2024 - 2025 CATALOG

Allen
COMMUNITY COLLEGE

Iola Campus
1801 N. Cottonwood
Iola, KS 66749

Online Learning
www.allencc.edu

Accreditation
Allen County Community College is accredited by the Higher Learning Commission (hlcommission.org), an 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.

Contents

President's Message 6
GENERAL INFORMATION 7
Vision Statement 7
Mission Statement 7
College Locations 8
College History and HLC Affiliation 8
ADMISSIONS 9
Admissions Requirements 9
Admission as a Special Student 9
Admission as a High School/Concurrent Student 9
Admission as a Transfer Student 9
Admission as an International Student 9
Residency Requirements 10
REGISTRATION 10
Semester System 10
College Credit Hour 10
Standard Course Load and Full-time Status 10
Advisement Process 10
Academic Placement 11
Placement Scores and Prerequisites 11
Enrollment 12
Enrollment Options 13
Standard Enrollment 13
Auditing a Class 13
FINANCIAL INFORMATION 13
Tuition and Fees 13
Payment of Tuition and Fees 13
Refund Policy 13
FINANCIAL ASSISTANCE 14
Federal Financial Aid 14
Applying for Federal Financial Aid 14
Financial Aid Eligibility 14
Pell Grant 15
Federal Direct Student Loans 15
Federal Supplemental Educational Opportunity Grant 15
Federal Work-Study 15
Verification 15
Disbursement of Aid 15
Satisfactory Academic Progress 15
Return of Title IV Funds 16
Institutional Aid 16
Scholarship Requirements 16

Academic and Endowment Scholarships 16
Activity Scholarships 16
Athletic Scholarships 17
Other Institutional Scholarships 17
State Aid 17
Kansas Promise Scholarship 17
Veterans Benefits 18
ACADEMIC POLICIES AND PROCEDURES 18
General Education 18
Academic Honesty 18
Student Responsibilities 19
Instructor Responsibilities 19
Procedure for Reporting Academic Dishonesty 19
Instructor Sanctions 19
Institutional Sanctions 19
Due Process 20
Concurrent Enrollment/Dual Credit Program 20
Transfer Credit 20
Reverse Transfer 20
Articulation Agreements 20
Credit for Prior Learning 21
Program Specific Credit for Prior Learning: 21
Early Childhood Education: 21
Computer Science 22
Credentials 22
Military Educational Experience Credit 22
Standardized Tests 22
CLEP 22
Advanced Placement 23
DSST 24
Catalog of Record 24
Updating Student Information 24
Changes in Class Schedule 25
Drop/Add Period 25
Withdrawing from a Course or the College 25
Reinstatement 25
Attendance 25
Dropout Detective 26
Final Projects/Examinations 26
Credit Hours 26
Grading System 26
Repeating a Course 27
Transcripts 27
Official Transcripts 27

Previous College Transcripts 27
Holds 27
Transcript Requests 27
Honors Recognition 27
Academic Probation 28
Graduation 28
Degree Check 28
Participation in Commencement 28
Academic Renewal Policy 28
Academic Appeals 29
Academic Support 30
Library 30
Academic Support 30
Enrollment Management Office 30
Orientation 30
International Student Services 30
Accommodations 30
Testing 31
Career Services 31
Athletics 31
Athletic Training 31
Cheerleading and Dance Team 32
Bookstore 32
Business Office 32
Community Services 32
Physical Fitness Facilities 32
Scarlet and Black Club (SBC) 32
Computer Labs 32
Mental Health Resources 32
Dining Services 32
Financial Aid Office 33
Registrar 33
Student Center 33
Student Life 33
Student Activities and Organizations 33
Student Housing 34
Student Success Center 35
Technology Services 35
Access to Student Information (FERPA) 36
Alcohol 37
Campus Safety and Crime Statistics on Campus 38
Children on Campus 38
Pets on Campus 38
Drug-Free Statement 38

Firearms and Weapons 38
Grievance Procedures 39
Injuries on College Property 39
Insurance 40
Internet Usage Policy 40
Medical Procedures 40
Non-Discrimination Policy 40
Severe Weather 41
Sexual Misconduct 42
Student Code of Conduct 42
Student Discipline Process 43
The Vice President for Student Affairs 44
The Student Appeals Committee 44
The President 45
The Board of Trustees 45
Tobacco Use 45
Tuberculosis Prevention Policy 45
DEGREES AND CERTIFICATES 46
Associate in Arts (AA) 46
Associate in Science (AS) 46
Associate of Fine Arts (AFA) 47
Associate in Applied Science Degree (AAS) 47
Associate in General Studies Degree (AGS) 47
Certificates 47
Kansas System Wide Transfer Courses 48
Kansas Systemwide General Education 48
General Education Buckets for Allen 50
A.A., A.F.A., A.G.S., and A.S. Degrees 57
Certificates and AAS Degrees 124
Department Codes 145
COURSE DESCRIPTIONS 146
HIGHER EDUCATION TERMS 186
GOVERNANCE AND PERSONNEL 189
Board of Trustees 189
Administration 189
Faculty 189
Staff 191

President's Message

For nearly a century, Allen Community College has provided exceptional educational opportunities to students of Iola, Kansas, the United States, and throughout the World. Quality, access, and caring have been the hallmarks of the College from its beginning and are entrenched in all we do.

Allen's quality comes in large part from a competent faculty and staff who are dedicated to the art of teaching and quality student service delivery and who are professionally equipped in their area of expertise. Faculty members are committed to delivering education in all modalities and the use of the newest technologies to encourage student success and academic excellence. Complementing the outstanding faculty and staff are excellent administrative professionals who have committed themselves to the concepts of strategic responsibility, accountability, and authority to influence student success.

Allen continues to be one of the most affordable colleges and best educational values inside or outside the State. In addition, the College offers excellent financial aid and scholarship programs for those who qualify. A full array of athletic and artistic programs offer scholarship opportunities for those who attend the Iola Campus and academic scholarships are available regardless of where or how a learner takes classes.

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 their academic, social, and personal goals. Students have opportunities to develop close relationships with faculty and staff in face-to-face, online, and hybrid classes. These connections help to promote the caring atmosphere that makes Allen special.

I am proud to be the President of Allen Community College and promise that as its leader, I will continue to uphold 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.

Dr. Bruce Moses

President

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 the Iola Campus and Online Learning to approximately 3,000 students each academic year. The Iola Campus, with residence halls and vibrant arts and athletics programs, offers the two-year college experience in a caring environment. Allen Online Learning serves students with individual online courses and fully online certificate and degree programs.

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 Higher Learning Commission 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. 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 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 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 required papers submitted as found on Allen's website.

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.

International students on the Iola Campus are required to live on campus.

Upon arriving on campus, the student will need the following documents to register for classes:
I-20 (F-1 Status)
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) 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.

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 three semesters: fall, spring, and summer. Sub-terms within these semesters exist for shorter term classes, such as 8 week and inter-session.

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

Fifteen 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 30 completed credit hours for financial aid reasons are considered freshman status. Students enrolled in the college with 30 or more completed credit hours are considered sophomores. Students enrolled in courses who have completed 64 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 Allen placement exam, Accuplacer. Students may attempt the Accuplacer up to three times per subject. Only the Vice President of Academic Affairs or the appropriate Dean may authorize enrollment in courses requiring placement scores without demonstrated proficiency.

Students enrolled full-time at other colleges who wish to also enroll at Allen at the same time will be allowed to enroll in any course without being required to take the writing or reading placement exam. Students must provide unofficial transcripts or grade reports at the time of enrollment. To be placed into English or Math courses students must meet one or more of the criteria in the tables below.

