)
Leadership Studies (LDR)	

Career and Related Courses – 29 credit hours

Total credit hours for Associate in General Studies

60 credit hours

Occupational Certificates

Career and Technical Education certificates are awarded to provide evidence that a student has achieved theory and entry-level skills in occupational fields. These certificates are designed for the full-time student to complete within one college year or less.

Career and Technical Education certificates offered at Allen include:

- Certified Nurse Aide (CNA)
- Computer and Network Support Technician
- Criminal Justice Studies Law Enforcement
- Early Childhood Education
- Farm and Ranch Management
- Health Care Specialist
- Home Health Aide (HHA)
- Medical Office Assistant
- Medication Aide (CMA)
- Pharmacy Technician
- Rehabilitation Aide (RA)
- Social Services Designee / Activities Director (SSD/AD)
- Web Design

Specific information regarding individual certificates may be found in Academic Programs.

Transfer Agreement and Articulation Guide

A student who completes an Associate in Arts or Associate in Science degree based on a baccalaureate-oriented sequence at a state and regionally-accredited Kansas public community college, and whose program of study has met the requirements of the Kansas Public Community College–Kansas Regents Transfer Agreement and Articulation Guide, will be accepted with junior standing and will have satisfied the general education requirements of all Regents Universities. Students transferring to Regents institutions who have not completed an Associate in Arts or Associate in Science degree will be given general education credit for any articulated general education course completed at the community college.

Points of Clarification

This agreement applies only to Associate in Arts and Associate in Science degree transfers from state and regionally accredited public community colleges in Kansas. The agreement does not include transfers from non accredited community colleges or any other colleges.

- Transfer students accepted for admission at Kansas Regents universities with the Associate in Arts or Associate in Science degree will automatically be given junior standing with the understanding that:
 - a. Each receiving institution has the right to determine admission standards to the various majors in their institution.
 - b. Transfer students are subject to the same institutional assessment policies and procedures as resident students of the receiving institution.
- General education is defined as follows:

General education provides students with facility in the use of the English language and a broad intellectual experience in the major fields of knowledge. It ensures that each graduate will have experienced some of the content, method, and system of values of the various disciplines which enable humanity to understand itself and its environment at a level of abstraction beyond that found in secondary-school studies.

Although the following distribution of courses does not correspond to general education requirements at any Kansas Regents institution, it will be accepted as having satisfied the general education requirements of all Kansas Regents universities.

A minimum of 45 credit hours of general education with distribution in the following fields will be required. General education totaling less than 45 credit hours will be accepted; however, transfer students must complete the remainder of this requirement before graduation from the receiving institution, which may require (an) additional semester(s).

12 hours of Basic Skills courses, including:

- 6 hours of English Composition
- 3 hours of Public Speaking Communication
- 3 hours of college-level Mathematics

12 hours of Humanities courses from at least three of the following disciplines:

Art*, History, Literature, Music*, Philosophy, Theatre*

*Performance courses are excluded.

12 hours of Social and Behavioral Science courses from at least three of the following disciplines:

Anthropology, Economics, Geography, Leadership Studies, Political Science, Psychology, Sociology

9 hours of Natural and Physical Science courses from at least two disciplines (lecture with lab).

Transcripts of students fulfilling the requirements of this agreement will be appropriately coded by the sending institution.

- Other associate degrees and certificates may be awarded for programs which have requirements different from baccalaureate-oriented sequences or a primary objective other than transfer. Students in such programs wishing to transfer to Kansas Regents universities are to be considered outside of the terms of this agreement.

Students attempting to transfer into Technology, Engineering, and Architecture programs are considered outside this agreement. It is recommended that 2 + 2 and 2 + 3 arrangements be developed for the above programs of study.

Acceptance of course credit for transfer from such programs will be determined by the receiving institution on the basis of application of the courses to the baccalaureate program in the major field of the student. Credit for equivalent technical courses may be granted by departmental examination.

- Each institution will define its own graduation requirements.
- Foreign language requirements are viewed as graduation requirements and not as general education requirements for purposes of this agreement.
- A transfer student may be required to take freshman or sophomore courses to meet particular requirements or course prerequisites of a given major or minor.
- Transfer students preparing for teacher certification must meet the general education requirements as outlined by the State Board of Education. Teacher certification requirements have been incorporated into the degree requirements of Kansas Regents universities.
- The spirit of the Agreement indicates that transfer students are to be judged academically in the same way as non-transfer students.

KANSAS SYSTEM WIDE TRANSFER COURSES

KRSN Course Number	KRSN Common Course Title	Allen Community College Course Number
ACC 1010	Financial Accounting	BUS 210
ACC 2010	Managerial Accounting	BUS 212
ANT1010	Introduction to Cultural Anthropology	ANT 111
ART 1010	Art Appreciation	ART 101
ART 1040	Introduction to Drawing	ART 126
ART 1050	Two Dimension Design	ART 120
ART 2010	Three Dimension Design	ART 121
BIO 1010	General Biology and Lab for Non-Majors	BIO 102
BIO 1020	Biology I and Lab for Majors	BIO 150
BIO 1030	Biology II and Lab for Majors	BIO 210
BIO 1040	Environmental Science Lecture and Lab (Combined)	BIO 106
BIO 2020	Anatomy and Physiology (5 credit hours)	BIO 257 & BIO 257L
BIO 2030	Anatomy and Physiology (8 credit hours)	BIO 260 and BIO 265
BUS 1010	Personal Finance	BUS 125
BUS 1020	Introduction to Business	BUS 120
BUS 2010	Principles of Leadership	LDR 101
BUS 2020	Principles of Management	BUS 275
CHM 1010	Chemistry I and Lab for Majors	CHE 125
CHM 1020	Chemistry II and Lab for Majors	CHE 136
CHM 1030	General Chemistry and Lab for Non-Majors	CHE 105
COM 1010	Public Speaking	COM 101
COM 1020	Interpersonal Communications	COM 211
COM 1030	Introduction to Mass Communications	COM 201
CRJ 1010	Introduction to Criminal Justice	CJS 100
CSC 1010	Computer Concepts and Applications	CIS 100
ECE 1010	Introduction to Early Childhood	ECE 102
ECO 1010	Microeconomics	ECO 207
ECO 1020	Macroeconomics	ECO 208
EDU 1010	Introduction to Education	EDU 201
ENG 1010	English Composition I	COL 101
ENG 1020	English Composition II	COL 102
ENG 1030	Introduction to Literature	COL 130
ENG 2010	American Literature I	COL 211
ENG 2020	American Literature II	COL 222
ENG 2030	Creative Writing	COL 115
FRN 1010	French I	FRE 101
FRN 1020	French II	FRE 102
GCS 1010	Introduction to Women's Studies	WGS 200

GEO 1010	World Regional Geography	GEO 104
HIS 1010	US History to 1877	HIS 108
HIS 1020	US History Since 1877	HIS 109
HIS 1030	World History to 1500	HIS 121
HIS 1040	World History 1500 to Present	HIS 122
HSC 1010	Nutrition	BIO 115 and HPE 115
HSC 1020	Personal and Community Health	HPE 105
HSC 1030	Medical Terminology	MED 120
HSC 1040	First Aid and CPR	HPE 121
MAT 1010	College Algebra	MAT 105
MAT 1020	Elementary Statistics	MAT 115
MAT 1030	Trigonometry	MAT 106
MAT 1040	Contemporary Math/ Essential Math	MAT 130
MAT 2010	Calculus I	MAT 123
MUS 1010	Music Appreciation	MUS 111
MUS 1020	Music Theory I	MUS 102
MUS 1040	Aural Skills I	MUS 116
MUS 1050	Aural Skills II	MUS 121
MUS 1060	Piano I	MUS 117
MUS 1070	Piano II	MUS 118
PHL 1010	Introduction to Philosophy	HUM 125
PHL 1020	Ethics	HUM 105
PHY 1010	Physics I and Lab	PSC 114
PHY 1020	Descriptive Astronomy Lecture and Lab	PSC 130
PHY 1030	Engineering Physics I with Lab	PSC 204
PHY 2020	Physics II and Lab	PSC 115
PHY 2030	Engineering Physics II with Lab	PSC 205
POL 1010	Introduction to Political Science	POL 225
POL 1020	American Government	POL 111
POL 1030	International Relations	POL 250
POL 2010	Comparative Politics	POL 150
PSI 1010	Physical Science and Lab	PSC 120
PSI 1030	Physical Geology Lecture and Lab	PSC 154
PSY 1010	Introduction to Psychology	PSY 101
PSY 2020	Human Lifespan/Developmental Psychology	PSY 263
PSY 2030	Childhood Growth and Development	ECE 101
REL 1010	World Religions	HUM 135
SOC 1010	Introduction to Sociology	SOC 102
SOC 1020	Introduction To Social Work	SOC 140
SOC 2010	Social Problems	SOC 205
SOC 2020	Marriage and Family/Intro to Family Sociology	SOC 121
SPA 1010	Spanish I	SPA 101

SPA 1020	Spanish II	SPA 102
THT 1010	Theatre Appreciation	THE 101
THT 1020	Acting I	THE 131
THT 1030	Stage Craft	THE 141
THT 1040	Theatre Practicum	THE 251, 252, 253, 254
THT 1050	Voice and Diction	THE 210
THT 2010	Acting II	THE 235

ACADEMIC PROGRAMS

Agriculture

Associate in Science with an emphasis in Agribusiness

CIP 24.0101

Recommended Sequence of Courses

Semester I	Hrs
AGR101 Agriculture Orientation	1
AGR103 Principles of Animal Science	3
AGR201 Animal Science and Industry	1
AGR213 Agriculture Economics	3
CIS100 Computer Concepts and Applications	3
COL101 English Composition I	3
PSY101 Introduction to Psychology <i>or</i>	
SOC102 Sociology	<u>3</u>
<i>Total Hours</i>	<i>17</i>
Semester II	
AGR203 Fundamentals of Animal Nutrition	3
BIO102 Principles of Biology <i>or</i>	
CHE105 Introduction to Chemistry	5
COL102 English Composition II	3
MAT105 College Algebra	3
Health and Physical Education Elective	<u>1</u>
<i>Total Hours</i>	<i>15</i>
Semester III	
AGR214 Crop Science	4
BUS210 Financial Accounting	3
ECO208 Macroeconomics	3
Agriculture Elective	3
Fine Arts and Humanities Elective	<u>3</u>
<i>Total Hours</i>	<i>16</i>
Semester IV	
AGR207 Marketing of Agriculture Products	3
AGR224 Soil Science	4
BUS212 Managerial Accounting	3
COM101 Public Speaking	3
Fine Arts and Humanities Elective	<u>3</u>
<i>Total Hours</i>	<i>16</i>
ASSOCIATE IN SCIENCE GRADUATION TOTAL	64

Associate in Science with an emphasis in Agriculture and Natural Resources CIP 24.0101

Recommended Sequence of Courses

Semester I	Hrs
AGR101 Agriculture Orientation	1
AGR103 Principles of Animal Science	3
AGR201 Animal Science and Industry	1
CHE105 Introduction to Chemistry <i>or</i>	
CHE125 College Chemistry I	5
COL101 English Composition I	3
MAT105 College Algebra	<u>3</u>
Total Hours	16
Semester II	
AGR203 Fundamentals of Animal Nutrition	3
BIO102 Principles of Biology <i>or</i>	
BIO150 Biology I (cellular)	5
COL102 English Composition II	3
Agriculture Elective	1
Health and Physical Education Elective	1
Social and Behavioral Science Elective	<u>3</u>
Total Hours	16
Semester III	
AGR213 Agriculture Economics	3
AGR214 Crop Science	4
AGR223 Agricultural Entomology	3
Computer Science Elective	3
Fine Arts and Humanities Elective	<u>3</u>
Total Hours	16
Semester IV	
AGR224 Soil Science	4
COM101 Public Speaking	3
Agriculture Elective	3
Fine Arts and Humanities Elective	3
Social and Behavioral Science Elective	<u>3</u>
Total Hours	16
ASSOCIATE IN SCIENCE GRADUATION TOTAL	64

Electives should be selected depending on the student's intended department of study with advice of Agriculture faculty advisors.

Associate in Applied Science in Farm and Ranch Management Production CIP 1.0104

Recommended Sequence of Courses

Semester I	Hrs
AGR100A Field Studies	1
AGR101 Agriculture Orientation	1
AGR103 Principles of Animal Science	3
AGR201 Animal Science and Industry	1
AGR214 Crop Science	4
AGR215 Agricultural Computations	3
COL101 English Composition I	<u>3</u>

	<i>Total Hours</i>	<i>16</i>
Semester II		
AGR100A	Field Studies	1
AGR203	Fundamentals of Animal Nutrition	3
AGR206	Farm Management	3
AGR207	Marketing of Agriculture Products	3
AGR260	Beef Management	3
	CIS or PRO Elective	<u>3</u>
	<i>Total Hours</i>	<i>16</i>
Semester III		
AGR100B	Field Studies	2
AGR216	Agriculture Technology Management	3
AGR213	Agriculture Economics	3
AGR223	Agricultural Entomology	3
	Fine Arts and Humanities Elective	<u>3</u>
	<i>Total Hours</i>	<i>14</i>
Semester IV		
AGR100B	Field Studies	2
AGR224	Soil Science	4
AGR251	Agriculture Chemicals	2
	Agriculture or Business Elective	3
	Social and Behavioral Science Elective	<u>3</u>
	<i>Total Hours</i>	<i>14</i>
ASSOCIATE IN APPLIED SCIENCE GRADUATION TOTAL		60

Livestock Management Certificate

CIP 1.0104

Recommended Sequence of Courses

Semester I		Hrs
AGR103	Principles of Animal Science	3
AGR201	Animal Science and Industry	1
AGR206	Farm Management	3
AGR207	Marketing of Agriculture Products	3
Select 2 of the following courses:		
AGR203	Fundamentals of Animal Nutrition	3
AGR213	Agriculture Economics	3
AGR216	Agriculture Technology Management	<u>3</u>
	<i>Total Hours</i>	<i>16</i>
Certificate Total		16

Allied Health

Certified Nurse Aide

CIP 51.3902

The Certified Nurse Aide course includes classroom and clinical instruction on basic patient care. The skills learned include daily hygiene, bed baths, taking vital signs, positioning, transfer of patients, and others. Patient care will be conducted in a long-term care setting. The course prepares the student for the state licensing examination. The Certified Nurse Aide student will be required to complete a two part curriculum. Part 1 is a combination of 20 hours lecture or classroom and 20 hours supervised laboratory and clinical instruction. Part 2 is advanced training and should include a minimum of 25 hours lecture or classroom instruction combined with 25 hours supervised clinical instruction in the adult care home environment. After successful completion of the class, students will take the state

test at the Iola or Burlingame Campus. Students who pass the state test with a minimum score of 75% will be issued a CNA certification from the State of Kansas Department and Aging and Disability Services.

Students must meet one of the following requirements prior to taking the course: COMPASS Reading score 60+, ACT Reading score 13+, ASSET Reading score 35+, Accuplacer Reading Comprehension score of 40+, or completion of COL101 with a C or higher.

<i>Semester Program Sequence of Courses</i>	Hrs
MED102 Certified Nurse Aide	5
<i>CERTIFICATE TOTAL</i>	5

Home Health Aide

CIP 51.2602

The Home Health Aide course is designed to provide the student with basic care skills for families with unique health needs. The student will learn the goals of maintaining basic human needs, home management, nutrition, meal planning, adapting basic care activities, observing client's medication, and special needs, as well as special procedures in emergency care. After successful completion of the class, students will take the state test at the Iola or Burlingame campus. Students who pass the state test with a minimum score of 74% will be issued an HHA Certification from the State of Kansas Department of Aging and Disability Services.

The student must have a current CNA license or be concurrently enrolled in the Certified Nurse Aide course and must pass the CNA state exam before attempting the HHA exam.

<i>Semester Program Sequence of Courses</i>	Hrs
MED108 Home Health Aide	2
<i>CERTIFICATE TOTAL</i>	2

Medication Aide

CIP 51.2603

The Medication Aide course is designed to include the development of medicine knowledge, use of medicines, effects of medicine, administering medications, including preparation and accurate distribution of medicine for safety of the patient. After successful completion of the class, students will take the state exam at the Iola or Burlingame Campus. Students who receive a minimum score of 77% will be issued a CMA Certification from the State of Kansas Department of Aging and Disability Services.

The student must be a Certified Nurse Aide with a Kansas certificate who can provide verification of certification.

<i>Semester Program Sequence of Courses</i>	Hrs
MED103 Medication Aide	5
<i>CERTIFICATE TOTAL</i>	5

Rehabilitation Aide

CIP 51.2604

The Rehabilitation Aide course is designed to train aides to fulfill requirements for efficient rehabilitative care of residents in nursing homes. There is a continuing need for this paraprofessional in the long-term care setting. This course will provide students with the opportunity to learn the rehabilitative philosophy, work with departmental organizations, understand the role of the physical therapist, and the proper techniques of body mechanics, transfers, and ambulation. Upon completion of this course students will receive a certificate of completion from Allen Community College.

The student must have a current CNA license or be concurrently enrolled in the Certified Nurse Aide course.

<i>Semester Program Sequence of Courses</i>	Hrs
MED107 Rehabilitation Aide	2
<i>CERTIFICATE TOTAL</i>	2

Social Services Designee/Activities Director CIP 51.2699

The Social Services Designee / Activities Director course is an introduction to the long-term care setting and the various methods of provision of services in this setting, as well as the regulatory process. It will look at the standards set in the areas of Social Services and Recreation Services and in the areas of Resident Rights and Dignity. Activity Professionals are recognized as vital contributors to quality of care and providing good quality of life to the individuals we serve. A complete program enhances the physical, mental, social, emotional, and spiritual needs of elders by providing a homelike environment. This course is designed to develop the programming, documentation, and professional skills necessary to lead such a program. Upon successful completion of this course, students will be issued a Social Services Designee Certificate as well as an Activity Director Certificate from Allen. Students will then be able to work as a Social Services Designee or Activity Director in a long-term care facility.

<i>Semester Program Sequence of Courses</i>	Hrs
NHA160 Social Services Designee/Activities Director	5
<i>CERTIFICATE TOTAL</i>	5

Health Care Specialist Certificate CIP 51.2601

The Health Care Specialist Certificate is designed to prepare students to enter the workforce by providing training that prepares them to become licensed as a Certified Nurse Aide, Medication Aide, and Home Health Aide. This results in programming that provides a career ladder with ever increasing levels of knowledge, skills, and employment. An additional 13 credit hours of related studies culminate in a 32 credit hours Health Care Specialist Certificate.

Recommended Sequence of Courses

<i>Semester I</i>	Hrs
HPE111 Basic First Aid-CPR	1
MED102 Certified Nurse Aide	5
MED120 Medical Terminology	3
NHA160 Social Services Designee/Activities Director	5
NHA236 Legal Concepts	<u>3</u>
<i>Total Hours</i>	17
<i>Semester II</i>	
MED103 Medication Aide*	5
MED107 Rehabilitation Aide*	2
MED108 Home Health Aide*	2
NHA235 Long Term Care Medical Records	3
NHA239 Medical Office Accounting	<u>3</u>
<i>Total Hours</i>	15
<i>CERTIFICATE TOTAL</i>	32

**Prerequisite: Licensed Certified Nurse Aide*

Medical Office Assistant Certificate CIP 51.0702

Recommended Sequence of Courses

<i>Semester I</i>	Hrs
CIS170 Microsoft Office	3
MED120 Medical Terminology	3

NHA161	Medical Administrative Aspects	4
NHA235	Long Term Medical Records	<u>3</u>
	<i>Total Hours</i>	<i>13</i>
Semester II		
BUS261	Business Communications	3
NHA129	Medical Insurance Coding and Billing	3
NHA236	Legal Concepts	3
NHA239	Medical Office Accounting or	
BUS212	Managerial Accounting	<u>3</u>
	<i>Total Hours</i>	<i>12</i>
	CERTIFICATE TOTAL	25

Art

Associate in Arts with the emphasis in Art
CIP 24.0101

Recommended Sequence of Courses

Semester I		Hrs
ART120	Design I	3
ART126	Drawing I	3
COL101	English Composition I	3
MAT105	College Algebra	3
	Social and Behavioral Science Elective	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
Semester II		
ART121	Design II	3
ART127	Drawing II	3
COL102	English Composition II	3
	General Elective	1
	Graphic Art Elective	3
	Literature Elective	<u>3</u>
	<i>Total Hours</i>	<i>16</i>
Semester III		
ART133	Painting I	3
ART161	Digital Photography I	3
COM101	Public Speaking	3
	Physical or Life Science with Lab	5
	Social and Behavioral Science Elective	<u>3</u>
	<i>Total Hours</i>	<i>17</i>
Semester IV		
ART101	Art Appreciation	3
ART216	Life Drawing	3
	General Elective	1
	History Elective	3
	Social and Behavioral Science Elective	3
	Suggested Elective*	<u>3</u>
	<i>Total Hours</i>	<i>16</i>
	ASSOCIATE IN ARTS GRADUATION TOTAL	64

*Suggested electives for Art Majors (depending on area of interest):

ART134	Painting II
ART162	Digital Photography II
PRO116	Raster Graphics I: Photoshop
PRO125	Vector Graphics: Illustrator
PRO126	Typography
PRO131	Graphic Design I
PRO180	Page Layout: InDesign

Biology

Associate in Science with an emphasis in Biology

CIP 24.0101

Recommended Sequence of Courses

Semester I	Hrs
BIO150 Biology I (cellular)	5
CHE125 College Chemistry I	5
COL101 English Composition I	3
MAT105 College Algebra	<u>3</u>
<i>Total Hours</i>	<i>16</i>
Semester II	
BIO210 Biology II (organismal)	5
CHE136 College Chemistry II	5
COL102 English Composition II	3
Fine Arts and Humanities Elective	<u>3</u>
<i>Total Hours</i>	<i>16</i>
Semester III	
COM101 Public Speaking	3
PSC114 College Physics I	5
Fine Arts and Humanities Elective	3
Social and Behavioral Science Elective	3
Social and Behavioral Science Elective	<u>3</u>
<i>Total Hours</i>	<i>17</i>
Semester IV	
BIO271 Microbiology	5
PSC115 College Physics II	5
Fine Arts and Humanities Elective	3
Social and Behavioral Science Elective	<u>3</u>
<i>Total Hours</i>	<i>16</i>
ASSOCIATE IN SCIENCE GRADUATION TOTAL HOURS	65

Business

Associate in Science with an emphasis in Business Administration

CIP 24.0101

Recommended Sequence of Courses

Semester I	Hrs
BUS120 Introduction to Business	3
CIS100 Computer Concepts and Applications <i>or</i>	
CIS170 Microsoft Office	3
COL101 English Composition I	3
MAT105 College Algebra	3

PSY101	Introduction to Psychology	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
Semester II		
BIO102	Principles of Biology	5
COL102	English Composition II	3
MAT115	Elementary Statistics	3
SOC102	Sociology	3
	Fine Arts or History Elective	<u>3</u>
	<i>Total Hours</i>	<i>17</i>
Semester III		
BUS210	Financial Accounting	3
BUS221	Business Law I	3
ECO207	Microeconomics	3
PSC120	Physical Science	5
	Fine Arts or History Elective	<u>3</u>
	<i>Total Hours</i>	<i>17</i>
Semester IV		
BUS212	Managerial Accounting	3
COM101	Public Speaking	3
ECO208	Macroeconomics	3
HUM105	Ethics	3
	Business Elective*	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
ASSOCIATE IN SCIENCE GRADUTATION TOTAL		64

**Business Elective options:*

BUS125	Personal Finance
BUS129	Human Relations in Business
BUS161	Customer Service
BUS222	Business Law II
BUS261	Business Communications
BUS275	Principles of Management
BUS278	Marketing
BUS279	Advertising

Chemistry

Associate in Science with an emphasis in Chemistry
CIP 24.0101

Recommended Sequence of Courses

Semester I	Hrs
CHE125 College Chemistry I	5
COL101 English Composition I	3
MAT123 Calculus with Analytic Geometry I	5
	Social and Behavioral Science Elective <u>3</u>
	<i>Total Hours</i> <i>16</i>
Semester II	
CHE136 College Chemistry II	5
COL102 English Composition II	3
MAT125 Calculus with Analytic Geometry II	5
	Fine Arts and Humanities Elective <u>3</u>
	<i>Total Hours</i> <i>16</i>

Semester III

CHE265	Organic Chemistry I	5
COM101	Public Speaking	3
PSC204	Engineering Physics I	5
	Fine Arts and Humanities Elective	3
	Social and Behavioral Science Elective	<u>3</u>
	<i>Total Hours</i>	<i>19</i>

Semester IV

CHE295	Organic Chemistry II	5
PSC205	Engineering Physics II	5
	Fine Arts and Humanities Elective	3
	Social and Behavioral Science Elective	<u>3</u>
	<i>Total Hours</i>	<i>16</i>

ASSOCIATE IN SCIENCE GRADUATION TOTAL *67*

Communication

Associate in Arts with an emphasis in Communication

CIP 24.0101

Recommended Sequence of Courses**Semester I**

Semester I		Hrs
COL101	English Composition I	3
COM164	News Practicum	1
COM201	Mass Communication in Society	3
MAT105	College Algebra	3
	Social and Behavioral Science Elective	3
	Suggested Elective*	<u>3</u>
	<i>Total Hours</i>	<i>16</i>

Semester II

COL102	English Composition II	3
COM164	News Practicum	1
COM202	Reporting	3
	Computer Science <i>or</i> Pro Media Elective	3
	History Elective	3
	Social and Behavioral Science Elective	<u>3</u>
	<i>Total Hours</i>	<i>16</i>

Semester III

COM101	Public Speaking	3
COM164	News Practicum	1
THE101	Theatre Appreciation	3
	General Elective	1
	Literature Elective	3
	Physical <i>or</i> Life Science with Lab	<u>5</u>
	<i>Total Hours</i>	<i>16</i>

Semester IV

BUS279	Advertising	3
COM164	News Practicum	1
COM211	Interpersonal Communications	3
	Social and Behavioral Science Elective	3
	Suggested Electives*	<u>6</u>
	<i>Total Hours</i>	<i>16</i>

ASSOCIATE IN ARTS GRADUATION TOTAL *64*

**Suggested electives for Communication majors (depending on area of interest):*

ART161 Digital Photography I
 BUS129 Human Relations in Business
 BUS278 Marketing
 EDU201 Foundations of Education
 THE210 Voice and Diction
 THE231 Acting I
 THE283 Introduction to Film
 Any Computer Science or Production Media course

Computer Science

Associate in Science with an emphasis in Information Technology
 CIP 24.0101

Recommended Sequence of Courses

Semester I		Hrs
CIS100	Computer Concepts and Applications	3
CIS170	Microsoft Office	3
COL101	English Composition I	3
MAT105	College Algebra	3
PSY101	Intro to Psychology	3
SSC103	College Career Success Seminar	<u>1</u>
<i>Total Hours</i>		<i>16</i>
Semester II		
CIS109	Introduction to Computer Programming	3
COL102	English Composition II	3
HUM105	Ethics	3
MAT115	Elementary Statistics	3
	Physical or Life Science with Lab	<u>5</u>
<i>Total Hours</i>		<i>17</i>
Semester III		
CIS125	Cisco Network Basics	3
CIS135	Computer Repair-Core Hardware	3
ECO207	Microeconomics	3
	Fine Arts and Humanities Elective	3
	Social and Behavioral Science Elective	<u>3</u>
<i>Total Hours</i>		<i>15</i>
Semester IV		
CIS113	Linux Essentials or	
CIS230	C++ Programming I	3
CIS250	Cisco Routing and Switching Essentials	3
CIS275	Computer Repair-Operating Systems	3
COM101	Public Speaking	3
	Fine Arts and Humanities Elective	3
	General Elective	<u>1</u>
<i>Total Hours</i>		<i>16</i>
ASSOCIATE IN SCIENCE GRADUATION TOTAL		64

Associate in Applied Science in Information Networking Technology CIP 11.0901

Recommended Sequence of Courses

Semester I	Hrs
BUS121 Business Mathematics <i>or</i>	
MAT103 Intermediate Algebra <i>or</i>	
MAT105 College Algebra <i>or</i>	
MAT130 Essential Mathematics	3
CIS100 Computer Concepts and Application	3
CIS170 Microsoft Office	3
COL101 English Composition I <i>or</i>	
COL116 Business Writing <i>or</i>	
BUS261 Business Communications	3
Fine Arts and Humanities Elective	<u>3</u>
Total hours	15
Semester II	
CIS109 Introduction to Computer Programming	3
CIS110 Cybersecurity Essentials	3
PRO116 Raster Graphics I: Photoshop	3
Computer Science <i>or</i> Pro Media Elective	3
Social and Behavioral Science Elective	<u>3</u>
Total Hours	15
Semester III	
CIS113 Linux Essentials	3
CIS125 Cisco Network Basics <i>or</i>	
CIS241 Computer Network +	3
CIS135 Computer Repair-Core Hardware	3
Computer Programming Course	3
Computer Science <i>or</i> Pro Media Elective	<u>3</u>
Total Hours	15
Semester IV	
CIS242 Network Security + <i>or</i>	
CIS250 Cisco Routing and Switching Essentials	3
CIS275 Computer Repair-Operating Systems	3
PRO251 Web Design: Adobe Suite	3
Computer Science <i>or</i> Pro Media Elective	3
Computer Science <i>or</i> Pro Media Elective	<u>3</u>
Total Hours	15
ASSOCIATE IN APPLIED SCIENCE GRADUATION TOTAL	60

Suggested Computer Programming Courses:

CIS106	Introduction to Python Programming
CIS115	Visual Basic
CIS230	C++ Programming I

Associate in Science with an emphasis in Cybersecurity CIP 24.0101

Recommended Sequence of Courses

Semester I	Hrs
CIS106 Introduction to Python Programming <i>or</i>	
CIS109 Introduction to Computer Programming	3

CIS110	Cybersecurity Essentials	3
CIS125	Cisco Network Basics <i>or</i>	
CIS241	Computer Network +	3
COL101	English Composition I	3
MAT105	College Algebra	3
SSC103	College Career Success Seminar	<u>1</u>
	<i>Total Hours</i>	<i>16</i>
Semester II		
CIS242	Network Security +	3
COL102	English Composition II	3
MAT115	Elementary Statistics	3
PSY101	Introduction to Psychology	3
	Physical <i>or</i> Life Science with Lab	<u>5</u>
	<i>Total Hours</i>	<i>17</i>
Semester III		
CIS113	Linux Essentials	3
CIS135	Computer Repair-Core Hardware <i>or</i>	
CIS275	Computer Repair-Operating Systems	3
ECO207	Microeconomics	3
HUM105	Ethics	3
	Fine Arts and Humanities Elective	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
Semester IV		
CIS215	Ethical Hacking	3
CIS230	C++ Programming I	3
COM101	Public Speaking	3
	Fine Arts and Humanities Elective	3
	General Elective	1
	Social and Behavioral Science Elective	<u>3</u>
	<i>Total Hours</i>	<i>16</i>
ASSOCIATE IN SCIENCE GRADUATION TOTAL		64

Computer and Network Support Technician Certificate CIP 11.0901

Recommended Sequence of Courses

Semester I		Hrs
CIS100	Computer Concepts and Applications	3
CIS125	Cisco Network Basics <i>or</i>	
CIS241	Computer Network +	3
CIS135	Computer Repair-Core Hardware	<u>3</u>
	<i>Total Hours</i>	<i>9</i>
Semester II		
CIS170	Microsoft Office	3
CIS242	Network Security + <i>or</i>	
CIS250	Cisco Routing and Switching Essentials	3
CIS275	Computer Repair-Operating Systems	<u>3</u>
	<i>Total Hours</i>	<i>9</i>
CERTIFICATE TOTAL		18

Cybersecurity Computer Support Certificate CIP 11.0901

Recommended Sequence of Courses

Semester I		Hrs
CIS100	Computer Concepts and Applications	3
CIS110	Cybersecurity Essentials	3
CIS113	Linux Essentials	3
CIS125	Cisco Network Basics <i>or</i>	
CIS241	Computer Network +	<u>3</u>
<i>Total Hours</i>		<i>12</i>
Semester II		
CIS135	Computer Repair-Core Hardware	3
CIS215	Ethical Hacking	3
CIS242	Network Security +	3
CIS275	Computer Repair-Operating Systems	<u>3</u>
<i>Total Hours</i>		<i>12</i>
CERTIFICATE TOTAL		24

Criminal Justice Studies

Associate in Science with an emphasis in Criminal Justice Studies CIP 24.0101

Recommended Sequence of Courses

Semester I		Hrs
CJS100	Introduction to Criminal Justice	3
COL101	English Composition I	3
MAT105	College Algebra	3
PSY101	Introduction to Psychology	3
	Fine Arts and Humanities Elective	<u>3</u>
<i>Total Hours</i>		<i>15</i>
Semester II		
CJS101	Law Enforcement Operations and Procedures	3
CJS221	Criminal Law	3
COL102	English Composition II	3
COM101	Public Speaking	3
SOC102	Sociology	<u>3</u>
<i>Total Hours</i>		<i>15</i>
Semester III		
BIO102	Principles of Biology	5
CJS220	Agency Administration	3
CJS240	Criminal Investigation	3
HUM105	Ethics	3
	Fine Arts and Humanities Elective	<u>3</u>
<i>Total Hours</i>		<i>17</i>
Semester IV		
CJS202	Criminal Justice Interview and Report Writing	3
CJS251	Criminal Procedures	3
	Fine Arts and Humanities Elective	3
	Physical <i>or</i> Life Science with Lab	5
	Social and Behavioral Science Elective	<u>3</u>
<i>Total Hours</i>		<i>17</i>

Criminal Justice Studies Law Enforcement Certificate CIP 43.0107

Semester I		Hrs
CIS100	Computer Concepts and Applications	3
CJS100	Introduction to Criminal Justice	3
CJS150	Professional Responsibility in Criminal Justice	3
CJS220	Agency Administration	3
CJS240	Criminal Investigation	<u>3</u>
<i>Total Hours</i>		<i>15</i>
Semester II		
CJS101	Law Enforcement Operations and Procedures	3
CJS202	Criminal Justice Interview and Report Writing	3
CJS221	Criminal Law	3
CJS251	Criminal Procedures	3
SOC110	Juvenile Delinquency and Justice	<u>3</u>
<i>Total Hours</i>		<i>15</i>
Semester III		
CJS102	Introduction to Corrections	3
	Criminal Justice Elective	<u>3</u>
<i>Total Hours</i>		<i>6</i>
CERTIFICATE TOTAL		36

Early Childhood Education

Associate in Arts with an emphasis in Early Childhood Education CIP 24.0101

Recommended Sequence of Courses

Semester I		Hrs
COL101	English Composition I	3
ECE102	Principles of Early Childhood	3
EDU202	Observation and Participation	1
MAT105	College Algebra	3
POL111	American Government	3
PSY101	Introduction to Psychology	<u>3</u>
<i>Total Hours</i>		<i>16</i>
Semester II		
ART101	Art Appreciation <i>or</i>	
MUS111	Music Appreciation <i>or</i>	
THE101	Theatre Appreciation	3
BIO102	Principles of Biology	5
COL102	English Composition II	3
ECE101	Early Childhood Growth and Development <i>or</i>	
PSY263	Developmental Psychology	3
HIS108	American History to 1865	<u>3</u>
<i>Total Hours</i>		<i>17</i>
Semester III		
ANT111	Cultural Anthropology <i>or</i>	
SOC102	Sociology	3
COL130	Introduction to Literature	3
COM101	Public Speaking	3

MAT115	Elementary Statistics	3
	Fine Arts <i>or</i> Humanities Elective	<u>3</u>
	<i>Total Hours</i>	15
Semester IV		
CHE105	Introduction to Chemistry <i>or</i>	
PSC120	Physical Science	5
COL237	Children's Literature	3
GEO104	Principles of Geography	3
	General Electives based on transfer school	<u>5</u>
	<i>Total Hours</i>	16
ASSOCIATE IN ARTS GRADUATION TOTAL		64

Associate in Applied Science in Early Childhood Education CIP 19.0708

Recommended Sequence of Courses

Semester I		Hrs
BUS261	Business Communications <i>or</i>	
COL101	English Composition I	3
ECE101	Early Childhood Growth and Development	3
ECE102	Principles of Early Childhood Education	3
ECE103	Child Health, Safety, and Nutrition	3
	Computer Science Elective	<u>3</u>
	<i>Total Hours</i>	15
Semester II		
ECE105	Observing and Interacting w/Young Children	3
ECE201	Infant and Toddler Education and Care	3
ECE212	Educating Children in Exceptionalities	3
ECE215A	Practicum I in Early Childhood Education	1
MAT103	Intermediate Algebra	3
	ECE Elective	<u>3</u>
	<i>Total Hours</i>	16
Semester III		
ECE202	Preschool Education and Care	3
ECE210	Developing Math & Science in Young Children	3
ECE216	Practicum II in ECE	1
	Communications Elective	3
	ECE Elective	3
	Fine Arts <i>or</i> Literature Elective	<u>3</u>
	<i>Total Hours</i>	16
Semester IV		
ECE204	Developing Language and Literacy in Early Childhood	3
ECE217	Practicum III in ECE	1
	Business Elective	3
	ECE Elective	3
	Social and Behavioral Science Elective	<u>3</u>
	<i>Total Hours</i>	13
ASSOCIATE IN APPLIED SCIENCE GRADUATION TOTAL		60

Elective Choices:

Business elective: BUS125 or BUS160

Computer Science elective: CIS100, CIS170, PRO116, or PRO195

Communication elective: COL102, COM101, or COM211

Fine Arts or Literature elective: COL130, COL237, HIS108, HIS109, ART101, MUS111, or THE101

Social and Behavioral Science elective: PSY101, SOC102, or SOC121

Early Childhood electives: ECE104, ECE107, ECE150, ECE206, and ECE207

Early Childhood Education Certificate

CIP 19.0708

Semester I		Hrs
ECE101	Early Childhood Growth and Development	3
ECE102	Principles of Early Childhood Education	3
ECE103	Child Health, Safety, and Nutrition	<u>3</u>
Total Hours		9
Semester II		
ECE105	Observing and Interacting with Young Children	3
ECE150	Professional Portfolios in Early Childhood Ed or	
ECE215A	Practicum I in ECE	1
ECE201	Infant and Toddler Education and Care or	
ECE202	Preschool Education and Care or	
ECE211	Best Practice in Inclusion & Diversity in ECE	<u>3</u>
Total Hours		7
CERTIFICATE TOTAL		16

English

Associate in Arts with an emphasis in English

CIP 24.0101

Recommended Sequence of Courses

Semester I		Hrs
COL101	English Composition I	3
COL130	Introduction to Literature	3
COM101	Public Speaking	3
MAT105	College Algebra	3
	Computer Science Elective	3
	General Elective	<u>1</u>
Total Hours		16
Semester II		
COL102	English Composition II	3
	History Elective	3
	Literature Elective	3
	Physical or Life Science with Lab	5
	Social and Behavioral Science Elective	<u>3</u>
Total Hours		17
Semester III		
COM164	News Practicum	1
	Fine Arts and Humanities Elective	3
	General Elective	3
	General Elective	3
	Literature Elective	3
	Social and Behavioral Science Elective	<u>3</u>
Total Hours		16
Semester IV		
	General Elective	3

General Elective	3
General Elective	3
Literature Elective	3
Social and Behavioral Science Elective	<u>3</u>
<i>Total Hours</i>	<i>15</i>
<i>ASSOCIATE IN ARTS GRADUATION TOTAL</i>	<i>64</i>

Suggested General Electives for English:

COL115	Creative Writing
COL116	Business Writing
COL260	World Literature
COM201	Mass Communication in Society
COM202	Reporting
EDU201	Foundations of Education

Graphic Design

Associate in Arts with an emphasis in Graphic Design

CIP 24.0101

Recommended Sequence of Courses

<i>Semester I</i>	Hrs
ART101 Art Appreciation	3
ART120 Design I	3
ART126 Drawing I	3
COL101 English Composition I	3
MAT105 College Algebra	3
General Elective	<u>1</u>
<i>Total Hours</i>	<i>16</i>
<i>Semester II</i>	
ART121 Design II	3
ART127 Drawing II	3
COL102 English Composition II	3
Physical or Life Sciences with Lab	5
Social and Behavioral Science Elective	<u>3</u>
<i>Total Hours</i>	<i>17</i>
<i>Semester III</i>	
COM101 Public Speaking	3
PRO116 Raster Graphics I: Photoshop or	
PRO125 Vector Graphics: Illustrator	3
PRO131 Graphic Design I	3
PRO180 Page Layout: InDesign	3
General Elective	1
Social and Behavioral Science Elective	<u>3</u>
<i>Total Hours</i>	<i>16</i>
<i>Semester IV</i>	
PRO126 Typography	3
PRO231 Graphic Design II	3
History Elective	3
Literature Elective	3
Social and Behavioral Science Elective	<u>3</u>
<i>Total Hours</i>	<i>15</i>
<i>ASSOCIATE IN ARTS GRADUATION TOTAL</i>	<i>64</i>

Health and Physical Education

Associate in Science with an emphasis in Sports Medicine/Athletic Training
CIP 24.0101

Recommended Sequence of Courses

Semester I	Hrs
BIO102 Principles of Biology	5
COL101 English Composition I	3
HPE134 Care and Prevention of Athletic Injuries	3
MAT105 College Algebra	3
PSY101 Introduction to Psychology	<u>3</u>
<i>Total Hours</i>	<i>17</i>
Semester II	
CHE105 Introduction to Chemistry	5
COL102 English Composition II	3
COM101 Public Speaking	3
Fine Arts and Humanities Elective	3
Social and Behavioral Science Elective	<u>3</u>
<i>Total Hours</i>	<i>17</i>
Semester III	
BIO115 Basic Nutrition	3
BIO260 Human Anatomy and Physiology I	4
HPE101 Introduction to Physical Education	3
HPE111 Basic First Aid – CPR	1
PSC114 College Physics I	<u>5</u>
<i>Total Hours</i>	<i>16</i>
Semester IV	
BIO265 Human Anatomy and Physiology II	4
MAT115 Elementary Statistics	3
Fine Arts and Humanities Elective	3
Fine Arts and Humanities Elective	3
Social and Behavioral Science Elective	<u>3</u>
<i>Total Hours</i>	<i>16</i>
ASSOCIATE IN ARTS GRADUATION TOTAL	66