Students requesting accommodations for ACCUPLACER testing due to their documented disabilities must contact the College's designated ADA coordinator at least two business days prior to their desired testing date. Students may contact the coordinator by phone at (620) 901-6223, or in person in the Admissions Office on the main campus in Iola. The coordinator will work with the Admissions staff to ensure proper accommodations are in place for the student prior to testing. Students may arrange to take a placement test by calling the Admissions office at (620) 901-6268, or by email at msellman@allencc.edu.

Placement Scores and Prerequisites

Mathematic Courses	ACT Score	ACCUPLACER	H.S. Transcript (within 5 years of graduation) Unweighted GPA	GED Test Scores (within 5 years of completion)	Prerequisite
Elementary Algebra (MAT015)	14 - 17	Classic Below 60 Next Gen 1-249	<2.0 Cum GPA	< 150 Average	
Intermediate Algebra (MAT 103)	18 - 19	Classic 60-80 Next Gen 250-262	≥2.0 Cum GPA	≥ 150 Average	A grade of "C" or above in MAT 015 Elem. Algebra
College Algebra (MAT 105)	20 and above	Classic 81-120 Next Gen 263+	≥3.0 Cum GPA + ≥3.0 Content GPA OR ≥3.25 Cum GPA	≥ 165 Average OR ≥ 160 Average + ≥ 160 in Subject	A grade of "C" or above in MAT 103 Intermediate Algebra
Composition Courses	ACT Writing Score	ACCUPLACER Writing Score	H.S. Transcript (within 5 years of graduation) Unweighted GPA	GED Test Scores (within 5 years of completion)	Prerequisite
Pre-Composition (COL 011) or	12 – 15	Classic Below 69 Next Gen 1-254	<2.0 Cum GPA	< 150 Average	

Integrated Reading and Writing (COL040)					
Composition I (COL 101)	English Score 16 and above Reading Score 16 and above	Classic 69-120 Next Gen 255+	≥ 3.25 Cum GPA or > 3.0 Cum GPA & >3.0 Content GPA	≥ 165 Average OR ≥ 160 Average + ≥ 160 in Subject	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	H.S. Transcript (within 5 years of graduation) Unweighted GPA	GED Test Scores (within 5 years of completion)	Prerequisite
Integrated Reading and Writing (COL040)	12 – 15	Classic Below 69 Next Gen 1-254	<2.0 Cum GPA		
Science Courses	ACT Reading Score	ACCUPLACER Reading & Writing Score	H.S. Transcript (within 5 years of graduation) Unweighted GPA	GED Test Scores (within 5 years of completion)	Prerequisite
All Science Courses and Internetworking Courses	16 and above	Classic 69-120 Next Gen 255+	>2.0 Cum GPA		A grade of "C" or above in COL 040
Allied Health Courses	ACT Reading Score	ACCUPLACER Reading Score	H.S. Transcript (within 5 years of graduation) Unweighted GPA	GED Test Scores (within 5 years of completion)	Prerequisite
CMA, HHA, RA	16 and above	Classic 40+ Next Gen 209+	>2.5 Cum GPA		A grade of "C" or above in COL 040

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

- Completed required assessment tests.
- Met with an advisor to develop course schedule.
- Selected and submitted courses online.
- 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.

- 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 August 1st 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 by October 20th for the fall term, March 20th for the spring term, and June 20th for the summer term. For the most up to date tuition and fees, please visit the Allen website.

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.

Payment of Tuition and Fees

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 withdrawn from classes.

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:

calendar day 100%
3rd day to end of class 0%

Room and Board Refunds

Dates	Refund
On or before August 1 On or before January 1	Housing deposit refunded, no room or board charges
August 2 or January 2 to 15th calendar day of the semester	Deposit forfeited, room and board pro-rated on a daily rate, 100% refund of balance
16th-29th calendar days of the semester	Deposit forfeited, 25% refund of balance
30th day to end of semester	Deposit forfeited, 0% refund of balance

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 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 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. For more information, please go to Allen's Website.

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 instalments 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 completed.

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. Reference FSA handbook for exceptions.

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 or earned a degree 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 January 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 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
- Resident of Kansas for a minimum of 3 consecutive years

  or
- Are a dependent of a military service member 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 at 620-901-6291 or haviland@allencc.edu.

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

Academic Honesty

Students at Allen Community College practice academic honesty. The following definitions shall be used to determine if the academic honesty policy has been violated.

a. Cheating- Attempting to get academic credit in a way that is dishonest, disrespectful, irresponsible, untrustworthy or unfair. Cheating includes but is not limited to using a calculator when its use is not allowed.
b. Plagiarism- To steal and pass off (the ideas or words of another) as one's own; use (another's production) without crediting the source. Plagiarism includes but is not limited to the following definitions:
   i. Direct: is the word-for-word transcription of a section of someone else's work, without attribution and without quotation marks." This is also referred to as clone plagiarism.
   ii. Self-Plagiarism: occurs when a student submits their previous work, or mixes parts of previous works, without permission from all professors involved.
   iii. Mosaic: occurs when a student borrows phrases from a source without using quotation marks or finds synonyms for the author's language while keeping to the same general structure and meaning of the original
   iv. Accidental: occurs when a person neglects to cite their sources, or misquotes their sources, or unintentionally paraphrases a source by using similar words, groups of words, and/or sentence structure without attribution.
   v. Unauthorized collaboration: occurs when working with other students and turning in similar work without permission from the professor
   vi. Artificial Intelligence: Technology such as artificial intelligence (AI) will be prohibited unless the instructor gives permission for its use. The abuse of AI will be treated as a form of plagiarism.

c. Forgery- Unauthorized alteration of an academic record. Forgery includes but is not limited to modification of grades on assignments, exams, or transcripts.
d. Fabrication- The use of invented or misrepresentative information. Fabrication includes but is not limited to the creation or alteration of experimental data and listing a source in the works cited that were not actually used in the research.
e. Dissimulation- The act of deception to hide actions associated with academic work. Dissimulation includes but is not limited to fabricating excuses for missed assignments and feigning attendance.

f. Aiding and abetting- Helping someone in an act of Academic Dishonesty. Aiding and abetting includes but is not limited to providing another student with solutions to a test or exam, giving another student an assignment from a previous course, or sharing information such as a username and password.

Student Responsibilities

Students at Allen Community College will be responsible for the following items related to academic honesty:

a. Read and understand the academic honesty policy, so materials can be utilized ethically.
b. Ask for assistance when needed, reporting instances of academic dishonesty, and refusing to aid others in academic dishonesty.
c. Avoid violating the definition of academic dishonesty.
d. Use technology ethically, including abstaining from the use of artificial intelligence (AI) without permission of the instructor.
e. Students will not participate in unauthorized collaboration
f. Avoid using unauthorized material during testing
g. Avoid sharing the ideas of others without giving proper credit through citations.
h. Submit academic records free from forgery.
i. Maintain the security of personal information for themselves and peers.

Instructor Responsibilities

Instructors at Allen Community College will be responsible for the following items related to academic honesty:

a. Instructors are responsible for establishing classroom policies regarding academic honesty and for adequately preparing their students for the challenges assignments provide.
b. Instructors also provide support for students with questions concerning academic honesty and take steps to minimize the temptation of academic dishonesty in the classroom.
c. Each instructor must inform students of the classroom policy regarding academic honesty in writing at the beginning of the semester through the course syllabus.
d. 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.
e. Instructors have the full authority to determine the effect that academic dishonesty incident have on the student's standing in the course.

Procedure for Reporting Academic Dishonesty

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.

Sanctions will be addressed at the instructor level first. If the instructor has determined that the violation of the academic honesty policy has been exceeded, then institution sanctions will be applied. Students with repeated violations should also be considered for institutional sanctions.

If the instructor seeks sanctions for the academic dishonesty incident an Academic Dishonesty Violation Form will be submitted to the Dean for Distance and General Education or the Dean for CTE and Industry Partnerships. The dean will notify the student's academic advisor upon receipt of the Academic Violation Form.

Instructor Sanctions

Consequences for violating the academic honesty policy can include, but are not limited to the following:

a. The instructor will allow the student to repeat the course work.
b. The instructor will assign a lowered grade for an assignment.
c. The instructor will assign partial credit for revising an assignment.
d. The instructor will assign a failing grade on an assignment.

Institutional Sanctions

Consequences for violating the academic honesty policy can include, but are not limited to the following:

a. The instructor will make a recommendation to the Vice President for Academic Affairs (VPAA) for the dismissal of the student from the course.
b. The instructor will make a recommendation to the VPAA for the dismissal of the student from the course with a grade of XF. The student will not be allowed to receive a W on their transcript.
c. The instructor will make a recommendation to the VPAA for the student to be placed on probation, suspended, or dismissed from the institution.

Due Process

A student accused of academic dishonesty has the right of appeal. Students should first contact the instructor to resolve any issues. If the instructor and student fail to resolve the issue, then the student should follow the Academic Appeals Process.

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. 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.

Transfer Credit

Allen Community College will accept transfer credits to be applied toward a degree. Students must enroll in and pass fifteen credit hours at Allen in order to graduate with an associate degree. For certificates students must enroll in and pass six credit hours. This will not apply to stand alone programs such as CNA, CMA, etc.

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. Only courses that align or are equivalent to courses offered at Allen will be entered on the Allen transcript.

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 once the student is enrolled at Allen.
- All credit for prior learning will receive a grade of CR and will not be calculated into 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 the Registrar's office.

Program Specific Credit for Prior Learning:

Early Childhood Education:

- CDA Child Development Associate = ECE102: Principles of Early Childhood Education and ECE103: Child Health, Safety and Nutrition or six hours of Electives
- ECE215A, ECE216, and ECE217
    - Credit for Prior Learning may be awarded to individuals who have worked in an early childhood setting and participated in a formal coaching or mentoring **program including but not limited to** CLASS evaluations and coaching, Strengthening Families, National Association of Family Child Care Accreditation, and Link Completion though Links 2 Quality. All external evaluations must meet the current industry standards of proficiency.
    - Students may only be awarded CPL for one practicum class.

The ECE Program Director or faculty member will need to review the requests for CPL to translate the data for the registrar and make sure that current industry standards are being met.

ECE215A Options for CPL	ECE216 Options for CPL	ECE217 Options for CPL
CLASS scores • Infant Relational Climate: 5 • Infant Teacher Sensitivity: 5 • Infant Facilitated Exploration: 3.5 • Infant Early Language Support: 3.5 • Toddler Emotional and Behavior Support: 5 • Toddler Engaged Support for Learning: 3 • Preschool Emotional Support: 5 • Preschool Classroom Organization: 5 • Preschool Instructional Support: 3	CLASS scores • Infant Relational Climate: 5 • Infant Teacher Sensitivity: 5 • Infant Facilitated Exploration: 3.5 • Infant Early Language Support: 3.5 • Toddler Emotional and Behavior Support: 5 • Toddler Engaged Support for Learning: 3 • Preschool Emotional Support: 5 • Preschool Classroom Organization: 5 • Preschool Instructional Support: 3	CLASS scores • Infant Relational Climate: 5 • Infant Teacher Sensitivity: 5 • Infant Facilitated Exploration: 5 • Infant Early Language Support: 5 • Toddler Emotional and Behavior Support: 5 • Toddler Engaged Support for Learning: 5 • Preschool Emotional Support: 5 • Preschool Classroom Organization: 5 • Preschool Instructional Support: 5

Documented coaching for a minimum of 12 hours	Documented coaching for a minimum of 14 hours	Documented coaching for a minimum of 16 hours Professional Portfolio
Strengthening Families	Strengthening Families	Strengthening Families Professional Portfolio
National Association of Family Child Care Accreditation	National Association of Family Child Care Accreditation	National Association of Family Child Care Accreditation
Link Completion though Links 2 Quality	Link Completion though Links 2 Quality	Link Completion though Links 2 Quality

Computer Science

- Comp TIA Network+ = CIS241: Computer Network +
- Comp TIA Security+ = CIS242: Network Security +
- Comp TIA A+ = CIS135: Computer Repair-Core Hardware and CIS275: Computer Repair-Operating System
- CEH Certified Ethical Hacker = CIS215: Ethical Hacking
- LPI Linux Essentials = CIS113: Linux Essentials

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 into 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	3	College Composition	50
	and			
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

Advanced Placement

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*
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 so that permanent records may be changed. Students may submit changes through their myAllen portal or by contacting the Registrar's office.

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 second 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.

Dropout Detective

Grades are issued at the close of each semester; however, a progress report may be issued at any time to inform a student of his or her status in a class. Dropout Detective, a software connected to the college's Learning Management System, will be used by faculty and advisors to monitor student grades, and progress and initiate an alert for students who have an increased risk of failing or withdrawing due to not completing work on time, not showing up to class, etc. These measures help ensure students are given resources and support to succeed.

Final Projects/Examinations

Final projects and/or examinations are considered a part of each course and are given at the close of each semester. All students are required to complete the required project or examination. Depending on the modality of the course, this final project/examination may be online or on-ground and is determined by the instructor. Students must meet the requirement of in-person or online presence as outlined in the instructor's syllabus. Due dates for final projects/examinations will take place during finals weeks unless prior approval has been given by a Dean and/or VPAA.

Early finals will not be approved except for extenuating circumstances (flight prices are not an extenuating circumstance). Students must request to take an early final with the appropriate Dean, and the Dean will notify the instructor of the approval as needed.

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, practicums, 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 clock hours per week for 15 weeks
- On the job training, Internships, and/or Clinicals – 45 clock hours

Grading System

The following symbols are used for student evaluation and will be sent with any transcript leaving the College.

CODE EXPLANATION:

Code	Definition
W	Withdrawal
I	Incomplete***
AU	Audit
CR	Credit
IP	Course in Progress
NR	Non Reported Grade

GRADE EXPLANATION:

Grade	Points Earned
A	4.0
B	3.0
C	2.0
D	1.0
F	0.0
P	Pass Credit Only, 0 credit points**

Repeated Courses - Allen allows students to repeat courses if a "B", "C", "D" or "F" has been received. Only the last grade earned in repeated courses counts towards the GPA. All repeated courses are marked.

****Pass Credit -** In courses where a grade is "P", hours are not included in the GPA.

*****Incompletes-** These are submitted by the instructor prior to semester end. If work is not completed, Incompletes will be converted to an "F" at the close of the following semester.

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 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.

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.

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 another college or university the student will need to request the official transcript either in person or from the Allen's website. Allen has partnered with the National Student Clearinghouse to provide secure online ordering and delivering of your transcript. The cost of an official transcript is $5.00 per each request.

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. This will be posted on the website at the end of each semester.

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 make up the academic deficiencies more readily.

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. Students that walk at graduation will receive a diploma cover.

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 are 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 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/resources/students/services/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.

Academic Support

Allen Community College offers free tutoring for students needing academic support in writing, mathematics, and other subjects. Professional and student tutors are in the Allen Library on the Iola campus during library business hours, and students can drop in for assistance with their assignments.