History

Associate in Arts with an emphasis in History
CIP 24.0101

Recommended Sequence of Courses

Semester I	Hrs
COL101 English Composition I	3
COM101 Public Speaking	3
HIS108 American History to 1865	3
SOC102 Sociology	3
Humanities Elective (suggested Ethics)	<u>3</u>
<i>Total Hours</i>	<i>15</i>
Semester II	
COL102 English Composition II	3
HIS109 American History from 1865	3
MAT105 College Algebra	3
PSY101 Introduction to Psychology	3

	Literature Elective	3
	Social and Behavioral Science Elective	<u>3</u>
	<i>Total Hours</i>	<i>18</i>
Semester III		
ECO207	Microeconomics <i>or</i>	
ECO208	Macroeconomics	3
POL111	American Government	3
	General Elective	3
	History <i>or</i> Political Science Elective	3
	Physical <i>or</i> Life Science with Lab	<u>5</u>
	<i>Total Hours</i>	<i>17</i>
Semester IV		
	General Elective	3
	History <i>or</i> Political Science Elective	3
	History <i>or</i> Political Science Elective	3
	History <i>or</i> Social Science Elective	3
	Humanities Elective	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
ASSOCIATE IN ARTS GRADUATION TOTAL		65

Possible History, Social, or Political Science Electives:

GEO104	Geography
HIS121	World History to 1500
HIS122	World History 1500 to Present
HIS210	American Civil War
HIS225	American West
HIS231	World Since 1914
HUM105	Ethics
HUM125	Philosophy
HUM130	New Testament
HUM131	Old Testament
HUM135	World Religions
POL130	State and Local Government
POL225	Introduction to Political Science
POL250	Introduction to International Relations

Leadership Studies

Associate in Arts with an emphasis in Leadership Studies
CIP 24.0101

Recommended Sequence of Courses

Semester I		Hrs
COL101	English Composition I	3
COM101	Public Speaking	3
LDR101	Principles of Leadership	3
MAT105	College Algebra	3
PSY101	Introduction to Psychology	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
Semester II		
BIO102	Principles of Biology <i>or</i>	
BIO106	Environmental Science	5
COL102	English Composition II	3
HUM110	Logic and Critical Thinking	3

LDR140	Civic Leadership	3
LDR171	Internship in Leadership I	1
POL130	State and Local Government	<u>3</u>
	<i>Total Hours</i>	<i>18</i>
Semester III		
COL130	Introduction to Literature	3
COM211	Interpersonal Communications	3
ECO207	Microeconomics	3
LDR201	Ethics and Diversity in Leadership	3
SOC102	Sociology	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
Semester IV		
CIS100	Computer Concepts and Applications or	
CIS170	Microsoft Office	3
ECO208	Macroeconomics	3
HIS109	American History from 1865	3
LDR240	Organizational Leadership	3
LDR271	Internship in Leadership II	2
SOC205	Contemporary Social Problems	<u>3</u>
	<i>Total Hours</i>	<i>17</i>
ASSOCIATE IN ARTS GRADUATION TOTAL		65

Mathematics

Associate in Science with an emphasis in Mathematics

CIP 24.0101

Recommended Sequence of Courses

Semester I		Hrs
COL101	English Composition I	3
MAT123	Calculus with Analytic Geometry I	5
	Elective*	3
	Fine Arts and Humanities Elective	3
	Social and Behavioral Science Elective	<u>3</u>
	<i>Total Hours</i>	<i>17</i>
Semester II		
COL102	English Composition II	3
MAT125	Calculus with Analytic Geometry II	5
	Physical or Life Science with Lab	5
	Social and Behavioral Science Elective	<u>3</u>
	<i>Total Hours</i>	<i>16</i>
Semester III		
COM101	Public Speaking	3
MAT225	Calculus with Analytic Geometry III	3
PSC120	Physical Science	5
	Fine Arts and Humanities Elective	3
	Social and Behavioral Science Elective	<u>3</u>
	<i>Total Hours</i>	<i>17</i>
Semester IV		
MAT115	Elementary Statistics	3
	Computer Programming Elective	3

Fine Arts and Humanities Elective	3
Fine Arts and Humanities Elective	3
Social and Behavioral Science Elective	<u>3</u>
<i>Total Hours</i>	<i>15</i>
<i>ASSOCIATE IN SCIENCE GRADUATION TOTAL</i>	<i>65</i>

**Elective options in one of the following areas: Business, Computer Science, Mathematics, Science*

Music

Associate in Arts with an emphasis in Music

CIP 24.0101

Recommended Sequence of Courses

<i>Semester I</i>	Hrs
COL101 English Composition I	3
MAT105 College Algebra	3
MUS101 Fundamentals of Music	3
MUS104 Vocal Jazz Ensemble <i>or</i>	
MUS105 Pep Band <i>or</i>	
MUS110 Jazz Band	1
MUS106 Band <i>or</i>	
MUS108 Choir	1
MUS114 Applied Music I	1
MUS230 Special Projects in Music	1
Social and Behavioral Science Elective	<u>3</u>
<i>Total Hours</i>	<i>16</i>
<i>Semester II</i>	
COL102 English Composition II	3
COM101 Public Speaking	3
MUS102 Music Theory I	3
MUS104 Vocal Jazz Ensemble <i>or</i>	
MUS105 Pep Band <i>or</i>	
MUS110 Jazz Band	1
MUS106 Band <i>or</i>	
MUS108 Choir	1
MUS115 Applied Music II	1
MUS116 Aural Skills I	1
MUS117 Keyboard Harmony I	1
Music Elective	<u>1</u>
<i>Total Hours</i>	<i>15</i>
<i>Semester III</i>	
MUS104 Vocal Jazz Ensemble <i>or</i>	
MUS105 Pep Band <i>or</i>	
MUS110 Jazz Band	1
MUS106 Band <i>or</i>	
MUS108 Choir	1
MUS111 Music Appreciation	3
MUS214 Applied Music III	1
History Elective	3
Physical <i>or</i> Life Science with Lab	5
Social and Behavior Science Elective	<u>3</u>
<i>Total Hours</i>	<i>17</i>

Semester IV

MUS103	Music Theory II	3
MUS104	Vocal Jazz Ensemble <i>or</i>	
MUS105	Pep Band <i>or</i>	
MUS110	Jazz Band	1
MUS106	Band <i>or</i>	
MUS108	Choir	1
MUS118	Keyboard Harmony II	1
MUS121	Aural Skills II	1
MUS215	Applied Music IV	1
	Literature Elective	3
	Music Elective	2
	Social and Behavior Science Elective	<u>3</u>
	<i>Total Hours</i>	<i>16</i>

ASSOCIATE IN ARTS GRADUATION TOTAL 64

Pharmacy Technician

Associate in Applied Science in Pharmacy Technician
CIP 51.0805

Recommended Sequence of Courses**Semester I**

		Hrs
CIS100	Computer Concepts and Applications	3
MED120	Medical Terminology	3
NHA237	Introduction to Pharmacy Technician	3
NHA238	Pharmacology for Pharmacy Technicians	3
SSC103	College Career Success Seminar	1
	Fine Arts and Humanities Elective	<u>3</u>
	<i>Total Hours</i>	<i>16</i>

Semester II

BIO102	Principles of Biology	5
BIO115	Basic Nutrition	3
BUS161	Customer Service	3
NHA146	Professionalism in Health Care	1
NHA240	Pharmacy Calculations	<u>3</u>
	<i>Total Hours</i>	<i>15</i>

Semester III

BUS121	Business Mathematics <i>or</i>	
MAT130	Essential Mathematics	3
BUS261	Business Communications	3
COM211	Interpersonal Communications	3
NHA260	Pharmacy Operations	3
PSY101	Introduction to Psychology	<u>3</u>
	<i>Total Hours</i>	<i>15</i>

Semester IV

BUS129	Human Relations in Business	3
NHA141	Drug Awareness	1
NHA261	Advanced Pharmacy Operations	3
NHA262	Pharmacy Technician Internship <i>or</i>	
NHA263	Pharmacy Technician Topics	3
	Business <i>or</i> Computer Elective	3
	Health and Physical Education Elective	<u>1</u>

<i>Total Hours</i>	<i>14</i>
<i>ASSOCIATE IN APPLIED SCIENCE GRADUATION TOTAL</i>	<i>60</i>

Pharmacy Technician Certificate CIP 51.0805

Recommended Sequence of Courses

<i>Semester I</i>	Hrs
CIS100 Computer Concepts and Applications	3
NHA237 Introduction to Pharmacy Technician	3
NHA238 Pharmacology for Pharmacy Technicians	3
NHA240 Pharmacy Calculations	3
NHA260 Pharmacy Operations	<u>3</u>
<i>Total Hours</i>	<i>15</i>
<i>Semester II</i>	
BUS161 Customer Service	3
BUS261 Business Communications	3
MED120 Medical Terminology	3
NHA130 Natural Healing with Herbs	1
NHA261 Advanced Pharmacy Operations	3
NHA262 Pharmacy Technician Internship <i>or</i>	
NHA263 Pharmacy Technician Topics	<u>3</u>
<i>Total Hours</i>	<i>16</i>
<i>CERTIFICATE TOTAL</i>	<i>31</i>

Physics/Pre-Engineering

Associate in Science with an emphasis in Physics/Pre-Engineering CIP 24.0101

Recommended Sequence of Courses

<i>Semester I</i>	Hrs
CHE125 College Chemistry I	5
COL101 English Composition I	3
MAT123 Calculus with Analytic Geometry I	5
Social and Behavioral Science Elective	<u>3</u>
<i>Total Hours</i>	<i>16</i>
<i>Semester II</i>	
CHE136 College Chemistry II	5
COL102 English Composition II	3
MAT125 Calculus with Analytic Geometry II	5
Fine Arts and Humanities Elective	<u>3</u>
<i>Total Hours</i>	<i>16</i>
<i>Semester III</i>	
COM101 Public Speaking	3
MAT225 Calculus with Analytic Geometry III	5
PSC204 Engineering Physics I	5
Fine Arts and Humanities Elective	3
Social and Behavioral Science Elective	<u>3</u>
<i>Total Hours</i>	<i>19</i>
<i>Semester IV</i>	
PSC205 Engineering Physics II	5

Elective*	5
Fine Arts and Humanities Elective	3
Social and Behavioral Science Elective	<u>3</u>
<i>Total Hours</i>	<i>16</i>
<i>ASSOCIATE IN SCIENCE GRADUATION TOTAL</i>	<i>67</i>

*Elective Options: Business, Computer Science, Mathematics, or Science

Political Science

Associate in Arts with an emphasis in Political Science
CIP 24.0101

Recommended Sequence of Courses

Semester I	Hrs
COL101 English Composition I	3
HIS108 American History to 1865	3
POL111 American Government	3
SOC102 Sociology	3
Humanities Elective	<u>3</u>
<i>Total Hours</i>	<i>15</i>
Semester II	
COL102 English Composition II	3
HIS109 American History from 1865	3
MAT105 College Algebra	3
POL225 Introduction to Political Science	3
PSY101 Introduction to Psychology	3
Literature Elective	<u>3</u>
<i>Total Hours</i>	<i>18</i>
Semester III	
COM101 Public Speaking	3
ECO207 Microeconomics <i>or</i>	
ECO208 Macroeconomics	3
General Elective	3
History <i>or</i> Political Science Elective	3
Physical <i>or</i> Life Science with Lab	<u>5</u>
<i>Total Hours</i>	<i>17</i>
Semester IV	
POL250 Introduction to International Relations	3
General Elective	3
History <i>or</i> Humanities Elective	3
History <i>or</i> Political Science Elective	3
History <i>or</i> Social Science Elective	<u>3</u>
<i>Total Hours</i>	<i>15</i>
<i>ASSOCIATE IN ARTS GRADUATION TOTAL</i>	<i>65</i>

Possible History, Humanities, Social, or Political Science Electives:

GEO104	Geography
HIS121	World History to 1500
HIS122	World History 1500 to Present
HIS210	American Civil War
HIS225	American West

HIS231 World Since 1914
 HUM105 Ethics
 HUM125 Philosophy
 HUM130 New Testament
 HUM131 Old Testament
 HUM135 World Religions
 POL130 State and Local Government

Pre-Medicine

Associate in Science with an emphasis in Biology/Pre-Medicine
 CIP 24.0101

Recommended Sequence of Courses

Semester I	Hrs
BIO150 Biology I (cellular)	5
CHE125 College Chemistry I	5
COL101 English Composition I	3
MAT105 College Algebra	<u>3</u>
<i>Total Hours</i>	<i>16</i>
Semester II	
BIO210 Biology II (organismal)	5
CHE136 College Chemistry II	5
COL102 English Composition II	3
Fine Arts and Humanities Elective	<u>3</u>
<i>Total Hours</i>	<i>16</i>
Semester III	
COM101 Public Speaking	3
PSC114 College Physics I	5
Fine Arts and Humanities Elective	3
Social and Behavioral Science Elective	3
Social and Behavioral Science Elective	<u>3</u>
<i>Total Hours</i>	<i>17</i>
Semester IV	
BIO271 Microbiology	5
PSC115 College Physics II	5
Fine Arts and Humanities Elective	3
Social and Behavioral Science Elective	<u>3</u>
<i>Total Hours</i>	<i>16</i>
ASSOCIATE IN SCIENCE GRADUATION TOTAL HOURS	65

Associate in Science with an emphasis in Chemistry/Pre-Medicine
 CIP 24.0101

Recommended Sequence of Courses

Semester I	Hrs
CHE125 College Chemistry I	5
COL101 English Composition I	3
MAT123 Calculus with Analytic Geometry I	5
Social and Behavioral Science Elective	<u>3</u>
<i>Total Hours</i>	<i>16</i>

Semester II

CHE136	College Chemistry II	5
COL102	English Composition II	3
MAT125	Calculus with Analytic Geometry II	5
	Fine Arts and Humanities Elective	<u>3</u>
	<i>Total Hours</i>	<i>16</i>

Semester III

CHE265	Organic Chemistry I	5
COM101	Public Speaking	3
PSC204	Engineering Physics I	5
	Fine Arts and Humanities Elective	3
	Social and Behavioral Science Elective	<u>3</u>
	<i>Total Hours</i>	<i>19</i>

Semester IV

CHE295	Organic Chemistry II	5
PSC205	Engineering Physics II	5
	Fine Arts and Humanities Elective	3
	Social and Behavioral Science Elective	<u>3</u>
	<i>Total Hours</i>	<i>16</i>

ASSOCIATE IN SCIENCE GRADUATION TOTAL **67**

Associate in Science with an emphasis in Pre-Nursing

CIP 24.0101

Recommended Sequence of Courses

Semester I

		Hrs
BIO102	Principles of Biology <i>or</i>	
BIO150	Biology I (cellular)	5
COL101	English Composition I	3
MAT105	College Algebra	3
PSY101	Introduction to Psychology	3
	Fine Arts and Humanities Elective	<u>3</u>
	<i>Total Hours</i>	<i>17</i>

Semester II

CHE105	Introduction to Chemistry <i>or</i>	
CHE125	College Chemistry I	5
COL102	English Composition II	3
HUM105	Ethics	3
MAT115	Elementary Statistics	3
PSY263	Developmental Psychology	<u>3</u>
	<i>Total Hours</i>	<i>17</i>

Semester III

BIO115	Basic Nutrition	3
BIO260	Human Anatomy and Physiology I	4
COM101	Public Speaking	3
	Fine Arts and Humanities Elective	3
	Social and Behavioral Science Elective	<u>3</u>
	<i>Total Hours</i>	<i>16</i>

Semester IV

BIO265	Human Anatomy & Physiology II	4
BIO271	Microbiology	5
SOC102	Sociology	3

Elective*	<u>5</u>
<i>Total Hours</i>	<i>17</i>
ASSOCIATE IN SCIENCE GRADUATION TOTAL	67
<i>*Elective options: Allied Health, Business, Computer Science, Mathematics, Science</i>	

Associate in Science with an emphasis in Pre-Veterinary Medicine CIP 24.0101

Recommended Sequence of Courses

Semester I	Hrs
AGR101 Agriculture Orientation	1
AGR103 Principles of Animal Science	3
AGR201 Animal Science and Industry	1
CHE125 College Chemistry I	5
COL101 English Composition I	3
MAT105 College Algebra	<u>3</u>
<i>Total Hours</i>	<i>16</i>
Semester II	
AGR203 Fundamentals of Animal Nutrition	3
CHE136 College Chemistry II	5
COL102 English Composition II	3
Fine Arts and Humanities Elective	3
Social and Behavioral Science Elective	<u>3</u>
<i>Total Hours</i>	<i>17</i>
Semester III	
AGR213 Agriculture Economics	3
BIO102 Principles of Biology <i>or</i>	
BIO150 Biology I (cellular)	5
CHE265 Organic Chemistry I	5
CIS100 Computer Concepts & Applications	<u>3</u>
<i>Total Hours</i>	<i>16</i>
Semester IV	
BIO271 Microbiology	5
COM101 Public Speaking	3
Fine Arts and Humanities Elective	3
Health and Physical Education Elective	1
Social and Behavioral Science Elective	<u>3</u>
<i>Total Hours</i>	<i>15</i>
ASSOCIATE IN SCIENCE GRADUATION TOTAL	64

Production Media

Associate in Science with an emphasis in Production Media CIP 24.0101

Recommended Sequence of Courses

Semester I	Hrs
ART101 Art Appreciation	3
CIS100 Computer Concepts and Applications	3
COL101 English Composition I	3
MAT105 College Algebra	3

PRO116	Raster Graphics I: Photoshop	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
Semester II		
COL102	English Composition II	3
PRO131	Graphic Design I	3
PRO225	Raster Graphics II: Photoshop	3
	Fine Arts and Humanities Elective	3
	Social and Behavioral Science Elective	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
Semester III		
PRO155	Web Design: HTML/JavaScript	3
PRO201	Web Site Design: Dreamweaver	3
PRO251	Web Design: Adobe Suite	3
	Math <i>or</i> Science Elective	3-5
	Social and Behavioral Science Elective	<u>3</u>
	<i>Total Hours</i>	<i>15-17</i>
Semester IV		
COM101	Public Speaking	3
PRO195	Introduction to Computer Graphics	3
	Fine Arts and Humanities Elective	3
	Physical <i>or</i> Life Science with Lab	5
	Social and Behavioral Science Elective	<u>3</u>
	<i>Total Hours</i>	<i>17</i>
ASSOCIATE IN SCIENCE GRADUATION TOTAL		64

Associate in Applied Science in Production Media CIP 11.0801

Recommended Sequence of Courses

Semester I		Hrs
BUS120	Introduction to Business	3
COL101	English Comp I	3
MAT103	Intermediate Algebra	3
PRO116	Raster Graphics I: Photoshop	3
PRO131	Graphic Design I	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
Semester II		
BUS278	Marketing	3
PRO125	Vector Graphics: Illustrator	3
PRO180	Page Layout: InDesign	3
PRO231	Graphic Design II	3
	Social and Behavioral Science Elective	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
Semester III		
BUS279	Advertising	3
PRO126	Typography	3
PRO201	Web Site Design: Dreamweaver	3
PRO225	Raster Graphics II: Photoshop	3
	Business Elective	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
Semester IV		
BUS160	Introduction to Entrepreneurship	3

PRO200	Web and Motion Graphics: Adobe Animate	3
	Business Elective	3
	Fine Arts and Humanities Elective	3
	Pro Media Elective	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
<i>ASSOCIATE IN APPLIED SCIENCE GRADUATION TOTAL</i>		<i>60</i>

Web Design Certificate

CIP 11.0801

Recommended Sequence of Courses

Semester I		Hrs
CIS109	Introduction to Computer Programming	3
PRO116	Raster Graphics I: Photoshop	3
PRO131	Graphic Design I	3
PRO201	Web Site Design: Dreamweaver	<u>3</u>
	<i>Total Hours</i>	<i>12</i>
Semester II		
CIS115	Visual Basic I	3
PRO155	Web Design: HTML/JavaScript	3
PRO200	Web and Motion Graphics: Adobe Animate	3
PRO251	Web Design: Adobe Suite	<u>3</u>
	<i>Total Hours</i>	<i>12</i>
<i>CERTIFICATE TOTAL</i>		<i>24</i>