Online tutoring is available as a convenience for on-campus students and for online and high school students taking Allen classes outside of Iola. The Brainfuse online tutoring service is accessible through Canvas in each course offered by Allen. Papers can be submitted through the Writing Lab link, and replies will be sent within two business days. Tutoring also is available through Brainfuse Live Help in math, business and technology, physical and life science, social and behavioral science, allied health, humanities, fine arts, and literature.

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).

Accommodations

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 coordinates 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 campus 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 gymnasium. 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.

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. 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

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 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

The public may use computers in the library. All computers have Internet access. Anyone using technology on campus must abide by the Internet Usage Policy.

Mental Health Resources

Mental health resources are available to students 24/7 through my SSP application via phone and live chat. Students in crisis should call or text 988. Students needing in person counseling or addiction resources are referred to local mental health centers for services. Please refer to the Allen website for more mental health resources: https://www.allencc.edu/resources/students/services/mental-health-addiction-resources

Dining Services

Dining Services are available in the Student Center. Students in college housing have a 19-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. Students interested in eating meals in the dining hall may inquire about purchasing meals at the Business Office.

Financial Aid Office

The Financial Aid office 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

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

Student activities and housing at Allen Community College complete the college experience. All campus and housing activities are coordinated through this office, providing a variety of entertainment and 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 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 within the Farm Bureau organization. Collegiate Farm Bureau members can 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. All students are encouraged to become involved in these activities.

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 can 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.

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. 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 *Fla*me'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.

Student Housing

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 living on campus have a 19-meal plan.

Student Success Center

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

Allen provides students exceptional access to computers on the Iola Campus. On the Iola Campus, there are two labs with twenty computer stations, a math/science computer lab, an agriculture computer lab, computers in the library, and computers in the Student 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 @allencc.net. For example if the student ID number is 12345, then the email account is 12345@allencc.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.allencc.edu/ics. **Note:** It is very important for students to check email regularly. Statements, financial aid, progress reports, 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 courses called Canvas. Students can access the learning management system from the Allen website.

INSTITUTIONAL POLICIES AND PROCEDURES

Access to Student Information (FERPA)

A student at Allen Community College should be aware of legal rights under the Family Rights and Privacy Act of 1974, as amended (FERPA). By the knowledge and exercise of these rights a student may be certain that the College is providing fair and accurate information from records only to persons with a legitimate need and right to know, and that students have free access to records, as outlined in this policy. Regardless of the student's age, rights under FERPA begin when a student enrolls at Allen.

FERPA affords these rights to students:

- The right to inspect and review education records within 45 days of the day the college receives the request for access.
- The right to request the amendment of education records the student believes are inaccurate, misleading, or otherwise in violation of privacy rights under FERPA.
- The right to provide written consent before the college discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

Reviewing Education Records

To review educational records, a student must submit a written request to the Registrar that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and let the student know when and where they may inspect the records.

Amending Education Records

A student who wishes to amend a record must write the college official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. The college official will notify the student in writing if the record will be amended or not. If the record is not amended, the College will provide the student information about appealing this decision to the Vice President for Academic Affairs or the Vice President for Student Affairs (depending on the type of record). The decision of the Vice President is final. This process does not apply to student grades. Please refer to the Academic Appeals policy for grade appeals.

Providing Consent to Disclose Information

Allen may disclose education records without prior written consent to school officials with legitimate educational interests under the FERPA exception for disclosure. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the college. A school official is defined as:

- A person employed by the college in an administrative, supervisory, academic, research, or support staff position.
- A person or company with whom the college has contracted to provide a service instead of using college employees or officials, such as an attorney, auditor, or collection agent.
- A member of the Allen Community College Board of Trustees or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting a school official in performing his or her tasks.

Upon request, the college also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. The College will also comply with court orders or subpoena of student records as required by law.

Directory Information Notification

Allen has designated the following items as Directory Information and may disclose these items *without* students' written consent:

- Name
- Address
- Email addresses
- Telephone number
- Date of birth
- Dates of attendance including current enrollment
- Hours completed
- Programs of study and classification
- Degrees, certificates, and awards, including honor lists
- Previous educational institutions attended
- Participation in officially recognized activities and sports
- Photographs or videos taken for identification or in college publications
- Height/weight of student athletes

Students have the right to request to opt out of directory information while attending Allen. To do this, the student must submit a **Request to Opt Out of Directory Information** to the Registrar's Office. A student's request to remove their information from the directory will remain in effect until the student requests otherwise.

Allen Community College is legally prohibited from releasing any other information contained in a students education file to anyone except the student. In order for other individuals to have access to educational files, financial aid information, or student accounts, the student must complete and return a **Student Consent to Release of Information** form.

Filing a FERPA Complaint

Complaints regarding a student's rights under FERPA should be sent to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, DC 20202-5901

Alcohol

The possession, distribution, or consumption of alcoholic beverages is not permitted on college property or at college-sponsored events. Persons, regardless of age, are not permitted to be intoxicated on college property or at college-sponsored events.

The Board of Trustees may allow exceptions to this policy for specific non-student events on or off campus. Alcoholic beverages are not allowed at any college sponsored student events.

Alcohol found on campus or at college events will be confiscated. Display of alcoholic beverage containers (empty or full) is prohibited on campus, including student housing.

Violations of the alcohol policy will result in disciplinary action. Individuals under 21 years of age who possess or consume alcoholic beverages also violate Kansas Law. College officials may report violations to local authorities. The sale or giving of alcoholic beverages to underage students by employees may result in termination. Any employee, student, or visitor possessing or consuming alcoholic beverages, while on campus or at college events, shall be subject to termination, dismissal, and/or prosecution by local authorities.

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 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.

Under no circumstances are students or employees permitted to bring children to class with them. Instructors are informed that this is in violation of college policy and are directed not to allow children in their classroom.

Pets on Campus

Animals are not allowed in college buildings with the exception of service animals for disabled individuals, animals kept for laboratory use, or emotional support animals for students in campus housing. 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.

The Fair Housing Act requires reasonable accommodation for service or emotional support animals. Students who live in college housing may be allowed an emotional support animal but this animal is only allowed in the building where the student lives. Emotional support animals are 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.

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 compliant is ongoing.
- If appropriate, an investigation shall follow the filing of the compliant. 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 and 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 with the approval of the Director of Student Life. Others must receive permission to post information on bulletin boards from the Director of Student Life. Posting in other locations must also be approved by the Director of Student Life. Promotional banners and posters in the gym or on the athletic fields must be approved by the Athletic Director.

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.

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.

Student 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

Allen Community College offers 5 degrees: Associate in Arts, Associate in Science, Associate in Fine Arts, Associate of Applied Science, and Associate of General Studies. Allen also offers multiple certificates that are stand-alone (career certification) or stackable into AAS degrees.

The degree requirements for each program are listed in the following section of the catalog. Course substitutions must be approved by the Dean or VP for Academic Affairs. Developmental courses will not be counted towards fulfilling degree requirements. A minimum of 60 credit hours is required for all degrees. Students must have a cumulative GPA of 2.0 or higher to graduate. Please refer to the graduation requirements.

Associate in Arts (AA)

Associate in Arts (AA) degrees are granted to those who successfully complete programs equivalent to the freshman and sophomore level requirements for a Bachelor of Arts degree and in which not less than 30 semester credit hours in general education are required.

Students should refer to the specific program requirements found in this catalog and see their Program Advisor for recommended electives that are best suited to their degree and/or transfer institution.

Below is a list of all Associate in Arts degree programs offered at Allen designed for students to transfer into a Bachelor of Arts degree:

Communication	Leadership Studies
Early Childhood Education	Political Science
English	Psychology
History	Sociology/Anthropology
Elementary Education	Secondary Education

Associate in Science (AS)

Associate in Science (AS) degrees are granted to those who successfully complete programs equivalent to the freshman and sophomore level requirements for a Bachelor of Science degree and in which not less than 30 semester credit hours in general education are required.

Below is a list of all Associate in Science degree programs offered at Allen designed for students to transfer into a Bachelor of Science degree:

Agribusiness	Cybersecurity	Pre-Nursing
Agriculture and Natural Resources	Criminal Justice Studies	Pre-Physical Therapy
Biology	Sports Medicine/Athletic Training	Pre-Veterinary Medicine
Business Administration	Mathematics	
Chemistry	Physics/Pre-Engineering	
Information Technology	Pre-Medicine	

Associate of Fine Arts (AFA)

Associate in Fine Arts (AFA) degrees are granted to those who successfully complete programs equivalent to the freshman and sophomore level requirements for a Bachelor of Fine Arts degree and in which not less than 30 semester credit hours in general education are required.

Below is a list of all Associate in Fine Arts degree programs offered at Allen designed for students to transfer into a Bachelor of Fine Arts degree:

Art	Music	Theatre
Graphic Design		

Associate in Applied Science Degree (AAS)

The Associate in Applied Science degree is granted to those who successfully complete programs which emphasize preparation in the applied arts and sciences for careers, typically at the technical or semi-professional level.

A minimum of 60 credit hours and a maximum of 68 credit hours are required for this degree, in which not less than 15 semester credit hours in general education and not less than 30 semester credit hours in the area of specialized preparation are required. An exception/waiver to the 68 credit hour limit may be granted to meet specific criteria such as external program accreditations or other special requirements. Selected courses may transfer to a college or university upon validation of applicable coursework.

Below is a list of all Associate in Applied Science degree programs offered at Allen.

Farm and Ranch Production	Information Networking Technology
Early Childhood Education	Machining and Manufacturing Technology
Emergency Medical Services	Pharmacy Technician
Graphic Design	

Associate in General Studies Degree (AGS)

An Associate in General Studies Degree (AGS) is granted to those who successfully complete programs with an emphasis on a broad range of knowledge and in which not less than 24 semester credit hours in general education and not less than 36 semester credit hours in a program of college-level work are required.

Certificates

Community colleges and technical colleges may offer three types of certificates based upon the number of credit hours required of the student. A Technical Certificate may be granted for programs of instruction that are less than 60 semester hours in length but more than 15 semester hours. Stand-alone programs (SAPP) may be awarded for students who have completed a KBOR- designated standalone program. This program consists of three criteria: it is less than 16 credit hours, leads to an industry recognized credential, license, or certification, and has been approved by KBOR's Workforce Development staff. A certificate of completion is a series of courses that provide a level of education or experience in a particular field that may be recognized by employers for hiring and/or pay increases. These are not recognized by KBOR, and are awarded from the institution itself.

Technical Certificates include:

Criminal Justice Leadership	Health Care Specialist	Medical Office Assistant
Computer and Network Support Technician	Pharmacy Technician	Web Design
Early Childhood Education	Livestock Management	Cybersecurity Computer Support Technician
Machining & Manufacturing Technology		

Stand Alone Programs (SAPP) include:

Certified Nurse Aide (CNA)	Home Health Aide (HHA)	Emergency Medical Responder (EMR)
Early Childhood Education	Medication Aide	
Emergency Medical Technician (EMT)	Rehabilitative Aide	Social Service Designee/Activities Director

Certificates of Completion include:

Arts Administration	Business Technology	Leadership Studies
Mental Health Technician		

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. Classes that are KRSN aligned are noted in the course listing at the back of this catalog.

Kansas Systemwide General Education

Beginning in 2022, the Kansas Board of Regents created the Systemwide General Education Program policy (Chapter III.A.18), which created a systemwide GE for the state universities, community colleges, and Washburn University. Most notably, this details the common system framework (disciplines, core subjects, and credit hours) that each institution will adopt, establishes institutional reporting requirements, and creates a GE Council, which will be responsible for reviewing institutional reporting, issuing recommendations regarding requests for certain majors to deviate from the GE requirements, and investigating student and institutional complaints relating to the systemwide GE program and its application to the Transfer and Articulation policy.

Revisions were also made to the Transfer and Articulation policy to detail how the systemwide GE program applies to transfer students. These revisions are detailed in a new section titled Transfer of Systemwide General Education Requirements (Chapter III. Section A.2.g.). The new language provides guidance around transfer coursework in relation to program and institution-specific GE English and communication courses. Additionally, it also outlines how GE transfer credit works for students who completed the systemwide GE and did not complete the systemwide GE.

The systemwide GE program framework is below and is comprised of 34-35 credit hours organized in six discipline-based "buckets" and an institutionally designated bucket. A student who satisfies all seven buckets will complete the systemwide GE program.

Bucket #1: English Discipline Area

6 Hours of English Courses

Bucket #2: Communications Discipline Area

3 Hours of Communications Courses

Bucket #3: Mathematics & Statistics Discipline Area

3 Hours of Math or Statistics Courses
These will be defined with the math pathways work

Bucket # 4: Natural & Physical Sciences Discipline Area

4-5 Hours from One Subject (must include a lab)
Anatomy
Astronomy
Biochemistry
Biology
Botany
Chemistry
Earth Science
Ecology
Environmental Science
Geology
Meteorology
Microbiology
Physical Geography
Physical Sciences
Physics
Physiology
Zoology
Other subjects that the offering institution determines fit within the natural and physical sciences area

Bucket #5: Social & Behavioral Sciences Discipline Area

6 Hours in at Least Two Courses from Two Subject Areas
Anthropology
Criminal Justice
Economics
Ethnic and/or Gender Studies
Geography
Political Science
Psychology
Social Work
Sociology
Other subjects that the offering institution determines fit within the social sciences area

Bucket # 6: Arts and Humanities Discipline Area

6 Hours in at Least Two Courses from Two Subject Areas
Art *
Communications
Cultural Studies
Dance*
English
General Humanities
History
Literature
Modern and Classical Languages
Music*
Philosophy
Religion
Theater*
Other subjects that the offering institution determines fit within the arts and humanities
*The application of performance courses in this subject area is at the discretion of the institution.

Bucket #7: Institutionally Designated Area

6 Hours Determined by the Institution.
This area provides flexibility for each institution to define requirements to account for societal issues, local needs, and institutional priorities (Intermediate Algebra shall not be applied toward meeting this area).