Psychology

Associate in Arts with an emphasis in Psychology

CIP 24.0101

Recommended Sequence of Courses

Semester I		Hrs
COL101	English Composition I	3
MAT105	College Algebra	3
PSY101	Introduction to Psychology	3
SOC102	Sociology	3
	Fine Arts and Humanities Elective	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
Semester II		
COL102	English Composition II	3
WGS200	Women's Studies	3
	History Elective	3
	Psychology Elective	3
	Social and Behavioral Science Elective	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
Semester III		
COM101	Public Speaking	3
	Humanities Elective	3
	Physical or Life Science with Lab	5
	Psychology Elective	3
	Social and Behavioral Science Elective	<u>3</u>
	<i>Total Hours</i>	<i>17</i>

Semester IV

General Electives	8
Literature Elective	3
Psychology Elective	3
Social and Behavioral Science	<u>3</u>
<i>Total Hours</i>	<i>17</i>
<i>ASSOCIATE IN ARTS GRADUATION TOTAL</i>	<i>64</i>

Sociology/Anthropology

Associate in Arts with an emphasis in Sociology/Anthropology
CIP 24.0101

Recommended Sequence of Courses

Semester I	Hrs
COL101 English Composition I	3
COM101 Public Speaking	3
MAT105 College Algebra	3
PSY101 Introduction to Psychology	3
SOC102 Sociology	<u>3</u>
<i>Total Hours</i>	<i>15</i>
Semester II	
ANT111 Cultural Anthropology	3
COL102 English Composition II	3
SOC140 Introduction to Social Work	3
Fine Arts and Humanities Elective	3
History Elective	3
Social and Behavioral Science Elective	<u>3</u>
<i>Total Hours</i>	<i>18</i>
Semester III	
PSY263 Developmental Psychology	3
SOC121 Marriage and Family Relations	3
Literature Elective	3
Physical or Life Science with Lab	5
Social and Behavioral Science Elective	<u>3</u>
<i>Total Hours</i>	<i>17</i>
Semester IV	
SOC110 Juvenile Delinquency and Justice	3
SOC205 Contemporary Social Problems	3
Communication Elective	3
Economics or Political Science Elective	3
Social and Behavioral Science Elective	<u>3</u>
<i>Total Hours</i>	<i>15</i>
<i>ASSOCIATE IN ARTS GRADUATION TOTAL</i>	<i>65</i>

Teacher Education

Associate in Arts with an emphasis in Elementary Education
CIP 24.0101

Recommended Sequence of Courses

Semester I	Hrs
COL101 English Composition I	3

EDU201	Foundations of Education	3
EDU202	Observation and Participation	1
MAT105	College Algebra	3
POL111	American Government	3
PSY101	Introduction to Psychology	<u>3</u>
	<i>Total Hours</i>	<i>16</i>
Semester II		
ART101	Art Appreciation <i>or</i>	
MUS111	Music Appreciation <i>or</i>	
THE222	Theatre Appreciation	3
BIO102	Principles of Biology	5
COL102	English Composition II	3
ECE101	Early Childhood Growth and Development <i>or</i>	
PSY263	Developmental Psychology	3
HIS108	American History to 1865 <i>or</i>	
HIS109	American History from 1865	<u>3</u>
	<i>Total Hours</i>	<i>17</i>
Semester III		
ANT111	Cultural Anthropology <i>or</i>	
SOC102	Sociology	3
COL130	Introduction to Literature	3
COM101	Public Speaking	3
MAT115	Elementary Statistics	3
	Fine Arts and Humanities Elective	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
Semester IV		
CHE105	Introduction to Chemistry <i>or</i>	
PSC120	Physical Science	5
COL237	Children's Literature	3
GEO104	Principles of Geography	3
	General Electives based on transfer school	<u>5</u>
	<i>Total Hours</i>	<i>16</i>
ASSOCIATE IN ARTS GRADUATION TOTAL		64

Associate in Arts with an emphasis in Secondary Education CIP 24.0101

Recommended Sequence of Courses

Semester I		Hrs
COL101	English Composition I	3
EDU201	Foundations of Education	3
EDU202	Observation and Participation	1
MAT105	College Algebra	3
SSC103	College Career Success Seminar	1
	Social and Behavioral Science Elective	3
	3 hours from the major field	<u>3</u>
	<i>Total Hours</i>	<i>17</i>
Semester II		
COL102	English Composition II	3
COM101	Public Speaking	3
HIS108	American History to 1865 <i>or</i>	
HIS109	American History from 1865	3

	Social and Behavioral Science Elective	3
	3 hours from the major field	<u>3</u>
	<i>Total Hours</i>	<i>15</i>
Semester III		
BIO102	Principles of Biology	5
CIS100	Computer Concepts and Applications	3
GEO104	Principles of Geography	3
	Literature Elective	3
	3 hours from the major field	<u>3</u>
	<i>Total Hours</i>	<i>17</i>
Semester IV		
	Fine Arts and Humanities Elective (excluding History and Literature)	3
	Health and Physical Ed Elective	3
	Physical <i>or</i> Life Science with Lab	5
	4 hours from the major field <i>and/or</i> additional electives	<u>4</u>
	<i>Total Hours</i>	<i>15</i>
ASSOCIATE IN ARTS GRADUATION TOTAL		64

Theatre

Associate in Arts with an emphasis in Theatre
CIP 24.0101

Recommended Sequence of Courses

Semester I		Hrs
COL101	English Composition I	3
MAT105	College Algebra	3
THE131	Acting I	3
THE251	Theatre Practicum I	1
	General Elective	3
	Social and Behavioral Science Elective	<u>3</u>
	<i>Total Hours</i>	<i>16</i>
Semester II		
MUS108	Choir	1
THE101	Theatre Appreciation	3
THE141	Stagecraft I	3
THE252	Theatre Practicum II	1
	General Elective	3
	Physical <i>or</i> Life Science with Lab	<u>5</u>
	<i>Total Hours</i>	<i>16</i>
Semester III		
COL102	English Composition II	3
COM101	Public Speaking	3
THE235	Acting II	3
THE253	Theatre Practicum III	1
	History Elective	3
	Social and Behavioral Science Elective	<u>3</u>
	<i>Total Hours</i>	<i>16</i>
Semester IV		
COL130	Introduction to Literature	3

THE210	Voice and Diction	3
THE254	Theatre Practicum IV	1
	General Elective	3
	Social and Behavioral Science Elective	3
	Theatre or Communication Elective*	<u>3</u>
	<i>Total Hours</i>	<i>16</i>
<i>ASSOCIATE IN ARTS GRADUATION TOTAL</i>		<i>64</i>

**Suggested Theatre and Communication electives:*

COM201	Mass Communication in Society	3
COM211	Interpersonal Communication	3
THE161	Improvisation	3
THE283	Introduction to Film	3

Regional Program Options

Allen, Fort Scott, and Neosho County Community Colleges are pleased to be working in collaborations to serve our students and our communities. These program options – listed below – are unique to each of the three community colleges in the region. Students may wish to start their general education courses at their home college and progress to program courses at the college offering their program of interest.

Allen Community College

Contact: advisor@allencc.edu

Early Childhood Education
Pharmacy Technician
Production Media
Web Design

CIP 19.0708
CIP 51.0805
CIP 11.0801
CIP 11.0801

Online Learning
Online Learning
Iola Campus
Iola Campus

Fort Scott Community College

Contact: advising@fortscott.edu

Agricultural Technology (JD)
Cosmetology
Environmental Water Technologies
Motorcycle Service Technology (HD)

CIP 01.0205
CIP 12.0401
CIP 15.0506
CIP 47.0611

Fort Scott Campus
Fort Scott, Pittsburg
Locations vary by semester
Frontenac

Neosho County Community College

Contact: advising@neosho.edu

Court Reporter
Health Information Technology
Medical Assistant
Occupational Therapy Assistant
Surgical Technology

CIP 22.0303
CIP 51.0707
CIP 51.0801
CIP 51.0803
CIP 51.0909

Ottawa Campus
Online Learning
Chanute Campus
Ottawa Campus
Ottawa Campus

Allen
COMMUNITY COLLEGE
allencc.edu



FSCC
Fort Scott Community College
fortscott.edu



NEOSHO COUNTY
COMMUNITY COLLEGE
neosho.edu

CATEGORY INDEX

(Discipline area and course Prefix)

Agriculture AGR		History/Political Science HIS GEO POL
Allied Health MED NHA		Humanities HUM
Anthropology ANT		Leadership LDR
Art ART		Mathematics MAT
Biology BIO		Music MUS
Business Administration BUS ECO		Physical Science PSC
Chemistry CHE		Political Science POL
Communication COM		Production Media CIS PRO
Composition and Literature COL		Psychology PSY SSC
Computer Networking and Repair CIS		Sociology ANT SOC
Computer Science CIS PRO		Spanish SPA
Criminal Justice CJS		Speech COM
Early Childhood Education ECE EDU		Student Success SSC
Education EDU		Theatre THE
English COL		Women's and Gender Studies WGS
French FRE		World Languages FRE SPA
Health and Physical Education HPE		

COURSE DESCRIPTIONS

AGR 100A Field Studies

1 credit hour

This course provides on the job training in an agriculture-related career. Supervision will be arranged and coordinated by the agriculture faculty and an approved agriculture related employer. The Student Intern will be required to complete a minimum of 45 practicum hours per hour of credit taken. Students enrolled will be asked to complete a placement program report and write a written review on their intern experience.

AGR 101 Agricultural Orientation

1 credit hour

This course will enable the student to learn more about the basic objectives, organization and procedures of post-secondary education. In this course, students will develop skills that will help them succeed in higher education. Students will learn about future careers in agriculture and the educational opportunities available to them.

AGR 103 Principles of Animal Science

3 credit hours

This course covers general principles relative to animal agriculture including types, purpose, and products of livestock; principles of selection, nutrition, and reproduction; management and marketing; and a survey of the livestock industry.

AGR 105 Introduction to Equine Science

3 credit hours

The course is designed for students with an interest in equine science and covers the principles of the equine industry in the United States and internationally, equine selection, care and utilization. Students will be able to identify the scope of the horse industry while recognizing important principles of equine science and relate the basic principles of equine management to responsible horse ownership and care.

AGR 106 Livestock Evaluation

2 credit hours

This course is a study of the fundamentals involved in the use and selection of livestock. This course involves the study of animal structure, genetics, and breeding value as it relates to livestock selection. It also includes the use of livestock terminology. This course is required for all students that are on the livestock judging team.

AGR 107 Equine Selection and Evaluation

2 credit hours

The course focuses on the evaluation of conformation and athletic performance of horses. The use of records in selection and the influence of heredity, environment, and training on conformation and performance are addressed.

AGR 201 Animal Science and Industry

1 credit hour

This course provides students with the opportunity to recognize breed, age, and sex classifications in livestock. Students will also develop an understanding of the interdependence of all segments of the industry.

AGR 202 Advanced Livestock Evaluation

2 credit hours

This course provides the advanced study of the basic fundamentals of evaluating livestock. Theory, practice, format, and the development of oral communications skills are included in this course. This course is designed primarily for agriculture majors, and for members of the livestock judging team.

AGR 203 Fundamentals of Animal Nutrition**3 credit hours**

This course covers the study of animal digestive systems and metabolic processes; origin and food values of common feeds; nutritional requirements for development, maintenance, and growth. *Prerequisite: CHE105 or CHE125.*

AGR 206 Farm Management**3 credit hours**

This course will cover the principles and practices involved in managing an agriculture production business. Emphasis is on decision making, financial analysis, business structures, risk management, and planning and managing resources.

AGR 207 Marketing of Agriculture Products**3 credit hours**

This course offers students a look at the theory and framework of agriculture marketing, food markets and institutions, commodity marketing, and government marketing. This course is suggested for all students interested in the marketing system.

AGR 210 Oral Reasons**3 credit hours**

This course provides the opportunity to apply livestock terminology while discussing the strengths and weaknesses of the livestock. The course will give the student the opportunity to enhance verbal communication skills, interpersonal skills, and develop confidence for social functions. The student will demonstrate the ability to speak a set of oral reasons for a livestock class. *Prerequisite: AGR 106 and AGR 202.*

AGR 213 Agricultural Economics**3 credit hours**

This course will examine the role that agriculture plays in today's modern economic world. It will examine the principles of economics and define how they can be used in agriculture. This course will analyze the decision-making processes that a producer must make. In addition, the student will evaluate several different input/output relationships. This course will give the student a look at how scarcity can affect the market and profitability outcomes of agriculture producers.

AGR 214 Crop Science**4 credit hours**

This course examines the principles of production, classification, structure, physiology, ecology, and reproduction as well as the usage, preservation, and storage of economic plants.

AGR 215 Agriculture Computations**3 credit hours**

This course covers basic mathematics applications for business and agriculture.

AGR 216 Agriculture Technology Management**3 credit hours**

This course focuses on the application of physical and engineering sciences to problems in agriculture. The course will cover simple machines, energy, electrical and mechanical systems, natural resource management, equipment calibration, animal waste systems, and land use and measurement.

AGR 220 Special Topics in Agriculture**1 credit hour**

Topics of interest to the student will be developed. These topics will be established by the student's needs or requirements. Area of specific need will be pursued and supplementary instructional material will be offered.

AGR 223 Agricultural Entomology**3 credit hours**

This course introduces the study of insects and closely related arthropods and their impact upon agriculture. The study includes: classification, behavior, and the relationship and importance of insects to plants and animals.

AGR 224 Soil Science**4 credit hours**

This course includes the basic chemical, physical, and biological properties of soils as well as its information, fertility, and usage. *Prerequisite: CHE 125.*

AGR 251 Agricultural Chemicals**3 credit hours**

This course studies pesticides and herbicides used in insect and weed control. The course emphasizes common weed and insect pests, characteristics of pesticides, their safe use, and calibration of equipment.

AGR 260 Beef Management**3 credit hours**

This course covers all phases of the beef cattle industry: practical application of nutrition, breeding physiology and reproduction; carcass merchandising, and related areas. Special emphasis is on management systems of raising, growing, and finishing beef cattle.

ANT 111 Cultural Anthropology**3 credit hours**

This course focuses on the nature and processes of cultural change and the variation in the rates of change that have resulted in the development of humankind. *[KRSN ANT 1010 Introduction to Cultural Anthropology]*.

ART 101 Art Appreciation**3 credit hours**

This course is a survey of major concepts in the visual arts and their relation to the societies that produced them. Art Appreciation is an introduction to the history of art, contemporary art, art theory, artworks, media, and creative processes. The student will develop an increased appreciation for the visual arts, the usage of media as a means of communication, and the parallel relation to specific styles, periods, and cultures. *[KRSN ART 1010 Art Appreciation]*.

ART 120 Design I**3 credit hours**

This course is a study of studio practices through formal and conceptual explorations within the two-dimensional art making process. Emphasis placed on extended practical art skills, solving aesthetic composition problems of visual communication and spatial organization through lecture, critique and supervised studio practice with a variety of 2-D media. *[KRSN ART 1050 Two Dimension Design]*.

ART 121 Design II**3 credit hours**

This course is a study of studio practices through formal and conceptual explorations within the three-dimensional art making process. Emphasis placed on the process of developing form, idea generation, creative translation and problem solving. Specific topics include structural design and development, kinetics, work methods and process and 3D materials and media. *Prerequisite: ART 120. [KRSN ART 2010 Three Dimension Design].*

ART 126 Drawing I**3 credit hours**

In this course students learn basic studio skills and techniques for drawing from direct observation using subjects such as still life, landscape and architecture. The depiction of form, light and spatial depth is emphasized along with accurate proportion and scale. A variety of basic drawing media will be utilized to expand aesthetic awareness, along with analysis of drawings, critiques and classroom discussions. *[KRSN ART 1040 Introduction to Drawing].*

ART 127 Drawing II**3 credit hours**

This studio course reinforces and further develops the skills of direct observation established in Drawing I. Spatial illusion and perspective will be stressed, and students will include the use of color media, and develop drawings that integrate content, concept and composition. *Prerequisite: ART 126.*

ART 133 Painting I**3 credit hours**

Students in this studio course explore versatile processes for planning and developing a visual idea using oil-based media. The course examines color theory, under-painting, fat over lean paint application, glazing and impasto. Students construct and prepare sound painting supports for canvas and panel and are taught safe handling of solvents and mediums.

ART 134 Painting II**3 credit hours**

This studio course introduces more advanced color issues and explorations of painting mediums. Students are expected to use color as a language in their painting further developing their aesthetic awareness and personal style. Students have relevant reading and writing assignments relating to composition. *Prerequisite: ART 133.*

ART 160 Digital Photography-Using Smartphones, Tablets & Apps**3 credit hours**

Smartphone photography can be considered the 21st-century equivalent of Polaroid-style photography, and like this has its own aesthetic. The course will present a disciplined methodology in order to develop a sophisticated photographic language making use of new technologies. It includes an overview of photographic traditions, the work of master photographers, and addresses the problem of taking pictures involving a variety of subjects and topics in various light conditions. It combines theory, technical and media training, and on-site shooting. Students need to be equipped with a smartphone (IOS or Android based), and they may wish to invest in optional extra lenses and equipment but are not required to do so.

ART 161 Digital Photography I**3 credit hours**

This studio art course provides instruction in digital photography, emphasizing the relationship between new digital imaging processes and color photographic techniques. Examination of the functions of light, color and crucial elements in the context of image capture will be central to the course. The course includes instruction in camera operation, scanning processes, lighting, image editing software, digital workflow, and output for print. Adobe Photoshop, Adobe Lightroom software and computers will be the digital darkroom.

ART 162 Digital Photography II**3 credit hours**

The emphasis of this course will be on content, craftsmanship and the development of a personal point of view as an image-maker. Projects are concept driven and students are expected to explore individual approaches to the medium based on personal interests, creative influences and individual experimentation. Each student will develop an individual project that will extend throughout the semester and be presented as a cohesive portfolio of work along with an artist's statement. *Prerequisite: ART 161.*

ART 216 Life Drawing**3 credit hours**

This studio course offers students experience in life drawing processes and techniques. Students will focus on gesture, proportion, foreshortening, diagramming, and anatomy to create structured figure drawings that demonstrate a general knowledge of the underlying muscle and skeletal systems. *Prerequisite: Recommended ART 126 Drawing I.*

ART 226 Drawing III**3 credit hours**

This studio course explores a broad variety of approaches and genres used in the creation of drawn images. Students investigate how artists apply formal aspects and select media to convey meaning in drawing. Building on mark making and color usage introduced in Drawing I and II, this course explores both traditional and nontraditional materials, methods and surfaces. *Prerequisites: ART 126 and ART 127.*

ART 227 Drawing IV**3 credit hours**

In this course students explore drawing within a contemporary art context. Using various techniques and media, students explore diverse and alternative facets of drawing. Studio work, critiques and discussions focused on media exploration encourage students to think in new ways about making art. *Prerequisites: ART 126, ART 127 and ART 226.*

ART 233 Painting III**3 credit hours**

This studio course explores using both traditional and non-traditional materials allowing advanced students to develop their strengths pertaining to their own interests and choices of materials as they work toward a cohesive body of work. Studio work, critiques and discussions focused on media exploration encourage students to think in new ways about making art. *Prerequisites: ART 133 and ART 134.*

ART 234 Painting IV**3 credit hours**

This studio course continues development of skills in painting with an emphasis on personal style and growth. Studio work, critiques and discussions focused on media exploration encourage students to think in new ways about making art. *Prerequisites: ART 133, ART134 and ART 233.*

BIO 102 Principles of Biology**5 credit hours**

Principles of Biology is an integrated lecture and laboratory course designed for non-biology majors seeking to learn basic biological concepts. The course surveys many of life's fundamental processes, including cell and tissue structures and their functions, metabolism and photosynthesis, genetics, animal and plant structures and their functions, evolution of animals, and ecology. *Prerequisite: Eligible for COL101 English Composition I or completion of COL101. [KRSN BIO 1010 General Biology and Lab for Non Majors].*

BIO 106 Environmental Science**5 credit hours**

Environmental Science is an integrated lecture and laboratory course designed for non-biology majors seeking to learn basic ecological concepts. The course will survey multiple aspects and interconnections between the environment and humans. Several elements of environmental science will be emphasized throughout the course including: resource management, biodiversity, sustainability, and the role of socioeconomics in environmental management. *Prerequisites: Eligible for COL101 English Composition I or completion of COL101. [KRSN BIO 1040 Environmental Science Lecture with Lab].*

BIO 115 Basic Nutrition**3 credit hours**

Basic Nutrition is a lecture course designed for both biology and non-biology majors. This course covers the relationship of nutrition as related to food and the ability of the body to utilize it. Students will learn about nutrition at various life stages including pregnancy, infancy, adulthood, and geriatric aging. *[KRSN: HSC 1010 Nutrition].*

BIO 150 Biology I (cellular)**5 credit hours**

Biology I (cellular) is an integrated lecture and laboratory course for students planning to take additional courses in biology or biology majors. The course covers the fundamental concepts of biology as they apply to all living things. The major areas include basic biochemistry, cell structure and physiology, cellular metabolism, and Mendelian and molecular genetics. *Prerequisite: Eligible for COL101 English Composition I or completion of COL101. [KRSN BIO 1020 Biology I for Majors with Lab].*

BIO 210 Biology II (organismal)**5 credit hours**

Biology II (organismal) is an integrated lecture and laboratory course for biology, pre-medicine, pre-physician's assistant, and pre-veterinary students. The course covers the morphology, physiology, behavior, taxonomy, evolution, and ecology of the Domains Bacteria, Eukarya, and Archaea. *Prerequisite: Completion of BIO150 with a C grade or above, or by permission of the instructor. [KRSN BIO 1030 Biology II for Majors with Lab].*

BIO 257 Human Anatomy and Physiology**5 credit hours**

Human Anatomy and Physiology is an integrated lecture and laboratory course for biology, pre-nursing, pre-medicine, and pre-physical therapy students. This course covers the macroscopic and microscopic structures and functions of the cells, tissues, organs, and organ systems of the human body.

BIO 260 Human Anatomy and Physiology I**4 credit hours**

This is an integrated lecture and laboratory course focusing on orientation, histology, integumentary, skeletal, muscular, urinary, and digestive systems. This course covers the macroscopic and microscopic structures and the chemical processes of involved cells, tissues, organs, and organ systems of the body. This is one semester of a two-semester course sequence. This course must be taken in addition to BIO 265 to be equivalent to BIO257. This course is an intermediate study designed primarily for pre-professional students in health-related fields. *Prerequisites: Completion of BIO 102 or BIO 150 with a C grade or above. [KRSN BIO 2030 Anatomy and Physiology with Lab].*

BIO 265 Human Anatomy and Physiology II**4 credit hours**

This is an integrated lecture and laboratory course focusing on orientation, cardiovascular, blood, respiratory, lymphatic, nervous, special senses, endocrine, and reproductive systems. This course covers the macroscopic and microscopic structures and the chemical processes of involved cells, tissues, organs, and organ systems of the body. This is one semester of a two-semester course sequence. This course must be taken in addition to BIO 260. This course is an intermediate study designed primarily for pre-professional students in health-related fields.

Prerequisites: Completion of BIO 102 or BIO 150 with a C grade or above. [KRSN BIO 2030 Anatomy and Physiology with Lab].

BIO 271 Microbiology**5 credit hours**

Microbiology is an integrated lecture and laboratory course for biology, pre-medicine, pre-physician's assistant, and pre-veterinary students. The course covers the morphology, anatomy, physiology, growth, cultivation, and classification of microorganisms with an emphasis on their relationship with humans. *Prerequisite: Completion of BIO 102 or BIO 150 with a C grade or above.*

BUS 116 Business Writing**3 credit hours**

This course explores the theory and practice of written communication in business. Students will learn strategies for writing they may encounter in the workplace. Basic elements of business communication will be covered with emphasis placed on writing in various business contexts. This course will focus on the writing process, building business vocabulary, communicating effectively, and standard English grammar. This course is designed for students interested in both business and technical programs.

BUS 120 Introduction to Business**3 credit hours**

Introduction to Business is a general business course open to all students. It includes a brief history of business, social responsibilities of business, economic environment, organization, management, marketing, finance, unions, and government regulations. Emphasis is placed on the changing social/economic environment. *[KRSN BUS 1020 Introduction to Business].*

BUS 121 Business Mathematics**3 credit hours**

This course provides students with a review of the fundamental mathematical problems involved in business. Special attention is given to interest, consumer credit, discounts, payroll procedures, depreciation, taxes, and related problems.

BUS 125 Personal Finance**3 credit hours**

This course is designed for both business and non-business students concerned with the personal financial choices of the individual consumer. Areas to be studied include personal budgeting, life/health/income insurance, taxes, real estate, credit, savings, Social Security, investments, and property insurance. *[KRSN BUS 1010 Personal Finance].*

BUS 129 Human Relations in Business**3 credit hours**

This course covers the general principles of human relations underlying employee/employer activities, with realistic theory and practice in the basic problems in the work environment. The course is designed for the student who wishes to get ahead in his/her career and to get along with co-workers, subordinates, and supervisors. The course covers morale, personality traits, leadership, employee/employer relations, and the communication processes.

BUS 160 Introduction to Entrepreneurship**3 credit hours**

This course covers the fundamentals required to understand the management of a small business and the considerations that must be made in forming a new business. Topics covered in this course include startup options, capital acquisition, facilities planning, human resource management, financial management, and business plan development.

BUS 161 Customer Service**3 credit hours**

This course focuses on the needs of customers and how customer service professionals meet those needs. Topics include enhancing customer relationships, customer service strategies, and communication skills needed for effective customer service.

BUS 171 Internship in Business I**1 credit hour**

This course provides students with an integration of academic and practical experience through an internship with business, industry, or a professional organization.

BUS 205 Supervisory Management**3 credit hours**

This course will introduce and describe the first-line supervisor's managerial functions in the organization. The thrust of this study will be first level management and the link that supervisors provide between workers and management.

BUS 206 Human Resource Management**3 credit hours**

This course provides a survey of personnel policies, including selection, placement, training, and promotion of employees. Course activities will emphasize recent trends in employment practices of business enterprises with special emphasis placed on training, and retraining programs designed to adapt workers to technological change.

BUS 210 Financial Accounting**3 credit hours**

This course explores the process of constructing accrual basis financial statements according to Generally Accepted Accounting Principles for use by internal and external parties. Topics covered include the accounting cycle, asset and inventory valuation, accounting treatment for current liabilities, corporate equity financing, and financial statement analysis. *[KRSN ACC 1010 Financial Accounting]*.

BUS 212 Managerial Accounting**3 credit hours**

This course provides the student with the basic concepts of using accounting data to analyze management problems and to make the necessary interpretations for effective decision-making. *Prerequisite: BUS 210. [KRSN ACC 2010 Managerial Accounting]*.

BUS 221 Business Law I**3 credit hours**

This course surveys the field of business law. Topics given special consideration are law of contracts in general, law of sales, negotiable instruments, and bailments. This course is based on the Universal Commercial Code and is designed to help the student avoid basic problems and to know when to ask for professional help.

BUS 222 Business Law II**3 credit hours**

This course covers the topics of agency and employment, partnerships, corporations, risk-bearing devices, property rights, administrative law, and employment law. This course is based on the Universal Commercial Code and is designed to help the student avoid basic problems and to know when to ask for professional help.

BUS 261 Business Communications**3 hours**

This course is designed to provide students with the understanding of communications in business and to develop the ability to communicate ideas and thoughts in oral and written communications. Major emphasis will be on the skills involved in letter writing, covering fundamental English grammar, and paragraph construction. Business letter styles, letter construction, and letter organization will be presented for various types of business letters.

BUS 272 Internship in Business II**2 credit hours**

This course provides students with an integration of academic and practical experience through an internship with business, industry, or a professional organization.

BUS 275 Principles of Management**3 credit hours**

This course is designed to give the student an introduction to the processes of planning, controlling, leading, staffing, and motivating employees in order to accomplish organizational goals. Emphasis will be placed on the principles of management, human relations, development, and how to make these principles work in business and industry.

[KRSN BUS 2020 Principles of Management].

BUS 278 Marketing**3 credit hours**

This course is an integrated and analytical approach to the study of the marketing functions. It includes the means and methods of marketing policies, flow of goods, government influence, and trends in the marketing function.

[KRSN BUS 1030 Principles of Marketing].

BUS 279 Advertising**3 credit hours**

This course covers the use and mediums for advertising on both the local and national levels. The course also includes training in writing copy and the layout of advertisements.

CHE 105 Introduction to Chemistry**5 credit hours**

Introduction to Chemistry is an integrated lecture and laboratory course designed for non-chemistry majors seeking basic chemistry concepts. This course includes the science of the composition and structure of matter, including the study of the changes that matter undergoes. Also, study of fundamental principles and theories of chemistry and an introduction to organic chemistry and biochemistry will be an integral component to this course. *Prerequisite:*

Student must be eligible for COL101 and MAT103 or higher. [KRSN CHM 1030 General Chemistry for Non-Majors with Lab].

CHE 125 College Chemistry I**5 credit hours**

College Chemistry I is an integrated lecture and laboratory course for students planning to take additional courses in chemistry or as a chemistry major. This course covers the fundamental concepts of chemistry as they apply to the science of the composition and structure of matter and the changes that matter undergoes. The major areas include the study of elements, compounds, the physical states, calculations, chemical reactions, and nomenclature.

Prerequisites: Student must be eligible for the following courses: MAT 105 and COL 101 with a C grade or above. [KRSN CHM 1010 Chemistry I for Majors with Lab].

CHE 136 College Chemistry II**5 credit hours**

College Chemistry II is an integrated lecture and laboratory course for chemistry and pre-Health Science students. This course continues the study begun in CHE125, with the areas of focus on Kinetics, Solution and reaction equilibria, Acids and Bases, Thermodynamics, Electrochemistry, Nuclear Chemistry, Organic Chemistry, and Biochemistry. *Prerequisite: CHE 125 with a C grade or above. [KRSN CHM 1020 Chemistry II with Lab].*

CHE 265 Organic Chemistry I**5 credit hours**

Organic Chemistry I is an integrated lecture and laboratory course for chemistry and pre-Health Science students. This course covers the nomenclature, structures, and reactions of hydrocarbons, alcohols, and alkyl halides. Also, the stereochemistry and conformations of hydrocarbons, alcohols, and alkyl halides will be studied. *Prerequisites: CHE 125 and CHE 136 or the equivalent.*

CHE 295 Organic Chemistry II**5 credit hours**

Organic Chemistry II is an integrated lecture and laboratory course for chemistry and pre-Health Science students. This course continues the study begun in CHE 265, with areas of focus on the nomenclature, structures, and reaction of the following: Aromatic hydrocarbons, Alcohols, Carbonyl compounds, Carboxyl compounds, Nitrogen-based organic compounds, and a study of Biochemistry. *Prerequisite: CHE 265.*

CIS 100 Computer Concepts and Applications**3 credit hours**

This course covers the essentials of computer capabilities. The course will develop computer literacy and assist students in developing an awareness of various software programs and computer capabilities. *[KRSN CSC 1010 Computer Concepts and Applications].*

CIS 106 Introduction to Python Programming**3 credit hours**

This is an introductory course in programming in the Python programming language using a Java-based version of the language. Python is a powerful scripting language that can be used to automate system administration, create powerful web pages, develop mobile applications, and more. This course is an introduction to Python and introduces many beginner programming concepts using media manipulation.

Note: Although no previous programming experience is required, students must have access to a computer running Java or access to the Internet to allow the user to download Java.

CIS 109 Introduction to Computer Programming**3 credit hours**

This introductory level course covers programming principles, methodology, style, design, structures, data types, and logic.

CIS 110 Cybersecurity Essentials**3 credit hours**

The Cybersecurity Essentials course develops foundational understanding of cybersecurity and how it relates to information and network security. The course introduces students to characteristics of cybercrime, security principles, technologies, and procedures to defend networks.

CIS 113 Linux Essentials**3 credit hours**

This introductory level course covers the fundamentals of the Linux operating system and command line, and basic open source concepts. The course is designed for students who want a comprehensive introduction to the Linux operating system. The Linux Essentials curriculum helps students prepare for the LPI Linux Essentials Professional Development Certificate.

CIS 115 Visual Basic I**3 credit hours**

This course is the study of programming principles, methodology, style, and the Visual Basic programming language to include structures, flow charting, data types, and syntax. Emphasis is placed on software development, analysis, design, documentation, writing, and execution of computer programs using Visual Basic with application in mathematics, business, and sciences.

CIS 125 Cisco Network Basics**3 credit hours**

This introductory course describes the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the course. Students will learn to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

CIS 135 Computer Repair-Core Hardware**3 credit hours**

This course is designed to provide hands on skills in the area of computer troubleshooting and repair in accordance with the Comp-TIA A+ certification operating systems objectives.

CIS 170 Microsoft Office**3 credit hours**

This course is the study and practical application of word-processing, database management, spreadsheet, and presentation graphics software to solve problems common to home or business. Topics include the application of the latest versions of Word, Excel, Access, and PowerPoint software.

CIS 215 Ethical Hacking**3 credit hours**

This course provides an in-depth understanding of how to effectively protect computer networks. Students will learn the tools and penetration testing methodologies used by ethical hackers. In addition, the course provides a thorough discussion of what and who an ethical hacker is and how important they are in protecting corporate and government data from cyber-attacks. Students will learn updated computer security resources that describe new vulnerabilities and innovative methods to protect networks. Also covered is a thorough update of federal and state computer crime laws, as well as changes in penalties for illegal computer hacking. *Prerequisite: CIS113 and CIS125 or CIS241 or with instructor approval.*

CIS 230 C++ Programming I**3 credit hours**

This course introduces students to the essential concepts of ANSI standard C++ programming including I/O streams, data types, functions, flow control, arrays, structures, and classes. Emphasis is placed on software development concepts with specific applications in mathematics, business, and sciences.

CIS 241 Computer Network +**3 credit hours**

This course is designed to provide students with skills in configuring, maintaining, and troubleshooting network devices using appropriate network tools in the accordance with the Comp-TIA Network + certification objectives.

CIS 242 Network Security +**3 credit hours**

This course is designed to provide hands on skills in the area of network security, compliance and operation security, threats and vulnerabilities in accordance with the Comp-TIA Security+ certification objectives.

CIS 250 Cisco Routing and Switching Essentials**3 credit hours**

This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality, and troubleshoot common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. *Prerequisite: CIS 125.*

CIS 275 Computer Repair-Operating Systems**3 credit hours**

This course is designed to provide hands on skills in the area of computer troubleshooting and repair in accordance with the Comp-TIA A+ certification operating systems objectives.

CJS 100 Introduction to Criminal Justice**3 credit hours**

This course provides an introduction to the historical development and the internal and external issues of the various components of the criminal justice system including police, corrections and the courts. The student will illustrate how these interrelated components result in the administration of justice today. *[KRSN CRJ 1010 Introduction to Criminal Justice]*.

CJS 101 Law Enforcement Operations and Procedures**3 credit hours**

This course examines the role of police in society and the application of key concepts to policing scenarios. Students identify, discuss and assess critical police practices and processes to include deployment, arrest procedures, search strategies and other operational considerations.

CJS 150 Professional Responsibility in Criminal Justice**3 credit hours**

This course explores the major components involved in the study of ethics, particularly as it applies to the field of criminal justice. Focus is placed on the code of conduct and ethics of the criminal justice profession and the standards held to in their professional role. The aim of the course is to produce professionals who are not only critical thinkers, but who have the skills necessary to pursue sound ethics in their day-to-day decisions and activities.

CJS 171 Internship in Criminal Justice I**1 Credit hour**

This course provides students with an integration of professional and academic experience through an internship that focuses on criminal justice procedures, techniques, and agency administration.

CJS 202 Criminal Justice Interview and Report Writing**3 credit hours**

This course focuses on the unique types of writing required in a criminal justice career. Students are required to gather pertinent information and then record that information by writing a variety of report narratives representative of those prepared by individuals working in a profession within the criminal justice system.

CJS 220 Agency Administration**3 credit hours**

This course conducts a practical analysis of modern administration theory and supervisory, management principles and their application to the unique operating problem of criminal justice organizations.

CJS 221 Criminal Law**3 credit hours**

This course examines the history, scope and nature of law. It focuses on the parties to a crime; classification of offenses; criminal acts and intent; the capacity to commit crime; and criminal defenses. It will cover the elements of misdemeanor and felony crimes. [*KRSN CRJ 2010 Criminal Law*].

CJS 240 Criminal Investigation**3 credit hours**

This course explores issues including the effective interview and interrogation techniques, crime scene management and lab processes, crime scene documentation methods, case preparation and court presentation.

CJS 242 Introduction to Criminology**3 credit hours**

This course provides a broad overview of the different theories related to the nature and extent of crime, including the causes and prevention of criminality. Students will gain an overview of the justice process, legal concepts, justice perspectives, and treatment programs for known criminals.

CJS 251 Criminal Procedures**3 credit hours**

This course introduces basic court system procedures and the jurisdiction of the courts. It also focuses on the constitutional and other legal requirements that affect law enforcement practices and procedures. Specific topics include confessions and interrogations, identification procedures, arrest, search and seizure, and admissibility of evidence.

CJS 271A Criminal Justice Practicum**2 credit hours**

This course, aligned with local police departments and criminal justice agencies, provides students with practicum experiences in various aspects of police and criminal justice work. Class discussion will assist students in processing varied learning experiences. Students will spend a minimum of 90 hours for the semester.

CJS 271 Internship in Criminal Justice II**2 credit hours**

This course provides students with an integration of professional and academic experience through an internship that focuses on criminal justice procedures, techniques, and agency administration.

COL 011 Pre-Composition**3 credit hours**

Pre-Composition is a preparatory course, emphasizing the writing processes that will be utilized in COL 101 English Composition I. The course will progress from short pieces of writing to longer written essays emphasizing written focus, organization, clarity, and usage of Standard Edited English. COL 011 does not apply toward graduation requirements. *Prerequisite: ACT 12-15; or COMPASS 23-54; or ASSET 35-40; or Accuplacer Sentence Skills score 1-68; or completion of COL 040 with a C grade or above.*

COL 040 Integrated Reading and Writing**3 credit hours**

This course is designed to prepare students for academic and vocational reading at the college level. Emphasized skills include improving comprehension of college level texts, developing learning strategies, and improving vocabulary and communication skills. This course also emphasizes the writing processes that will be utilized in Composition I (COL 101). The course will progress from short pieces of writing to longer written essays, emphasizing written focus, organization, clarity, and usage of Standard Edited English. COL 040 does not apply toward graduation requirements. *Prerequisite: ACT Writing score 1-15 and Reading score 1-15; or COMPASS Writing score 1-54 and Reading score 1-72; or ASSET Writing score 1-40 and Reading score 1-38; or Accuplacer Sentence Skills score 1-68 and Reading Comprehension score 1-68; or Next Gen Reading & Writing Score 1-254.*

COL 101 English Composition I**3 credit hours**

English Composition I is designed to prepare students for the tasks facing them as college writers. The course provides study and practice in the essentials of the writing process, emphasizing the prewriting, planning, drafting, and revision techniques that are vital elements in the process approach. *Prerequisite: ACT English score and Reading score 16 and above; or COMPASS Writing score 55 and above and Reading score 73 and above; or ASSET Writing score 41 and above and Reading score 39 and above; or Accuplacer Reading and Writing score 69-120; or Next Gen Reading and Writing score 255 and above; or completion of COL 011 or COL 040 with a C grade or above. [KRSN ENG 1010 English Composition I].*

COL 102 English Composition II**3 credit hours**

English Composition II, like English Composition I, is designed to prepare students for the tasks facing them as college writers. It continues the study of writing as a process, focusing especially on expository writing, argumentation, logical processes, and critical essays. The course also includes a research component with an emphasis on library skills. *Prerequisite: COL 101 with a grade C or above. [KRSN ENG 1020 English Composition II].*

COL 115 Creative Writing**3 credit hours**

Creative Writing familiarizes the student with the process of writing for publication. Emphasis is placed upon the writing of poetry, short story, and/or drama. *[KRSN ENG 2030 Creative Writing].*

COL 116 Business Writing**3 credit hours**

This course explores the theory and practice of written communication in business. Students will learn strategies for writing they may encounter in the workplace. Basic elements of business communication will be covered with emphasis placed on writing in various business contexts. This course will focus on the writing process, building business vocabulary, communicating effectively, and standard English grammar. This course is designed for students interested in both business and technical programs.

COL 130 Introduction to Literature**3 credit hours**

Introduction to Literature reviews and studies the major genres of literature: fiction, poetry and drama. Representative selections are read, discussed, and analyzed. Literary criticism is introduced via theme, mood, characterization, style, tone, language, and other related elements. *Prerequisite: Enrollment in or completion of COL 101 with a C grade or above. [KRSN ENG 1030 Introduction to Literature].*

COL 132 Poetry**3 credit hours**

This course provides an introduction to poetry and develops a basis for the interpretation, evaluation, and appreciation of poetry as a literary genre. *Prerequisite: Enrollment in or completion of COL 101 with a C grade or above.*

COL 135 Fiction**3 credit hours**

Fiction familiarizes the student with short works of fiction from classics to contemporary offerings. Fiction also discusses how to read a story, point of view, character, setting, and themes, as well as writing about literature, including the critical approaches to literature. *Prerequisite: Enrollment in or completion of COL 101 with a C grade or above.*

COL 211 American Literature I: Colonial to 1865**3 credit hours**

American Literature I surveys the development of American literature from the Colonial period to the Civil War era. The course also introduces students to a variety of historical literary genres and reviews the principles of literary criticism as they apply to the major works covered. *Prerequisite: Enrollment in or completion of COL 101 with a C grade or above. [KRSN ENG 2010 American Literature I].*

COL 222 American Literature II: 1865 to Present**3 credit hours**

American Literature II surveys the development of American literature from the Civil War period through present day. The course also introduces students to a variety of literary genres and reviews the principles of literary criticism as they apply to the major works covered. *Prerequisite: Enrollment in or completion of COL 101 with a C grade or above. [KRSN ENG 2020 American Literature II].*

COL 237 Children's Literature**3 credit hours**

Children's Literature is a preparation course for the elementary school teacher. The course focuses on the history, tradition and current trends of children's literature, development of an appreciation and understanding of children's literature in all genres, selection and evaluation of quality books for children, and development of creative techniques for teaching literature. *Prerequisite: Enrollment in or completion of COL 101, COL 116, OR BUS 261 with a C grade or above. [KRSN EDU 2010 Children's Literature].*

COL 250 Introduction to Mythology**3 credit hours**

Introduction to Mythology familiarizes students with key narratives from various world mythologies with an emphasis on myths from the Greco-Roman and Norse traditions. In addition to examining how these myths provide insight into the cultures that created them, the class will focus on how these stories inform the modern reader about the human condition and how they influenced successive cultural constructs from literature to contemporary popular culture. *Prerequisite: Enrollment in or completion of COL 101 with a C grade or above.*

COL 260 World Literature**3 credit hours**

A survey of major works of European, African, Asian and South American writers in the period 1650 C.E. to the present. The aim of the course is to deepen appreciation and understanding of individual works, to examine their relationship to other literature in their tradition, and to achieve a sense of each work as an expression of the culture that originated it. Genres studied included the novel, poetry, and drama, supplemented by works from the oral tradition, the visual arts, and film.