Last Updated October 2022

General Education Buckets for Allen

Bucket #1: English	
COL 101: English Composition I	COL 102: English Composition II
Bucket #2: Communications	
COM 101: Public Speaking	COM 211: Interpersonal Communications
Bucket #3: Math & Statistics	
MAT 105: College Algebra	MAT 105R: College Algebra with Review
MAT 106: Plane Trigonometry	MAT 115: Elementary Statistics
MAT 123: Calculus with Analytic Geometry I	MAT 130: Essential Mathematics
Bucket #4: Natural & Physical Sciences	
BIO 102: Principles of Biology	BIO 106: Environmental Science
BIO 150: Biology I	BIO 210: Biology II
BIO 257: Human Anatomy & Physiology	BIO 260: Human A&P I
BIO 265: Human A&P II	BIO 271: Microbiology
CHE 105: Introduction to Chemistry	CHE 125: College Chemistry I
CHE 136: College Chemistry II	PSC 100: Introduction to Meteorology
PSC 114: College Physics I	PSC 115: College Physics II
PSC 120: Physical Science	PSC 130: Descriptive Astronomy
PSC 154: Physical Geology	PSC 204: Engineering Physics I
PSC 205: Engineering Physics II	
Bucket #5: Social & Behavioral	
ANT 111: Cultural Anthropology	CJS 100: Introduction to Criminal Justice
CJS 221: Criminal Law	ECE 101: Early Childhood Growth & Dvpmt
ECO 207: Microeconomics	ECO 208: Macroeconomics
GEO 104: Principles of Geography	LDR 101: Principles of Leadership
LDR 140: Civic Leadership	LDR 201: Ethics and Diversity in Leadership
LDR 240: Organizational Leadership	POL 111: American Government
POL 130: State and Local Government	POL 150: Comparative Politics
POL 225: Introduction to Political Science	POL 250: Intro to International Relations
PSY 101: Introduction to Psychology	PSY 263: Developmental Psychology
SOC 102: Sociology	SOC 121: Marriage and Family Relations
SOC 140: Introduction to Social Work	SOC 201: Cultural Diversity & Ethnicity
SOC 205: Contemporary Social Problems	WGS 200: Introduction to Women's Studies
Bucket #6: Arts & Humanities	
ART 101: Art Appreciation	ART 120: Design I
ART 121: Design II	ART 126: Drawing I
COL 115: Creative Writing	COL 130: Introduction to Literature
COL 211: American Literature I	COL 222: American Literature II
COL 237: Children's Literature	COM 101: Public Speaking
COM 201: Mass Communication in Society	COM 211: Interpersonal Communications

EDU 101: Art in the Elementary Classroom	EDU 102: Music in the Elementary Classroom
HIS 108: American History to 1865	HIS 109: American History from 1865
HIS 121: World History to 1500	HIS 122: World History 1500 to Present
MUS 111: Music Appreciation	PHL 105: Ethics
PHL 125: Philosophy	PHL 130: New Testament
PHL 131: Old Testament	PHL 135: World Religions
SPA 101: Elementary Spanish I	SPA 102: Elementary Spanish II
FRE 101: French I	FRE 102: French II
THE 101: Theatre Appreciation	THE 131: Acting I
THE 141: Stagecraft I	THE 210: Voice & Diction
THE 235: Acting II	
Bucket #7: Institutionally Designated	
ANT 111: Cultural Anthropology	ART 101: Art Appreciation
ART 120: Design I	ART 121: Design II
ART 126: Drawing I	BIO 102: Principles of Biology
BIO 106: Environmental Science	BIO 150: Biology I
BIO 210: Biology II	BIO 257: Human A&P
BIO 260: Human A&P I	BIO 265: Human A&P II
BIO 271: Microbiology	BUS 120: Introduction to Business
BUS 125: Personal Finance	BUS 221: Business Law I
BUS 261: Business Communications	BUS 275: Principles of Management
BUS 278: Marketing	CHE 105: Introduction to Chemistry
CHE 125: College Chemistry I	CHE 136: College Chemistry II
CIS 100: Computer Concepts & Applications	CJS 100: Introduction to Criminal Justice
CJS 221: Criminal Law	COM 101: Public Speaking
COM 201: Mass Communication in Society	COM 211: Interpersonal Communications
COL 115: Creative Writing	COL 130: Introduction to Literature
COL 211: American Lit I: Colonial to 1865	COL 222: American Lit II: 1865 to Present
COL 237: Children's Literature	COL 260: World Literature
ECE 101: Early Childhood Growth & Development	ECO 207: Microeconomics
ECO 208: Macroeconomics	EDU 100: Elementary School PE & Health
EDU 101: Art in the Elementary Classroom	EDU 102: Music in the Elementary Classroom
EDU 201: Foundations of Education	EDU 211: Educational Tech in Teaching
GEO 104: Principles of Geography	HIS 108: American History to 1865
HIS 109: American History from 1865	HIS 121: World History to 1500
HIS 122: World History to 1500 to Present	LDR 101: Principles of Leadership
LDR 140: Civic Leadership	LDR 201: Ethics and Diversity in Leadership
LDR 240: Organizational Leadership	MAT 105: College Algebra
MAT 106: Plane Trigonometry	MAT 115: Elementary Statistics
MAT 123: Calc with Analytical Geometry I	MUS 111: Music Appreciation
PHL 105: Ethics	PHL 125: Philosophy
PHL 130: New Testament	PHL 131: Old Testament
PHL 135: World Religions	POL 111: American Government
POL 150: Comparative Politics	POL 130: State and Local Government
POL 225: Introduction to Political Science	POL 250: Intro to International Relations
PSC 100: Intro to Meteorology	PSC 114: College Physics I

PSC 120: Physical Science	PSC 130: Descriptive Astronomy
PSC 154: Physical Geology	PSC 204: Engineering Physics I
PSC 205: Engineering Physics II	PSY 101: Introduction to Psychology
PSY 263: Developmental Psychology	SOC 102: Sociology
SOC 121: Marriage and Family Relations	SOC 140: Introduction to Social Work
SOC 201: Cultural Diversity & Ethnicity	SOC 205: Contemporary Social Problems
THE 101: Theatre Appreciation	THE 131: Acting I
THE 141: Stagecraft I	THE 210: Voice & Diction
THE 235: Acting II	WGS 200: Introduction to Women's Studies

A.A., A.F.A., A.G.S., and A.S. Degrees

A.S. in Agribusiness

Required Courses: 22 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
AGR 101	Agriculture Orientation	1	Fall/Spring
AGR 103	Principles of Animal Science	3	Fall/Spring
AGR 201	Animal Science and Industry	1	Fall/Spring
AGR 203	Fundamentals of Animal Nutrition	3	Spring
AGR 207	Marketing of Agriculture Products	3	Spring
AGR 213	Agriculture Economics	3	Fall
AGR 214	Crop Science	4	Fall
AGR 224	Soil Science	4	Spring
General Education Courses: 35 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
English Requirements:		**6**	
COL 101	English Composition I	3	Fall/Spring/Summer
COL 102	English Composition II	3	Fall/Spring/Summer
Communications Requirement:		**3**	
			*Public Speaking Preferred
Mathematics & Statistics Requirement:		**3**	
			*College Algebra Preferred
Natural & Physical Sciences Requirement:		**5**	
			*Principles of Biology or Intro to Chemistry Preferred
Social & Behavioral Sciences Requirement:		**6**	(2 courses from 2 different subject areas)
			*Macroeconomics Preferred
Arts & Humanities Requirement:		**6**	(2 courses from 2 different subject areas)
Institutionally Designated Requirement:		**6**	
Free Electives: 3 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
			*Financial Accounting Preferred
	Total:	**60**	

A.S. in Agribusiness Semester Plan

Fall	
Course	Credits
Ag Orientation	1
Principles of Animal Science	3
Animal Science & Industry	1
Agriculture Economics	3
English Comp I	3
Communication Elective	3
Total	14

Spring	
Course	Credits
Fund. Of Animal Nutrition	3
Natural/Physical Sciences Elective	5
English Comp II	3
Math/Statistics Bucket	3
Total	14

Fall	
Course	Credits
Crop Science	4
Social/Behavioral Elective	3
Institution Elective	3
Institution Elective	3
Free Elective	3
Total	16

Spring	
Course	Credits
Marketing of Ag Products	3
Soil Science	4
Arts/Humanities Elective	3
Arts/Humanities Elective	3
Social/Behavioral Elective	3
Total	16