COM 101 Public Speaking**3 credit hours**

This course is an introduction to the basic principles of effective public communication. Students learn to research, organize, prepare and deliver speeches in a variety of contexts and situations including individual and group presentations. Effective listening and analytical skills are developed through the critical analysis of student speeches. *[KRSN COM 1010 Public Speaking]*.

COM 164 News Practicum**1 credit hour**

This course provides students interested in journalism and online publishing practical experience working on the staff of the college's online newspaper. Students will gain experience in reporting, interviewing, writing and editing news stories as well as photography.

COM 201 Mass Communication in Society**3 credit hours**

This course is an introductory course designed to acquaint students with past, present and future trends of mass communication and its impact on society. Students examine the historical and strategic developments of newspaper, radio, television, cinema, Internet, public relations, advertising and other forms of mass communication. Students also research career paths available in mass media industries and, through critical evaluation, become more informed consumers and producers of media. *[KRSN COM 1030 Introduction to Mass Communication]*.

COM 202 Reporting**3 credit hours**

This course focuses on the study and practice of gathering information and writing for various media. Students will gain interviewing and writing skills for print, broadcast and web reporting with an emphasis on professional and ethical conduct. *Prerequisites: Eligible for COL101 English Composition I or completion of COL101.*

COM 211 Interpersonal Communications**3 credit hours**

This course is the study of interpersonal communication theories and application of effective communication techniques. By observing and analyzing communication behaviors in others, students develop an understanding of the interpersonal communication process and the role it plays in developing personal and professional relationships. Self-analysis helps students apply the necessary skills for effective interpersonal communication. *[KRSN COM 1020 Interpersonal Communications]*.

ECE 101 Early Childhood Growth and Development**3 credit hours**

The student will study the physical, mental, social and emotional development of the child from birth to eight years. The student will gain understanding in the interrelationship of growth and behavior and the influence of a child's cultural environment on the child's development. *[KRSN PSY 2030 Childhood Growth and Development]*.

ECE 102 Principles of Early Childhood Education**3 credit hours**

The student will study the history, principles, philosophy and best practices in early education and child care. The student will be exposed to a variety of early childhood program models as well. The student will be able to apply developmentally appropriate practices in working with young children and their families as well as in related early childhood education courses. *[KRSN ECE 1010 Introduction to Early Childhood Education]*.

ECE 103 Child Health, Safety, and Nutrition**3 credit hours**

The student will develop an understanding of the basic factors which affect the health, safety and nutrition of young children. Current state regulations and national standards will be examined.

ECE 104 Creative Experiences for Young Children**3 credit hours**

The student will learn how to construct and maintain an environment for young children that fosters aesthetic sensitivity and creativity. Creative activities will include visual arts, dance, music, and dramatic play. The course will focus on the selection, construction, and use of materials, activities, and experiences that encourage the young child's creativity encompassing all developmental domains and curricular areas.

ECE 105 Observing and Interacting with Young Children**3 credit hours**

The student will research and practice the role of observation to assess and monitor the development and learning of and the appropriate techniques for interacting with young children.

ECE 107 Child Play and Games**3 credit hours**

The student will understand the importance of play attitudes and environments in the young child's development. The student will learn how to incorporate movement with an emphasis on encouraging children to explore, imagine, invent and express feelings.

ECE 150 Professional Portfolios in Early Childhood Education**1 credit hour**

The student will compile resources and write competency statements based on the NAECY standards and the Child Development Associate National Credentials. The student's portfolio will meet the minimum expectations of the CDA Professional Portfolio and acts as a capstone to the Certificate program in Early Childhood Education.

ECE 201 Infant and Toddler Education and Care**3 credit hours**

The student will study infant and toddler development with emphasis on how to create and maintain developmentally appropriate environments for children aged birth through thirty-six months. Supporting and engaging families and communities through respectful, reciprocal relationships will be an integral part of the course.

ECE 202 Preschool Education and Care**3 credit hours**

The student will apply the development of preschoolers in building and implementing a preschool program that supports each developmental domain. The student will study the role of the teacher as well as strategies to build positive and productive relationships with families and the community.

ECE 204 Developing Language and Literacy in Early Childhood**3 credit hours**

The student will understand the foundation of early language and literacy as well as examine techniques for facilitating early language and literacy development in children from birth to age eight. *Prerequisites: Enrollment in or completion of ECE 102 Principles of Early Childhood Education or consent of ECE coordinator.*

ECE 206 Profession Development/Leadership**3 credit hours**

The student will develop leadership and collaboration skills. The student will practice conflict resolution strategies and other human resource management strategies. The student will also develop skills related to parent and community involvement.

ECE 207 Early Childhood Program Administration**3 credit hours**

The student will build knowledge of the operations and management of early childhood care and education programs. The student will learn how to maintain budgets and implement the administration and organization of early childhood care and education programs.

ECE 209 Current Topics in Early Childhood Education**1 credit hour**

The student will explore current trends, research, and policies in early childhood education. The specific description and outcomes will be revised as each section is offered. Topics will be based on national standards, research, policy, and interest as identified by the Early Childhood Education Advisory Board, ECE students, and collaborating agencies.

ECE 210 Developing Math and Science in Early Childhood**3 credit hours**

The student will explore how to facilitate early math and science skills in young children. Both formal and informal instructional strategies will be learned. The student will become familiar with current research regarding foundational math and science skill development in the young child. *Prerequisites: Enrollment in or completion of ECE 102 Principles of Early Childhood Education or consent of ECE coordinator.*

ECE 211 Best Practices in Inclusion and Diversity**3 credit hours**

The student will learn how to identify special needs and the diversity of the children with whom she/he will work. Through case studies and readings focused on best practices, the student will learn how to build on a child's diverse knowledge and abilities within a group.

ECE 212 Educating Children with Exceptionalities**3 credit hours**

The student will become familiar with IDEA and the different disability categories. The student will become knowledgeable of the spectrum of services and early interventions to qualifying children.

ECE 215A Practicum in Early Childhood Education**1 credit hour**

The student will be responsible for preparing, implementing, and evaluation activities for children in either a child care, preschool, or educational setting. A minimum of 45 onsite hours is required for the semester. *Prerequisite: Consent of ECE coordinator.*

ECE 216 Practicum II in Early Childhood Education**1 credit hour**

Continuing the student's work in ECE 215 and ECE 216, the student will be responsible for preparing, implementing, and evaluation activities for children in either a child care, preschool, or educational setting. A minimum of 45 onsite hours is required for the semester. *Prerequisite: ECE 215.*

ECE 217 Practicum III in Early Childhood Education**1 credit hour**

Continuing the student's work in ECE 215, the student will be responsible for preparing, implementing, and evaluation activities for children in either a child care, preschool, or educational setting. A minimum of 45 onsite hours is required for the semester. *Prerequisite: ECE 215 and ECE 216.*

ECO 207 Microeconomics**3 credit hours**

This course introduces the student to the principles of economics and then examines the major concepts of microeconomics from an analytical standpoint. The course begins with an examination of basic economic principles, including supply and demand and a look at the major economic systems. Additional topics covered in this class include the economic theory of households and firms, the determination of equilibrium prices in various product markets, efficient allocation of resources, and distribution of income. The effects of microeconomic decisions on public policy will also be discussed. *[KRSN ECO 1010 Microeconomics].*

ECO 208 Macroeconomics**3 credit hours**

This course introduces the student to the major concepts of macroeconomics from an analytical standpoint. Topics covered include determination of national income, employment issues, stabilization policies, monetary policy, fiscal policy, and the problems of economic growth and development. The economics of international trade and related issues will also be discussed. *[KRSN ECO 1020 Macroeconomics].*

EDU 200 Introduction to Special Education and Inclusive Practices**3 credit hours**

This course provides an introduction to the field of special education. Students will be introduced to the characteristics and educational needs of all exceptional learners and to the specialized instruction and services designed to meet individualized student needs in a culturally diverse classroom.

EDU 201 Foundations of Education**3 credit hours**

The course will provide a survey of the historical, philosophical, and cultural foundations of education and an overview of the process of establishment of educational policy. *[KRSN EDU 1010 Introduction to Education].*

EDU 202 Observation and Participation I**1 credit hour**

This course will explore the multiple roles and responsibilities of teachers today. Students will complete a minimum of 45 clock hours observing and working with a certified teacher. *Prerequisite: Enrollment in or completion of EDU 201 or ECE 102.*

EDU 211 Educational Technology in Teaching**3 credit hours**

This course explores principles and techniques for integrating current and emerging instructional technology in school settings. Emphasis on building knowledge and technical competence through inquiry-based methods of exploration and implementation of multimedia and other technologies relevant to today's classroom.

FRE 101 French I**5 credit hours**

This course will teach basic vocabulary and phrases, pronunciation, reading and writing in French. The student will be introduced to French-speaking cultures. *[KRSN FRN 1010 French I]*.

FRE 102 French II**5 credit hours**

This course is a continuation of French I. The course will continue developing student reading, writing, listening, and speaking skills in French. The student will continue to learn about French-speaking cultures. *Prerequisite: FRE101 French I. [KRSN FRN 1020 French II]*.

GEO 104 Principles of Geography**3 credit hours**

This course examines the earth from a regional geographic point of view. Emphasis is placed on an understanding of the major issues facing the world today, and the geographic relationships and patterns pertaining to those issues. The world regions dealt with include: Anglo-America, Latin American, Europe, Russia, Middle East, Asia, Africa, and the Pacific World. *[KRSN GEO 1010 World Regional Geography]*.

HIS 108 American History to 1865**3 credit hours**

This course provides a survey of American History from the colonial period through the Civil War. *[KRSN HIS 1010 US History to 1877]*.

HIS 109 American History from 1865**3 credit hours**

This course provides a survey of American History from the end of the Civil War up to the present. *[KRSN HIS 1020 US History since 1877]*.

HIS 121 World History to 1500**3 credit hours**

This course provides a survey of world history from prehistoric times to 1500 and examines the changes, transformations, and developments in civilizations in Asia, Africa, the Americas, Oceania, and Europe. *[KRSN HIS 1030 World History to 1500]*.

HIS 122 World History 1500 to Present**3 credit hours**

This course provides a survey of world history from 1500 to the present and examines the changes, transformations, and developments in civilizations in Asia, Africa, the Americas, Oceania, and Europe. *[KRSN HIS 1040 World History 1500 to Present]*.

HIS 210 The American Civil War**3 credit hours**

This course surveys the many reasons, the events and the repercussions of the catastrophic event that would serve as the centerpiece to American History. The American Civil War will further emphasize the countless individuals who played roles in the immense conflict as well as concentrating on camp life lived by those who fought it.

HIS 225 The American West**3 credit hours**

This course is a regional study of the American West with emphasis on the Great Plains. An overview of the American frontier from the age of discovery to 1890 is provided and the study of the Plains Indians and the range cattle industry is included.

HIS 226 Kansas History**3 credit hours**

This course is a study of Kansas historical development from the prehistoric age to the present. The course includes agricultural developments as well as political studies.

HIS 231 World Since 1914**3 credit hours**

This course provides a study of world history that begins with World War I and ends with the 1970's. Particular emphasis is given to World War I and World War II as they affected world developments.

HIS 250 Latin American History**3 credit hours**

This course is an examination of the economic, social, political and cultural history of Latin American since independence. Regional identities, such as Central America, and independent national states, such as Cuba and Mexico, are explored. Literary and intellectual trends together with contemporary popular culture are featured in the course.

HPE 105 Personal Hygiene and Community Health**3 credit hours**

This course examines health and wellness within the individual and the community. The relationship between societal and cultural issues and health is analyzed. Students are provided with the knowledge to develop personal responsibility in making healthy lifestyle choices. [*KRSN HSC 1020 Personal and Community Health*].

HPE 111 Basic First Aid-CPR**1 credit hour**

This course is designed to provide information on the prevention of accidents, functional first aid knowledge, and the skills to care for basic emergencies, obstructed airways, rescue breathing, and CPR. An American Heart Association card may be earned for Health Care Provider Fundamentals and basic First Aid.

HPE 115 Basic Nutrition**3 credit hours**

Basic Nutrition is a lecture course designed for both biology and non-biology majors. This course covers the relationship of nutrition as related to food and the ability of the body to utilize it. Students will learn about nutrition at various life stages including pregnancy, infancy, adulthood, and geriatric aging. [*KRSN: HSC 1010 Nutrition*].

HPE 118 Individual/Dual Lifetime Activities (Fitness)**1 credit hour**

This course is designed to offer the student instruction and performance opportunities in exercise and physical activities. A mandatory pre-assessment will be utilized to determine the entrance levels of the student. Goals and objectives for this class will be discussed during the initial assessment. Students should use this class to achieve their physical fitness goals. A mandatory post-assessment is given the last week of the semester.

HPE 121 First Aid and Safety**3 credit hours**

This course is designed to provide information on the prevention of accidents, functional first-aid knowledge, and the skills to care for basic emergencies, obstructed airways, rescue breathing, and CPR. An American Heart Association card may be earned. In addition, a more in depth exposure to first aid knowledge and skills is included. Lecture and lab time combined. *[KRSN: HSC 1040 First Aid and Safety]*.

HPE 127 Fundamentals of Softball**3 credit hours**

This course is designed to develop coaching techniques from individual to team fundamentals. Emphasis is on offensive and defensive situations.

HPE 131 Weights and Conditioning**1 credit hour**

This course is designed to offer the student instruction and performance opportunities in exercise activities, specifically resistance and cardiovascular training. Techniques and safety will be addressed for all exercises performed. Each student should use this class to achieve specific physical fitness goals.

HPE 132 Wellness for Life**3 credit hours**

This course will acquaint the student with a basic knowledge, understanding, and value of physical activity as related to optimal healthful living throughout life.

HPE 134 Care & Prevention of Athletic Injuries**3 credit hours**

This course stresses fundamentals of athletic training. Topics include: the sports-medicine team and athletic training as a profession, injury prevention, emergency procedures, common sports-related injuries, taping and wrapping, and basic rehabilitation. A review of anatomy, common injuries, evaluation, and management will be covered for each major body area. This course is aimed at both competitive and recreational athletes, as well as pre-athletic training and pre-physical therapy students.

HPE 211 Fundamentals of Baseball**3 credit hours**

This course is designed to develop coaching techniques from the basic fundamentals of individual/team offense and defense. In addition, the course is designed primarily for those interested in coaching baseball and may enrich the knowledge of future spectators. A brief history of the sport will be provided as well as a clear and concise explanation of the major rules that comprise the game of baseball.

HPE 221 Introduction to Soccer**3 credit hours**

This course familiarizes the student with basic skills, theory, and philosophy of soccer. Both individual skills and team play are emphasized.

HPE 231 Fundamentals of Basketball**3 credit hours**

This course familiarizes the student with the fundamentals and philosophy of basketball and tries to bring into focus all aspects of offense, defense, and special situations of the game.

HPE 241 Theory and Practice of Coaching Basketball**3 credit hours**

This course is designed to meet departmental standards for certification requirements. The course provides insight on the scientific approach to coaching basketball to all students.

HPE 251 Fundamentals of Track and Field**2 credit hours**

This course develops basic techniques and coaching procedures for track and field events. Attention is given to the organization and promotion of track meets. Physical fitness and the international aspects of track are stressed.

HPE 261 Fundamentals of Volleyball**3 credit hours**

This course develops the coaching techniques of volleyball from individual to fundamentals of team offense and defense. It is designed primarily for those interested in coaching, but may enrich the curriculum of future spectators. A brief history of the sport, with major rules, is included.

HPE 298 Athletic Training Practicum I**3 credit hours**

This course is designed for students intending to continue their education in athletic training or physical therapy or those interested in chiropractic medicine. This class is designed to provide the foundation of orthopedic assessment and injury evaluation, and covers special topics in the areas of athletic training. The student will have an opportunity to complete a project. Requirements include supervised work in the athletic training room, research on special topics, and the completion of a project. *Prerequisites: HPE 134, BIO 102, enrollment in or completion of BIO260/265 and HPE 234, and consent of instructor.*

HUM 105 Ethics**3 credit hours**

This course investigates humanity's quest to integrate one's own values, morals, norms, and ethics into culture and society, and to pass these standards to each generation. Further, this course will discuss the nature of ethics, good, and evil. *[KRSN PHL 1020 Ethics]*.

HUM 110 Logic and Critical Thinking**3 credit hours**

This course examines the basic elements of formal and informal reasoning. Topics include inductive and deductive arguments, informal fallacies, propositional logic, and the analysis and evaluation of argumentative discourse in a variety of everyday contexts. *[KRSN PHL 1030 Logic and Critical Thinking]*.

HUM 125 Philosophy**3 credit hours**

This course investigates humanity's quest for understanding of life and the universe using the philosophical method of relating the thinking of classic, traditional, and modern Western philosophers to one's own understanding of reality. It will consider problems of human knowledge and its relationship with the world in which we live. *[KRSN PHL 1010 Introduction to Philosophy]*.

HUM 130 New Testament**3 credit hours**

This course studies the historical, literary and cultural background of the New Testament. The makeup of the Bible, the content of the New Testament and the interpretation of Biblical texts will be discussed. *[KRSN REL 1030 New Testament]*.

HUM 131 Old Testament**3 credit hours**

This course provides a survey of the Old Testament and studies the makeup of the Hebrew Bible, the content of the Old Testament writings, and the rules governing the interpretation of Biblical texts. *[KRSN REL 1020 Old Testament]*.

HUM 135 World Religions**3 credit hours**

The purpose of this course is to familiarize the student with the major religious traditions and belief systems of both Eastern and Western cultures. Primary doctrines, beliefs and practices will be covered in order to understand how each tradition has contributed to world culture and to the lives of the followers of the major traditions. Brief attention will be given to the various minor religious traditions of the world community. *[KRSN REL 1010 World Religions/Comparative Religions]*.

HUM 211 Current World Affairs**3 credit hours**

This multidisciplinary course introduces students to global events and how they affect their lives and society. Students will research and analyze domestic and international events and their influence on politics, economics, culture, environment, human rights, social welfare, equality, diversity, and other issues.

LDR 101 Principles of Leadership**3 credit hours**

The course is a survey of leadership theories and an introduction to the study of effective leadership. Course activities move from theory-based activities to practical experience through classroom interaction and projects to create positive change. The course includes an examination of personal leadership potential and an articulation of a personal leadership theory. *[KRSN BUS 2010 Principles of Leadership]*.

LDR 140 Civic Leadership**3 credit hours**

This course will increase students' understanding of civic leadership in theory and practice. Through case studies and simulations, students will examine how public leaders effect societal change. Through small-group projects on campus and in the community, students will analyze and address leadership challenges and apply their learning to meet those challenges.

LDR 171 Internship in Leadership I**1 credit hour**

This course provides students with an integration of academic and practical leadership experience through an internship with business, industry, or a professional organization. *Prerequisite: Concurrent enrollment in LDR 140 Civic Leadership recommended.*

LDR 201 Ethics and Diversity in Leadership**3 credit hours**

This course is a survey of the fundamental ethical responsibilities of leadership and requires an examination of obstacles to and opportunities for ethical leadership. Central to the course is an understanding of the cultural contexts of leadership and an articulation of a personal ethics statement as a foundation for applied ethical leadership behaviors in a variety of contexts and situations.

LDR 240 Organizational Leadership**3 credit hours**

This course will increase students' understanding of organizational leadership in theory and practice. Through case studies and simulations, students will examine how organizational leaders effectively lead and manage small and large organizations and implement change. Through small-group projects in conjunction with a variety of professional organizations – business, industry, education, healthcare, non-profits, philanthropy, students will analyze and address leadership challenges and apply their learning to meet those challenges.

LDR 271 Internship in Leadership II**2 credit hours**

This course provides students with an integration of academic and practical leadership experience through an internship with business, industry, or a professional organization. *Prerequisite: Concurrent enrollment in LDR 240 Organizational Leadership recommended.*

MAT 015 Elementary Algebra**3 credit hours**

This course provides the student with an understanding of elementary algebra, and will cover topics such as operations with signed numbers, factoring, and solving linear and quadratic equations. This course prepares the student for MAT 103 Intermediate Algebra. MAT 015 does not apply toward Mathematics graduation requirements. *Prerequisite: ACT math score 14-17; or COMPASS Pre-Algebra score 22-100 or Algebra score 0-30; or ASSET Numeric Skills score 33 and above; or Accuplacer Elementary Algebra score 1-59; or Next Gen score 1-249.*

MAT 103 Intermediate Algebra**3 credit hours**

This course covers basic topics in algebra, including the solution of linear and quadratic equations, factoring, graphing, inequalities, rational and irrational numbers and functions. *Prerequisite: ACT math score 18-19; or COMPASS Algebra score 31-49; or ASSET Elementary Algebra score 39-44; or Accuplacer Elementary Algebra score 60-80; or Next Gen score 250-262; or completion of MAT 015 with a C grade or above. [KRSN MAT 1000 Intermediate Algebra].*

MAT 105 College Algebra**3 credit hours**

This course covers basic topics in algebra, including the solution of linear and quadratic equations, factoring, graphing, inequalities, rational and irrational numbers, functions, plus logarithms, sequences, series, determinants and matrices. *Prerequisite: ACT math score 20 and above; or COMPASS Algebra score 50-100; or ASSET Intermediate Algebra score 39 and above; or Accuplacer Elementary Algebra score 81 or above; or Next Gen score 263 and above; or completion of MAT 103 with a C grade or above. [KRSN MAT 1010 College Algebra].*

MAT 106 Plane Trigonometry**3 credit hours**

This course introduces the study of trigonometric functions. The course includes graphs of the trigonometric functions, radian measure, solution of triangles, and many other applications. The course is designed primarily for those who have not had a course of trigonometry in high school. *Prerequisite: High school Algebra II with a grade of C or above; or completion of MAT105 College Algebra with a grade of C or above; or consent of instructor. [KRSN MAT 1030 Trigonometry].*

MAT 115 Elementary Statistics**3 credit hours**

This course includes basic concepts of probability and statistics. The course covers measure of central tendency and variation, discrete and continuous distributions, sampling, confidence intervals, hypothesis tests, regression and correlation. *Prerequisite: MAT 105 or MAT106 or high school equivalents with a grade of C or above, or ACT Math score of 22 or above, or with instructor's consent. [KRSN MAT 1020 Elementary Statistics].*

MAT 120 Pre-Calculus**3 credit hours**

This course includes the study of algebraic, transcendental, and trigonometric functions. The course also includes a general background in analytic geometry and linear algebra. *Prerequisite: MAT 105 with a C grade or above or consent of instructor.*

MAT 123 Calculus with Analytic Geometry I**5 credit hours**

This course introduces analytic geometry, functions, limits and continuity, derivatives, and applications. *Prerequisite: MAT105 or MAT106 or MAT120, or high school equivalents with grade of C or above, or ACT math score 24 or above, or with Instructor's Consent. [KRSN MAT 2010 Calculus I].*

MAT 125 Calculus with Analytic Geometry II**5 credit hours**

This course studies integration of algebraic, exponential, and trigonometric functions including application of differentiation and integration. This course also studies infinite sequences and series, as well as, polar coordinates and conic sections. *Prerequisite: MAT 123 with a C grade or above.*

MAT 130 Essential Mathematics**3 credit hours**

This course will focus on the mathematical skills and knowledge required for quantitative literacy. Topics will include understanding numerical relationships, financial mathematics, probability, and data analysis and statistics. The course will emphasize the development of critical thinking and quantitative reasoning skills necessary to understand major issues in society. *[KRSN: MAT 1040 Contemporary Math/Quantitative].*

MAT 225 Calculus with Analytic Geometry III**3 credit hours**

This course amplifies the study of multivariable calculus with infinite series and vectors. The course Includes partial differentiation and multiple integration with applications. *Prerequisite: MAT 125 with a C grade or above.*

MED 102 Certified Nurse Aide**5 credit hours**

The Certified Nurse Aide course includes classroom and clinical instruction on basic patient care. The skills learned include daily hygiene, bed baths, taking vital signs, positioning, transfer of patients, and others. Patient care will be conducted in a nursing home setting. The course prepares the student for the state licensing examination.

MED 103 Medication Aide**5 credit hours**

The Medication Aide course is designed to include the development of medicine knowledge, use of medicines, effects of medicine, administering medications, including preparation and accurate distribution of medicine for safety of the patient. *Prerequisites: MED 102 and ACT Reading score 16 and above; or COMPASS Reading score 73 and above; or ASSET Reading score 39 and above; or Accuplacer Reading score 40 and above; or Next Gen Reading*

Score 209 and above; or completion of COL 101 with a C grade or above. Requirements: 18 years of age or older to take state test; active State of Kansas CNA certification.

MED 106 Medication Aide Update

1 credit hour

The Medication Aide Update course is offered as an update on medication administration. Course topics include the identification of commonly used drugs and their interaction with foods and other drugs, identification and description of biological effects of medications on the elderly, restatement of the basic principles and skills required for safe practice in administering medications and identifying the legal implication or regulations applying to administering medications and record keeping.

MED 107 Rehabilitation Aide

2 credit hours

The Rehabilitation Aide course is designed to train aides to fulfill requirements for efficient rehabilitative care of residents in nursing homes. This course will provide participants with the opportunity to learn the rehabilitative philosophy, work with departmental organizations, and understand the role of the physical therapist and the proper techniques of body mechanics, transfers, and ambulation. *Prerequisite: MED 102 and ACT Reading score 16 and above; or Compass Reading score 73 and above; or Asset Reading score 39 and above; or Accuplacer Reading score 40 and above; or Next Gen Reading score 209 and above; or completion of COL040 with a C grade or above.*

MED 108 Home Health Aide

2 credit hours

The Home Health Aide course is designed to provide the student with basic care skills for families with unique health needs. The student will learn the goals of maintaining basic human needs, home management, nutrition, meal planning, adapting basic care activities, observing client's medication, and special needs, as well as special procedures in emergency care. *Prerequisite: ACT Reading score 16 and above; or Compass Reading score 73 and above; or Asset Reading score 39 and above; or Accuplacer Reading score 40 and above; or Next Gen Reading score 209 and above.*

MED 120 Medical Terminology

3 credit hours

This course is designed to provide the basics needed for building vocabulary. This course emphasizes the building of medical words from prefixes, suffixes, word roots, and combining forms. The course also includes an overview of the body systems. . [KRSN: HSC 1030 Medical Terminology].

MUS 101 Fundamentals of Music

3 credit hours

This course includes basic skills in music reading: clefs, meters, rhythm patterns, scales, keys, intervals, chords, basic transposition, and keyboard harmony. This is an introductory course in music designed for the elementary classroom teacher, for the music major as a prerequisite of Music Theory 102, and the non-music major who desires to have knowledge of music fundamentals.

MUS 102 Music Theory I

3 credit hours

This course introduces the skills necessary for reading, analyzing, and understanding music. Specific topics include music fundamentals, simple and compound meters, intervals and chords, scales and key signatures, music analysis using roman numerals and figured bass, and common-practice diatonic harmonic and voice-leading principles. *Prerequisite: MUS 101 Fundamentals of Music. Co-requisites: MUS 116 and MUS 117. [KRSN MUS 1020 Music Theory].*

MUS 103 Music Theory II**3 credit hours**

This course is a continuation of Music Theory I, extending into the study of seventh chords, leading tone chords, modulations to closely related keys, and small formal structures. The course focuses on mastering the concepts of harmonic progression and writing in eighteenth century chorale style. *Prerequisite: MUS 102. Co-requisites: MUS 118 and MUS 121. [KRSN MUS 1030 Music Theory].*

MUS 104 Vocal Jazz Ensemble**1 credit hour**

The purpose of this course is to prepare and perform representative works of choral excellence. The works will be primarily music of Renaissance madrigals and 20th Century jazz compositions. *Prerequisite: Consent of instructor.*

MUS 106 Concert Band**1 credit hour**

The purpose of this course is to prepare and perform representative works of instrumental excellence. This course is a requirement for all instrumental music majors.

MUS 108 Choir**1 credit hour**

This course requires preparation and performance of representative works of choral excellence. The course is required of all vocal music majors.

MUS 110 Jazz Band**1 credit hour**

The purpose of this course is to prepare and perform representative works of Jazz and Contemporary instrumental literature. The works will primarily focus on 20th Century jazz compositions. The study of jazz history and improvisation would be essential to the preparation of the music. *Prerequisite: Consent of instructor.*

MUS 111 Music Appreciation**3 credit hours**

This course introduces the history and development of music in western civilization. The class includes an understanding of the fundamental elements of music and a survey of important composers and their works, representing each of the major stylistic periods in music history. Knowledge of musical notation is not necessary. *[KRSN MUS 1010 Music Appreciation].*

MUS 114 Applied Music I**1 credit hour**

This course offers music majors and non-music majors individual instruction in piano, voice, or a band instrument. A one half-hour private lesson per week is given and outside practice is required. Assignments are developed according to each student's ability and previous music training. Music majors are required to take a final jury examination to demonstrate proficiency on their instrument or voice.

MUS 115 Applied Music II**1 credit hour**

This course offers music majors and non-music majors individual instruction in piano, voice, or a band instrument. A one half-hour private lesson per week is given and outside practice is required. Assignments are developed according to each student's ability and previous music training. Music majors are required to take a final jury examination to demonstrate proficiency on their instrument or voice. *Prerequisites: MUS 114.*

MUS 116 Aural Skills I**1 credit hour**

The purpose of this course is to develop aural perception of music and skill in sight singing. Basic activities include dictation of melodic, harmonic, and rhythmic exercises and the development of speed and accuracy in sight singing. Aural Skills I is required for all music majors and taken concurrently with Music Theory I and Keyboard Harmony I. *Co-requisites: MUS 102 and MUS 117. [KRSN MUS 1040 Aural Skills I].*

MUS 117 Keyboard Harmony I**1 credit hour**

Keyboard Harmony I provides interested students with the opportunity to learn more about piano music and piano skills. Beginning students will learn basic piano music theory and technique, and develop sight-reading and musicianship skills. More advanced students will gain better understanding of interpretation of the repertoire they are studying and will learn to analyze compositional techniques found in piano literature. *[KRSN MUS 1060 Piano I].*

MUS 118 Keyboard Harmony II**1 credit hour**

This course continues the study of fundamental keyboard playing and reinforces all skills developed in Keyboard Harmony I. Further study is placed on all forms of minor scales, the principles of harmonic progression, and eighteenth century chorale style. *Co-requisites: MUS 103 and MUS 121. [KRSN MUS 1070 Piano II].*

MUS 121 Aural Skills II**1 credit hour**

This course offers sight singing and ear training to include identifying, singing, and dictating all seventh chord types and modulations to closely related keys. Emphasis is placed on aurally mastering the principles of harmonic progression and eighteenth century chorale style. *Co-requisites: MUS 103 and MUS 118. [KRSN MUS 1050 Aural Skills II].*

MUS 214 Applied Music III**1 credit hour**

This course offers music majors and non-music majors individual instruction in piano, voice, or a band instrument. A one half-hour private lesson per week is given and outside practice is required. Assignments are developed according to each student's ability and previous music training. Music majors are required to take a final jury examination to demonstrate proficiency on their instrument or voice. *Prerequisites: MUS 114 and MUS 115.*

MUS 215 Applied Music IV**1 credit hour**

This course offers music majors and non-music majors individual instruction in piano, voice, or a band instrument. A one half-hour private lesson per week is given and outside practice is required. Assignments are developed according to each student's ability and previous music training. Music majors are required to take a final jury examination to demonstrate proficiency on their instrument or voice. *Prerequisites: MUS 114, MUS 115 and MUS 214.*

NHA 129 Medical Insurance Coding and Billing**3 credit hours**

This program is designed to serve those students who are interested in gaining access to entry-level positions in the medical field related to reimbursement procedures. Students will focus on the fundamentals of reimbursement utilizing Current Procedural Terminology (CPT), International Classification of Disease (ICD), and Health Care Financing Administration Common Coding System (HCPCS). Data Collection and indexing are explained. Emphasis is placed on the need for adequate coding policies and procedures.

NHA 130 Natural Healing with Herbs**1 credit hour**

This course is designed to introduce the use of herbs in today's society. The course will provide current safety use of herbal medication and remedies.

NHA 141 Drug Awareness**1 credit hour**

Designed to provide the expanded knowledge of drugs and how they affect the human body. The course is designed to help people realize the effects that drugs have on one's body and what long term side effects they will cause. The course also includes ways of identifying those who are under the influence of drugs.

NHA 145 Hot Topics in Women's Health**1 credit hour**

This course identifies eight major health concerns of women and offers an in depth exploration and discussion of each topic.

NHA 146 Professionalism in Health Care**1 credit hour**

This course is designed to introduce the student to key elements of professionalism related to a career in the health care industry. The student will understand the importance of professionalism and the need to perform in a professional, ethical, legal, and knowledgeable manner.

NHA 152 Fitness and Nutrition: The Healthy Journey to Weight Loss**1 credit hour**

This course is designed to provide the expanded knowledge of healthy weight loss and weight maintenance. The course will discuss methods of losing weight and how to establish the best method for you. The course will discuss briefly diseases and conditions affected by weight and eating habits.

NHA 160 Social Services Designee/Activities Director**5 credit hours**

This course is an introduction to the long-term care setting and the various methods of provision of recreation and social services in this setting. It includes information to give understanding of the regulatory process and the Quality Assurance System in this setting. It will include an overview of social work practice, an introduction to recreation service provision, and the federal and state regulations. At the end of the course the learner will be qualified to hold a position as an Activity Director or Social Services director in the long term care setting.

NHA 161 Medical Administrative Aspects**4 credit hours**

This course provides an introduction to the administrative skills needed for a medical office. Students learn how to maintain medical records (both paper and electronic), manage appointments, and perform routine office duties. This course focuses on the financial aspects of the medical office including accounts payable and accounts receivable. Students examine billing and collection procedures.

NHA 235 Long Term Care Medical Records**3 credit hours**

This course provides the student with the knowledge and skills needed to organize a Health Information Management document under the supervision of a Credentialed Health Information Management professional in a long term care setting. Topics include Health Information Management professional practice standards, documentation requirements, confidentiality, legal aspects, Medicare benefits and rules and regulations of Kansas licensed nursing facilities.

NHA 236 Legal Concepts**3 credit hours**

This course will provide a foundation in medical law and ethics to assist the medical office professional. Key points of law, interpretation of statutes, and ethical dilemmas will be covered. In addition, the medical office professional will recognize the need for legal advice, know how to protect the office and employees from malpractice and understand the rights of employers, employees, and patients.

NHA 237 Introduction to Pharmacy Technician**3 credit hours**

This course provides a comprehensive introduction to the pharmacy technician field. The course introduces general pharmacy topics such as history, law, and ethics; body systems, drug classifications, basic sciences for pharmacy, and career information.

NHA 238 Pharmacology for Health Professionals**3 credit hours**

This course is an introduction to pharmacology and will provide students with a basic understanding of drug classes, their mechanism of actions, common uses, side effects, contraindications, drug interactions and the terminology used to describe medications. This course will help prepare students who will work in healthcare fields that utilize medications.

NHA 239 Medical Office Accounting**3 credit hours**

This course is a comprehensive overview of basic online accounting. The curriculum is based on the concepts of accounting along with practical application utilizing the Medisoft system.

NHA 240 Pharmacy Calculations**3 credit hours**

Pharmacy Calculations offer a clear and concise method for calculating drug dosage. This course is directed for the student or professional who feels uncomfortable with medication mathematics. This course also responds to the changes in the health care field and includes the introduction of new drugs, replacement of outdated drugs, and new and refined methods of administering medications. The importance of avoiding medication errors is highlighted by the incorporation of applied critical thinking skills based on patient care situations.

NHA 260 Pharmacy Operations**3 credit hours**

This course simulates daily activities pharmacy practice settings. Topics include: order entry processes, medication distribution systems, inventory, prescription processing, billing, repackaging, floor stock and controlled substance distribution, pharmacy computer systems, utilization of drug information resources, and proper communication techniques. *Prerequisite: Successful completion of or concurrent enrollment of NHA 237, NHA 238, and NHA 240.*

NHA 261 Advanced Pharmacy Operations**3 credit hours**

This course demonstrates and simulates daily activities in pharmaceutical practice settings. Topics include: intravenous therapy and sterile technique, total parenteral nutrition (TPN), weights and measurements. Students discuss compounding facilities and equipment, standard packaging forms, interpreting compounding orders, formulations records. Students gain exposure to non-sterile and aseptic compounding techniques. *Prerequisite: NHA 260.*

NHA 262 Pharmacy Technician Internship**3 credit hours**

This course provides student with the opportunity to apply basic pharmacy technician concepts in a pharmacy setting. Students will spend 135 hours working and observing operations in a pharmacy setting. *Prerequisite: Successful completion of or concurrent enrollment in NHA 261.*

NHA 263 Pharmacy Technician Topics**3 credit hours**

This course is designed to help prepare the Pharmacy Technician student for certification examination. The course will include test-taking tips for standardized tests, certification FAQs, a review of major course content areas, and employment preparation. *Prerequisite: NHA 237 and NHA 238 or consent of instructor.*

POL 111 American Government**3 credit hours**

This introductory course in American Government is intended to familiarize students with the structure, organization, powers, and functions of the three branches of the national government. The course will also deal with individual participation in government through public opinion, elections, and political organizations. *[KRSN POL 1020 American Government].*

POL 130 State and Local Government**3 credit hours**

This course reviews state, county, municipal, and special district governments, surveying the various systems used in the United States.

POL 171 Internship in Political Science I**1 credit hour**

This course provides students with an integration of professional and academic experience through an internship that focuses on governance, public policy, or government relations.

POL 225 Introduction to Political Science**3 credit hours**

This course is intended to provide students with a basic understanding of political science and to serve as an introduction to the theory of politics, government, and administration. It will compare governmental systems, institutions, ideologies and participation among nations and states. *[KRSN POL 1010 Introduction to Political Science].*

POL 250 Introduction to International Relations**3 credit hours**

This course acquaints students with basic terms, events, and theories in the study of international relations, and applies these to international problems such as economics, conflict/war, foreign policies, international law, and ecological issues. *[KRSN POL 1030 International Relations].*

POL 271 Internship in Political Science II**2 credit hours**

This course provides students with an integration of professional and academic experience through an internship that focuses on governance, public policy, or government relations.

PRO 116 Raster Graphics I: Photoshop**3 credit hours**

This course is designed to introduce the essential tools and techniques necessary to help students develop a proficiency in creating and manipulating digital images utilizing Adobe Photoshop.

PRO 125 Vector Graphics: Illustrator**3 credit hours**

Students will acquire a working knowledge of the tools and techniques of Adobe Illustrator as they are applied to graphic design, multi-media and other studio art applications. The course will cover advanced operation of tools and palettes.

PRO 126 Typography**3 credit hours**

This course will provide instruction into the basic principles of contemporary typographic design for verbal and visual expression. Information concerning typography, from traditional letterpress through digital type design and typesetting, will be included. This course content will emphasize effective methods of communicating to a mass audience through the printed letter as well as focus on size, form, contrast, color, spacing and design of the printed word and printed page. Working knowledge of Adobe InDesign required.

PRO 131 Graphic Design I**3 credit hours**

This course is designed to acquaint the student with the various aspects of the graphic design field. Topics include the ways in which visual messages are used in society, the skills needed by a graphic designer and the potential areas of specialization and employment.

PRO 155 Web Design: HTML/JavaScript**3 credit hours**

This course introduces students to web page construction using HTML and JavaScript. Topics include the use of HTML code to create web pages of various formats and appearance. Also covered is the creation and editing of computer graphics plus the application of JavaScript in web pages to control page behavior and create active events.

PRO 180 Page Layout: InDesign**3 credit hours**

The course is designed to introduce the most important topics of Adobe InDesign to create polished, professional-looking layouts. Students will learn how to get started with InDesign; work with text; set up a document; work with frames and colors; place and link graphics; create graphics; work with transparency, tools, and tables; create books, tables of contents and indexes; and work with advanced techniques, as well as prepare, package, and export documents.

PRO 200 Web and Motion Graphics: Adobe Animate**3 credit hours**

This course focuses on the production of vector graphics, animation, and interactive multimedia in Shockwave-Flash format for web pages and other digital media. Flash CS3 Professional users will learn to import bitmaps, sounds, and video to make Flash projects more engaging. Features in Flash CS3, including the more advanced drawing tools, ActionScript debugger, QuickTime exports, and the stand-alone video encoder will be covered.

PRO 201 Web Site Design: Dreamweaver**3 credit hours**

In this course students will develop the skills needed to create a website for personal or professional use. Students will use html and Dreamweaver. Design considerations will include navigation techniques, audience needs, browser/platform concerns, and connection speeds. A combination of current scripting/programming languages and web page authoring software will be utilized for topics such as: building, formatting, enhancing, and publishing pages; maintaining a website; creating and manipulating graphics; and incorporating style sheets, JavaScript, or Java Applets. Each student will create, publish, and manage a website dealing with a topic of global/international interest.