A.S. in Agriculture and Natural Resources

Required Courses: 22 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
AGR 101	Agriculture Orientation	1	Fall/Spring
AGR 103	Principles of Animal Science	3	Fall/Spring
AGR 201	Animal Science and Industry	1	Fall/Spring
AGR 203	Fundamentals of Animal Nutrition	3	Spring
AGR 213	Agriculture Economics	3	Fall
AGR 214	Crop Science	4	Fall
AGR 223	Agriculture Entomology	3	Fall
AGR 224	Soil Science	4	Spring
General Education Courses: 35 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
English Requirements:		**6**	
COL 101	English Composition I	3	Fall/Spring/Summer
COL 102	English Composition II	3	Fall/Spring/Summer
Communications Requirement:		**3**	
			*Public Speaking Preferred
Mathematics & Statistics Requirement:		**3**	
			*College Algebra Preferred
Natural & Physical Sciences Requirement:		**5**	
			*Intro to Chemistry OR Chemistry I Preferred
Social & Behavioral Sciences Requirement:		**6**	(2 courses from 2 different subject areas)
Arts & Humanities Requirement:		**6**	(2 courses from 2 different subject areas)
Institutionally Designated Requirement:		**6**	
			*Biology I Preferred
Free Electives: 3 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
			*Ag course Preferred
	Total:	**60**	

A.S. in Agriculture and Natural Resources Semester Plan

Fall	
Course	Credits
Ag Orientation	1
Principles of Animal Science	3
Animal Science & Industry	1
Agriculture Economics	3
English Comp I	3
Communication Elective	3
Total	14

Spring	
Course	Credits
Fund. Of Animal Nutrition	3
Natural/Physical Sciences Elective	5
English Comp II	3
Math/Statistics Bucket	3
Total	14

Fall	
Course	Credits
Crop Science	4
Agriculture Entomology	3
Social/Behavioral Elective	3
Institution Elective	3
Institution Elective	3
Total	16

Spring	
Course	Credits
Free Elective	3
Soil Science	4
Arts/Humanities Elective	3
Arts/Humanities Elective	3
Social/Behavioral Elective	3
Total	16

A.F.A. in Art

Required Courses: 24 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
ART 101	Art Appreciation	3	Fall/Spring/Summer
ART 120	Design I	3	Fall
ART 121	Design II	3	Spring
ART 126	Drawing I	3	Fall
ART 127	Drawing II	3	Spring
ART 133	Painting I	3	Fall
ART 160	Digital Photography-Using Smartphones, Tablets, and Apps	3	Fall
ART 216	Life Drawing	3	Spring
General Education Courses: 35 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
English Requirements:		**6**	
COL 101	English Composition I	3	Fall/Spring/Summer
COL 102	English Composition II	3	Fall/Spring/Summer
Communications Requirement:		**3**	
Mathematics & Statistics Requirement:		**3**	
Natural & Physical Sciences Requirement:		**5**	
Social & Behavioral Sciences Requirement:		**6**	(2 courses from 2 different subject areas)
Arts & Humanities Requirement:		**6**	(2 courses from 2 different subject areas)
Institutionally Designated Requirement:		**6**	
Free Electives: 1 Credit Hour			
Course ID	**Course Title**	**Credit Hours**	**Notes**
			*ART or GRD course Preferred
	Total:	**60**	

A.F.A. in Art Semester Plan

Fall	
Course	Credits
Design I	3
Drawing I	3
English Comp I	3
Math/Statistics Bucket	3
Social/Behavioral Elective	3
Total	15

Spring	
Course	Credits
Design II	3
Drawing II	3
English Comp II	3
Communication Elective	3
Arts/Humanities Elective	3
Total	15

Fall	
Course	Credits
Painting I	3
Digital Photography-Phones/Apps	3
Free Elective	1
Arts/Humanities Elective	3
Natural/Physical Sciences Elective	5
Total	15

Spring	
Course	Credits
Art Appreciation	3
Life Drawing	3
Social/Behavioral Elective	3
Institution Elective	3
Institution Elective	3
Total	15

A.S. in Biology

Required Courses: 25 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
BIO 150	Biology I	5	Fall/Spring/Summer
BIO 210	Biology II	5	Spring
BIO 271	Microbiology	5	Spring
CHE 125	College Chemistry I	5	Fall/Spring
CHE 136	College Chemistry II	5	Spring
General Education Courses: 35 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
English Requirements:		**6**	
COL 101	English Composition I	3	Fall/Spring/Summer
COL 102	English Composition II	3	Fall/Spring/Summer
Communications Requirement:		**3**	
			*Public Speaking Preferred
Mathematics & Statistics Requirement:		**3**	
			*College Algebra Preferred
Natural & Physical Sciences Requirement:		**5**	
Social & Behavioral Sciences Requirement:		**6**	(2 courses from 2 different subject areas)
			*Intro to Psychology Preferred
			*Sociology Preferred
Arts & Humanities Requirement:		**6**	(2 courses from 2 different subject areas)
Institutionally Designated Requirement:		**6**	
Free Electives: 0 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
	Total:	**60**	

A.S. in Biology Semester Plan

Fall	
Course	Credits
Biology I	5
College Chem I	5
English Comp I	3
Math/Statistics Bucket	3
Total	16

Spring	
Course	Credits
Biology II	5
College Chem II	5
English Comp II	3
Arts/Humanities Elective	3
Total	16

Fall	
Course	Credits
Communication Elective	3
Natural/Physical Sciences Elective	5
Arts/Humanities Elective	3
Social/Behavioral Elective	3
Total	14

Spring	
Course	Credits
Microbiology	5
Social/Behavioral Elective	3
Institution Elective	3
Institution Elective	3
Total	14

A.S. in Business Administration

Required Courses: 21 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
BUS 120	Introduction to Business	3	Fall/Spring/Summer
BUS 210	Financial Accounting	3	Fall/Spring/Summer
BUS 212	Managerial Accounting	3	Fall/Spring/Summer
BUS 221, 275, or 278	Business Law I, Principles of Mgmt, or Marketing	3	Fall/Spring
CIS 100 or 170	Computer Concepts and Apps OR Microsoft Office	3	Fall/Spring/Summer
ECO 207	Microeconomics	3	Fall/Spring/Summer
ECO 208	Macroeconomics	3	Fall/Spring/Summer
General Education Courses: 35 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
English Requirements:		**6**	
COL 101	English Composition I	3	Fall/Spring/Summer
COL 102	English Composition II	3	Fall/Spring/Summer
Communications Requirement:		**3**	
Mathematics & Statistics Requirement:		**3**	
			*Elementary Statistics Preferred
Natural & Physical Sciences Requirement:		**5**	
Social & Behavioral Sciences Requirement:		**6**	(2 courses from 2 different subject areas)
			*Intro to Psychology Preferred
			*Sociology Preferred
Arts & Humanities Requirement:		**6**	(2 courses from 2 different subject areas)
			*Ethics Preferred
			*HIS 108 or 109 Preferred
Institutionally Designated Requirement:		**6**	
			*Personal Finance Preferred
			*Business Communications Preferred
Free Electives: 4 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
			*Business class Preferred
	Total:	**60**	

A.S. in Business Administration Semester Plan

Fall	
Course	Credits
Introduction to Business	3
Computer Concepts/Apps Or Microsoft Office	3
English Comp I	3
Math/Statistics Bucket	3
Arts/Humanities Elective	3
Total	15

Spring	
Course	Credits
Communication Elective	3
Natural/Physical Sciences Elective	5
English Comp II	3
Social/Behavioral Elective	3
Total	14

Fall	
Course	Credits
Financial Accounting	3
Business Law I, Marketing, or Principles of Mgmt	3
Microeconomics	3
Arts/Humanities Elective	3
Institution Elective	3
Total	15

Spring	
Course	Credits
Managerial Accounting	3
Macroeconomics	3
Free Elective	4
Social/Behavioral Elective	3
Institution Elective	3
Total	16