PRO 225 Raster Graphics II: Photoshop**3 credit hours**

This course delves further into the power of Photoshop. Students will learn to create textures and patterns, and use layer blend modes, channels and paths. Students will learn to leverage the power of Photoshop with presets and automation, and slicing to turn a web mock-up into HTML and images. Exercises are realistic, web-specific applications of Photoshop. *Prerequisite: PRO 116.*

PRO 231 Graphic Design II**3 credit hours**

This course will expand on the concepts of Graphic Design I. Emphasis will be on continued development over the essential skills required to prepare effective typographic design solutions for market-oriented projects, using design techniques and computer technology. Demonstration of these skills will be shown in preparing portfolio quality presentations of advertisements, posters, books and magazines. Students will expand their knowledge and use of Adobe Creative Suite, which includes Photoshop, Illustrator and InDesign. *Prerequisite: PRO 131.*

PRO 251 Web Design: Adobe Suite**3 credit hours**

This course focuses on the overall website production process. Particular emphasis is placed on design elements involving layout, navigation and interactivity.

PSC 100 Introduction to Meteorology**5 credit hours**

Introduction to Meteorology is an integrated lecture and lab course that covers a wide array of topics including the composition of the Earth's atmosphere, the forces governing air motion, atmospheric stability, and the development of weather systems. The course emphasizes key atmospheric concepts that enable students to understand how science can explain a wide range of regional and local weather events, how it impacts society and their daily lives, and long-term climate connections. *[KRSN PSI 2010 Meteorology Lecture and Lab].*

PSC 114 College Physics I**5 credit hours**

College Physics I is an integrated lecture and laboratory course that introduces classical physics to general education students. The material of this course will include the study of translational and rotational motion, force, work, mechanical and thermal energy, linear and angular momentum, and fluid mechanics using the tools of algebra and trigonometry. This course is designed to meet the requirements for pre-professional students entering health related and science programs. *Prerequisites: Student must be eligible for the following courses: MAT 105 and COL 101. [KRSN PHY 1010 Physics I with Lab].*

PSC 115 College Physics II**5 credit hours**

College Physics II is an integrated lecture and laboratory course that is a continuation of College Physics I. The material in this course will include the study of electricity, magnetism, waves, optics, and an introduction to modern physics using the tools of algebra and trigonometry. This course is designed to meet the requirements for pre-professional students entering health related and science programs. *Prerequisites: PSC 114. [KRSN PHY 2020 Physics II with Lab].*

PSC 120 Physical Science**5 credit hours**

Physical Science is an integrated lecture and laboratory course designed for non-physical science majors seeking to learn basic physical science concepts. The course will cover the physical process of Earth as it exists in the solar system. Topics investigated include, but are not limited to, physics topics of energy and motion, electricity and waves, modern physics, and introductory chemistry concepts from the perspective of physics. These lessons will be

applied to composite sciences which may include geology, astronomy, oceanography, atmosphere and climate, and environmental science. *Prerequisite: Eligible or completion of COL 101. [KRSN PSI 1010 Physical Science and Lab].*

PSC 130 Descriptive Astronomy

5 credit hours

Descriptive astronomy is an integrated lecture and laboratory course designed for students seeking to learn about the principles of astronomy. This course introduces the student to the science of astronomy. It will touch on physical laws and properties of the universe, but no extensive math background is required beyond a basic understanding of algebra and trigonometry. The student will learn to observe the universe around us and understand what those observations imply. *Prerequisite: Enrollment in or completion of MAT 105 with a C grade or above and eligible or completion of COL 101. [KRSN PHY 1020 Descriptive Astronomy Lecture and Lab].*

PSC 154 Physical Geology

5 credit hours

This course provides a basic introduction to the earth science area, and more particularly to physical geology. It is intended to meet the general education requirement for a laboratory science or to provide a first course for those interested in majors in the earth sciences or some areas of engineering. *Prerequisite: Successful completion of or concurrent enrollment in COL 101. [KRSN PSI 1030 Physical Geology with Lab].*

PSC 204 Engineering Physics I

5 credit hours

This course explores mechanics and heat. The course is commonly required of engineers and health science majors. *Prerequisite: MAT 123, completion of at least one class in both Algebra and Trigonometry. Concurrent enrollment in Math 123 can be done with permission of the instructor. [KRSN PHY 1030 Engineering Physics I with Lab].*

PSC 205 Engineering Physics II

5 credit hours

This course emphasizes light, sound and electricity. The course is commonly required of engineers, science and health science majors. *Prerequisite: PSC 204. [KRSN PHY 2030 Engineering Physics II with Lab].*

PSY 101 Introduction to Psychology

3 credit hours

This course is designed to introduce the student to the study of human behavior. Upon completion of this course, the student will have attained a better understanding of psychology as a science and how it relates to affects and cognitive processes. *[KRSN PSY 1010 Introduction to Psychology].*

PSY 160 Psychology of Adjustment

3 credit hours

This course is designed to introduce the student to the study of human behavior. Upon completion of this course, the student will have attained a better understanding of psychology as a science and how it relates to affects and cognitive processes.

PSY 230 Abnormal Psychology

3 credit hours

This course is designed to provide the learner with the tools required to intellectually and subjectively define the characteristics, classifications, and qualifications associated with atypical behavior patterns. *Prerequisite: PSY 101.*

PSY 263 Developmental Psychology**3 credit hours**

This course aims to study human development from birth through adulthood across the four domains of physical, social, cognitive, and emotional growth. The course is designed to provide an understanding of growth patterns and behavior consistent with age. This information can be used to deal more effectively with people in our environments and across a variety of settings. *Prerequisite: PSY 101 with a C grade or above. [KRSN PSY 2020 Human Lifespan/Developmental Psychology].*

PSY 264 Psychology of Human Sexuality**3 credit hours**

This course is designed to study the various aspects of human sexuality. The course provides practical information needed for everyday living and dealing with psychological problems. In addition, the course strives for helping the student feel more comfortable with thinking and talking about sexuality and to familiarize the student with methods used in research on sexual behavior. *Prerequisite: PSY 101.*

SOC 102 Sociology**3 credit hours**

This course provides students a general background for understanding the nature and development of social institutions. In addition, the course covers the various aspects of culture and society. *[KRSN SOC 1010 Introduction to Sociology].*

SOC 110 Juvenile Delinquency and Justice**3 credit hours**

This course examines the historical precedents and philosophical reasons for treating juveniles differently from adults. The course reviews empirical evidence about child development that can illuminate the reasons for their special status within the system. It will study the major theories that have been proposed as explanations of delinquent behavior. The course will also provide a detailed overview of the juvenile justice system, from its beginnings to the current state of the institution.

SOC 121 Marriage and Family Relations**3 credit hours**

This course examines the family as a social institution shaped by internal roles and relationships as well as by external forces specific to the society in which it is situated. Students will study the family from a sociological perspective with an emphasis on social science research and theories from the field of family studies. *[KRSN SOC 2020 Marriage and Family].*

SOC 140 Introduction to Social Work**3 credit hours**

This course introduces students to the profession of social work, its concepts, history, philosophy, values, ethics, and practice. Social welfare policies will be examined as they relate to client populations. *[KRSN SOC 1020 Introduction to Social Work].*

SOC 205 Contemporary Social Problems**3 credit hours**

This course provides a survey of current social problems and a sociological perspective. Area of emphasis include the subjective and objective aspects of social problems, social policy, and the relationship between social problems and the structure of the society in which they occur. *[KRSN SOC 2010 Social Problems].*

SPA 101 Elementary Spanish I**5 credit hours**

This course will teach basic vocabulary and phrases, pronunciation, reading and writing in Spanish. The student will be introduced to Spanish-speaking cultures. Note: Students who have recently completed two (2) years of high school Spanish with a grade of B or above or three (3) years of high school Spanish with a grade of C or above may request to waive SPA 101 Elementary Spanish I and enter directly into SPA 102 Elementary Spanish II. The request may be addressed to the appropriate Dean for approval. *[KRSN SPA 1010 Spanish I]*.

SPA 102 Elementary Spanish II**5 credit hours**

This course is a continuation of Elementary Spanish I. The course will continue developing student reading, writing, listening, and speaking skills in Spanish. The student will continue to learn about Spanish-speaking cultures.

Prerequisite: SPA 101. [KRSN SPA 1020 Spanish II].

SSC 103 College Career Success Seminar**1 credit hour**

This course is designed to point out the personal, social, educational, and vocational implications of a student's efforts in college. The course is designed to enhance success in college and help set future life goals.

SSC 104 Speed Reading**1 credit hour**

Speed Reading is a one (1) credit hour, eight-week course designed to provide the student with concepts and skills to help improve the speed and comprehension of his or her reading. This course is offered in a contracted study format.

SSC 105 Mastering College Study Skills**1 credit hour**

Mastering College Study Skills is a one (1) credit hour, eight-week course designed to provide the student with concepts and skills to help improve the effectiveness of study habits. This course is offered in a contracted study format.

THE 101 Theatre Appreciation**3 credit hours**

This course introduces students to a greater appreciation of theatre as an evolving art form through the study of theatre elements and history. Students will explore elements such as acting, directing, playwriting, reviewing, theatre design and architecture and evaluate such elements through creation and analysis. Students will also distinguish cultural and historical developments in the progression of theatre throughout the ages. *[KRSN THT 1010 Theatre Appreciation]*.

THE 131 Acting I**3 credit hours**

This course introduces the student to Stanislavski-based acting technique. Students will begin with exercises designed to free the body, voice and imagination. Course work will then focus on tools and terminology used in playing duet scenes and solo monologues. Instruction will also be given in how to analyze scripted material. *[KRSN THT 1020 Acting]*.

THE 141 Stagecraft I**3 credit hours**

This course covers theories and techniques of scene design, set construction, lighting and sound for the theatre. Students will apply their learning and skills in class projects and program productions. *[KRSN THT 1030 Stagecraft]*.

THE 161 Improvisation**3 credit hours**

This course is an introductory course in the fundamentals of improvisational acting for the theatre.

THE 210 Voice and Diction**3 credit hours**

This course covers the fundamentals of voice development including production of sound and vocal control, acquiring correct articulation and pronunciation skills, enhancing vocal expressiveness, and learning and applying the American Phonetic Alphabet. *[KRSN THT 1050 Voice and Diction]*.

THE 235 Acting II**3 credit hours**

This course continues the work begun in Acting I. Students will focus on playing actions and objectives while developing an internal life fed by the actor's imagination and sense memory. Attention will be paid to more detailed character study and scene analysis. *Prerequisite: THE 131. [KRSN THT 2010 Acting II]*.

THE 242 Stagecraft II**3 credit hours**

Stagecraft II is a continuation of applying Stagecraft I concepts and technique to more detailed projects. The student will assume responsibility for a major design and production facet of a college theatre production as well as creating a complete design scheme for a full-length play of the student's choosing.

THE 251 Theatre Practicum I**1 credit hour**

This course provides students practical experience in various areas of theatre, including performance and technical work. Students are required to work a minimum of 45 hours to complete the practicum. *Prerequisite: Consent of instructor. [KRSN THT 1040 Theatre Practicum]*.

THE 252 Theatre Practicum II**1 credit hour**

This course provides students practical experience in various areas of theatre, including performance and technical work. Students are required to work a minimum of 45 hours to complete the practicum. *Prerequisite: Consent of instructor. [KRSN THT 1040 Theatre Practicum]*.

THE 253 Theatre Practicum III**1 credit hour**

This course provides students practical experience in various areas of theatre, including performance and technical work. Students are required to work a minimum of 45 hours to complete the practicum. *Prerequisite: Consent of instructor. [KRSN THT 1040 Theatre Practicum]*.

THE 254 Theatre Practicum IV**1 credit hour**

This course provides students practical experience in various areas of theatre, including performance and technical work. Students are required to work a minimum of 45 hours to complete the practicum. *Prerequisite: Consent of instructor. [KRSN THT 1040 Theatre Practicum]*.

THE 283 Introduction to Film**3 credit hours**

This course explores movies as a visual, cultural language. Examining the work of filmmakers past and present, students will discover the artistic, cultural and thematic elements of film as well as messages conveyed by these elements. In addition to exploring various interpretations of movies, students discover the impact this visual medium has on their lives.

WGS 200 Introduction to Women's Studies**3 credit hours**

This course offers an interdisciplinary and cross-cultural approach to understanding historical and contemporary issues affecting women. Students will be introduced to a variety of feminist perspectives and will critically analyze the political, occupational, economic, and religious impact of women's inequality around the world. *[KRSN GCS 1010 Introduction to Women's Studies]*.

HIGHER EDUCATION TERMS

Academic Load: The total number of credit hours enrolled in during one semester.

Add Deadline – The latest date in a semester to add a course to a student's class schedule.

Admission – The process of being admitted to Allen, allowing a student to register for classes. Completion of the admissions process is not the same as registration for classes.

Admissions File – The documents collected for admission to the college. These documents include application, transcripts, test scores, immunization record, and any other information required by Admissions.

Advisor – A full-time faculty member or professional staff advisor who meets with designated students to help make curriculum choices and discuss progress toward achieving educational goals.

Articulation Agreement – A document that outlines the curriculum agreed to by Allen and a four-year college or university to satisfy the degree requirements at Allen and at the receiving four-year institution.

Associate Degree – An associate degree is awarded to students after completion of a core curriculum. Students completing options in university parallel (transfer) programs receive the Associate in Science (A.S.) or Associate in Arts (A.A.) degree. Students who complete in career preparation programs receive an Associate in Applied Science (A.A.S.) degree or Associate in General Studies (A.G.S.) degree.

Audit – Enrollment in a course, but not for credit. Students pay required fees and attend class but are not required to complete assignments or take exams. Students must designate enrollment in the course as audit prior to the course begin date.

Behavioral Sciences – Courses in psychology and related academic areas.

Census - 20th calendar day of each semester. Financial aid awards (for files that have been verified) are based on enrollment status at census date.

Concurrent Enrollment Course – Concurrent enrollment courses are courses in which high school teachers instruct college-level courses for high school students at high school locations during the high school day. Concurrent enrollment courses are offered as part of Concurrent Enrollment Program (CEP) partnerships between the high schools and the College. Concurrent enrollment high school teachers meet the same instructional qualifications as regular college instructors.

Co-requisite – A course that is required to be taken simultaneously with another course.

Course – A subject or class in which instruction is offered within a given period of time and for which credit is given.

Course Load – The total number of credit hours in which a student is enrolled for a semester.

Credit Hour – One hour of classroom study per week for lecture courses. One and a half hours of study per week for lab, internship and practicum courses.

Credit for Prior Learning (CPL) – Credit awarded for documented knowledge and skills. Allen most commonly awards CPL through CLEP, DSST and AP. Military educational experience may also be accepted for credit.

Curriculum – The whole body of courses offered for study by the College or by a particular program.

Degree Program – Courses required for completion of a particular degree.

Developmental Education – Foundational courses in English, math, reading, and study skills designed for students who are not fully prepared for college-level courses.

Discipline – A course of study, a science, or an art. A branch of knowledge, typically studied in higher education.

Drop/Add – Changing the student's course schedule by adding and/or dropping courses to increase or decrease the credit hours.

Drop Deadline – The latest date in a semester to drop a course from a student's class schedule.

Dual Credit Course – Courses in which high school students are enrolled in a college-level course and their high school may award secondary credit for successful completion of the course. Secondary credit is awarded at the discretion of high schools, usually without any special arrangement with the College.

Elective – A subject or course that is accepted toward fulfillment of credit for a degree or certificate but is not specifically required for that degree or certificate. So termed because a student elects or chooses the course to take.

Experiential Learning Course – Hybrid courses in which the onsite meetings are scheduled at different locations and feature different guest speakers so that students might experience an enriched interaction with the course material and experts in the field.

Financial Aid – Assistance for students to help pay for college. Aid is typically available from grants, loans, scholarships, and work study employment.

Financial Aid Warning – Students who fail to meet Satisfactory Academic Progress (SAP) standards during a semester will be placed on a warning status for the next term enrolled. Warning status does not prevent students from receiving financial aid.

Financial Aid Suspension – Students who fail to meet Satisfactory Academic Progress (SAP) standards for two semesters will be placed on financial aid suspension. Students on financial aid suspension are not eligible to receive federal financial aid until they meet SAP standards or file a successful financial aid appeal.

Financial Aid Appeal – A form completed by students on financial aid suspension to request reinstatement of their eligibility for federal financial aid. Appropriate documentation should be included as applicable.

Full-time Student – A student enrolled in 12 or more credit hours of coursework per semester.

Grade Point Average (GPA) – The indication of a student's academic achievement calculated as the number of grade points earned divided by the number of credit hours taken.

Grant – Financial aid that does not have to be paid back.

High School Equivalency (HSE) – A certified diploma which is equivalent to a regular high school diploma. The acceptable test is the GED.

Humanities – Courses in art, literature, humanities, music, theatre, or world languages.

Hybrid Learning Course – Courses in which at least 75% of the instruction is provided online and the remainder of the instruction is provided onsite in a specific place at prescheduled times. Students learn online prior to each onsite meeting, with the onsite meetings focused on active learning activities and demonstrations of learning.

Hybrid Campus Course – Courses are hybrid courses in which the onsite meetings are scheduled on either Allen's Iola Campus (IC) or Allen's Burlingame Campus (BC).

Hybrid Metro Course – Courses are hybrid courses in which the onsite meetings are scheduled at a specific location in either the Emporia (E), Topeka (T), Lawrence (L), or Kansas City (KC) metropolitan areas.

Internship – A professional learning experience that offers meaningful and practical work experience to a student's field of study or career of interest, giving opportunity for career exploration and development.

Life Sciences – Courses in biology and related academic areas.

Loan – Financial aid that must be paid back, usually within a specified time.

Online Learning Course – Courses in which all instruction is provided online and at a distance – where instructors and students are not in the same location.

Onsite Learning Course – Courses in which all instruction is provided onsite in a specific place at prescheduled times.

Part-time Student – A student enrolled in less than 12 credit hours of coursework per semester.

Pass/Fail – An alternative grading system that allows students to receive either a P for pass or F for fail instead of a standard A-F letter grade. Students opting for this grading system must designate enrollment in the course as pass/fail prior to the course beginning date.

Physical Science – Courses in physical science, physics, chemistry and related academic areas.

Placement – An assessment to identify a student's academic strengths and weaknesses in reading, writing, and mathematics. This information is used to provide advisement and placement in courses that best suit the student's academic skills for successful completion of core academic courses.

Prerequisite – A course requirement to be completed or a level of skill or knowledge to be demonstrated prior to enrollment in a course or program.

Probation (Academic) – The status of students when their cumulative GPA drops below college standards. Students may still enroll while on probation.

Registration – The process of officially enrolling in one or more courses. Students must be admitted to Allen Community College before they can register for classes.

Residency – A student's legal state (or country) of residence used to determine qualification for in-state, out-of-state, or international tuition and fees.

Satisfactory Academic Progress (SAP) – Basic eligibility requirements a student must maintain in order to qualify for federal financial aid. These requirements include grade point average (GPA), credits earned, and maximum time to complete a program.

Semester – A period of instruction lasting 16 weeks at Allen. Two semesters, fall and spring, generally comprise an academic year. Summer session is optional and may be used as a time to catch up or get ahead.

Social Sciences – Courses in anthropology, communication, economics, geography, political science, or sociology.

Suspension (Academic) – The status of students when their cumulative GPA drops below Allen's standards for two consecutive semesters. Students may not enroll while on suspension.

Transcript – An official record of academic history including coursework and grades.

Withdrawal – Officially dropping a course(s) for a given term. This action is to be completed before the published "Last Day to Withdraw" during the given semester.

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A.A., State Fair Community College; B.F.A., University of Central Missouri; M.A., Minnesota State University

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B.S., Emporia State University

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B.S. and M.S., Pittsburg State University

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Christa Ziegler, Communication Instructor

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*Denotes Division Chair

Vacant: Criminal Justice Studies Instructor

Vacant: Sociology Instructor

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Mike Decker, Maintenance Technician I

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Kay Gordon, Financial Aid Specialist

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B.A., University of St. Mary

Alex Hale, Assistant Athletic Trainer/Residence Hall Director
B.A., Central College

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Lynn Heskett, Accounts Receivable Officer

Danielle Hoglund, Custodial and Maintenance Staff

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Mason Ingle, Admissions Counselor
B.S., Pittsburg State University

McKinley Jackson, Administrative Assistant for Director of Development and Student Life
A.A., Allen County Community College

Patty Jenkins, Bookstore Clerk/Receptionist

Jerald Johnson, Adjunct Faculty Coordinator
B.S. and M.A., Emporia State University

Melissa Johnson, Business Office Assistant
A.S., Allen County Community College

Patty Latta, Accounts Payable Officer
A.A.S., Allen County Community College

Joyce Lickteig, Custodial and Maintenance Staff-Evening Position

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