A.S. in Chemistry

Required Courses: 20 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
CHE 125	College Chemistry I	5	Fall/Spring
CHE 136	College Chemistry II	5	Spring
CHE 265	Organic Chemistry I	5	Fall
MAT 123	Calculus with Analytical Geometery I	5	Fall/Spring/Summer
General Education Courses: 35 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
English Requirements:		**6**	
COL 101	English Composition I	3	Fall/Spring/Summer
COL 102	English Composition II	3	Fall/Spring/Summer
Communications Requirement:		**3**	
			*Public Speaking Preferred
Mathematics & Statistics Requirement:		**3**	
			*College Algebra Preferred
Natural & Physical Sciences Requirement:		**5**	
			*Engineering Physics I Preferred
Social & Behavioral Sciences Requirement:		**6**	(2 courses from 2 different subject areas)
Arts & Humanities Requirement:		**6**	(2 courses from 2 different subject areas)
Institutionally Designated Requirement:		**6**	
Free Electives: 5 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
			*Engineering Physics II and/or another Science course Preferred
	Total:	**60**	

A.S. in Chemistry Semester Plan

Fall	
Course	Credits
College Chem I	5
English Comp I	3
Math/Statistics Bucket	3
Social/Behavioral Elective	3
Total	14

Spring	
Course	Credits
College Chem II	5
English Comp II	3
Calculus w/Geometry I	5
Arts/Humanities Elective	3
Total	16

Fall	
Course	Credits
Organic Chem I	5
Communication Elective	3
Arts/Humanities Elective	3
Natural/Physical Sciences Elective	5
Total	16

Spring	
Course	Credits
Free Elective	5
Social/Behavioral Elective	3
Institution Elective	3
Institution Elective	3
Total	14

A.A. in Communication

Required Courses: 7 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
COM 101 or 211	Public Speaking OR Interpersonal Communication	3	Fall/Spring/Summer
COM 164	News Practicum	1	Fall/Spring
COM 201	Mass Communication in Society	3	Fall/Spring
General Education Courses: 35 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
English Requirements:		**6**	
COL 101	English Composition I	3	Fall/Spring/Summer
COL 102	English Composition II	3	Fall/Spring/Summer
Communications Requirement:		**3**	
			*Whichever course was not taken above.
Mathematics & Statistics Requirement:		**3**	
Natural & Physical Sciences Requirement:		**5**	
Social & Behavioral Sciences Requirement:		**6**	(2 courses from 2 different subject areas)
			*Intro to Psychology Preferred
Arts & Humanities Requirement:		**6**	(2 courses from 2 different subject areas)
Institutionally Designated Requirement:		**6**	
Free Electives: 18 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
	Total:	**60**	

A.A. in Communication Semester Plan

Fall	
Course	Credits
Public Speaking	3
News Practicum	1
English Comp I	3
Math/Statistics Bucket	3
Social/Behavioral Elective	3
Institution Elective	3
Total	16

Spring	
Course	Credits
Free Elective	3
Free Elective	3
English Comp II	3
Communication Elective	3
Arts/Humanities Elective	3
Total	15

Fall	
Course	Credits
Mass Communication in Society	3
Free Elective	3
Arts/Humanities Elective	3
Natural/Physical Sciences Elective	5
Total	14

Spring	
Course	Credits
Free Elective	3
Free Elective	3
Free Elective	3
Social/Behavioral Elective	3
Institution Elective	3
Total	15

A.S. in Criminal Justice Studies

Required Courses: 21 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
CJS 100	Introduction to Criminal Justice	3	Fall/Spring
CJS 101	Law Enforcement Operations and Procedures	3	Fall
CJS 202	Criminal Justice Interview & Report Writing	3	Spring
CJS 220	Agency Administration	3	Fall
CJS 221	Criminal Law	3	Spring
CJS 240	Criminal Investigation	3	Fall
CJS 251	Criminal Procedures	3	Spring
General Education Courses: 35 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
English Requirements:		**6**	
COL 101	English Composition I	3	Fall/Spring/Summer
COL 102	English Composition II	3	Fall/Spring/Summer
Communications Requirement:		**3**	
Mathematics & Statistics Requirement:		**3**	
Natural & Physical Sciences Requirement:		**5**	
Social & Behavioral Sciences Requirement:		**6**	(2 courses from 2 different subject areas)
			*Intro to Psychology Preferred
			*Sociology Preferred
Arts & Humanities Requirement:		**6**	(2 courses from 2 different subject areas)
Institutionally Designated Requirement:		**6**	
Free Electives: 4 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
	Total:	**60**	

A.A. in Criminal Justice Studies Semester Plan

Fall	
Course	Credits
Intro to Criminal Justice	3
English Comp I	3
Math/Statistics Bucket	3
Social/Behavioral Elective	3
Institution Elective	3
Total	15

Spring	
Course	Credits
Law Enforcement Operations/Procedures	3
Criminal Law	3
English Comp II	3
Communication Elective	3
Arts/Humanities Elective	3
Total	15

Fall	
Course	Credits
Agency Administration	3
Criminal Investigation	3
Free Elective	1
Arts/Humanities Elective	3
Natural/Physical Sciences Elective	5
Total	15

Spring	
Course	Credits
Crim Justice Interview/Report Writing	3
Criminal Procedures	3
Free Elective	3
Social/Behavioral Elective	3
Institution Elective	3
Total	15

A.S. in Cybersecurity

Required Courses: 24 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
CIS 106 or 109	Intro to Python Programming OR Intro to Computer Programming	3	Fall/Spring
CIS 110	Cybersecurity Essentials	3	Fall
CIS 113	Linux Essentials	3	Fall
CIS 135	Computer Repair-Core Hardware	3	Fall
CIS 215	Ethical Hacking	3	Spring
CIS 275	Computer Repair-Operating Systems	3	Spring
CIS 241	Computer Network +	3	Fall
CIS 242	Network Security +	3	Spring
General Education Courses: 35 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
English Requirements:		**6**	
COL 101	English Composition I	3	Fall/Spring/Summer
COL 102	English Composition II	3	Fall/Spring/Summer
Communications Requirement:		**3**	
Mathematics & Statistics Requirement:		**3**	
			*College Algebra or Elementary Stats Preferred
Natural & Physical Sciences Requirement:		**5**	
Social & Behavioral Sciences Requirement:		**6**	(2 courses from 2 different subject areas)
			*Intro to Psychology Preferred
			*Microeconomics Preferred
Arts & Humanities Requirement:		**6**	(2 courses from 2 different subject areas)
			*Ethics Preferred
Institutionally Designated Requirement:		**6**	
			*Computer Concepts/Apps Preferred
Free Electives: 1 Credit Hour			
Course ID	**Course Title**	**Credit Hours**	**Notes**
	Total:	**60**	

A.S. in Cybersecurity Semester Plan

Fall	
Course	Credits
Intro to Python Programming OR Intro to Computer Programming	3
Cybersecurity Essentials	3
Computer Repair-Core Hardware	3
English Comp I	3
Math/Statistics Bucket	3
Total	15

Spring	
Course	Credits
Computer Repair-Operating Systems	3
English Comp II	3
Social/Behavioral Elective	3
Arts/Humanities Elective	3
Communication Elective	3
Total	15

Fall	
Course	Credits
Linux Essentials	3
Computer Network +	3
Social/Behavioral Elective	3
Natural/Physical Sciences Elective	5
Free Elective	1
Total	15

Spring	
Course	Credits
Ethical Hacking	3
Network Security +	3
Institution Elective	3
Institution Elective	3
Arts/Humanities Elective	3
Total	15

A.A. in Early Childhood Education

Required Courses: 9 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
EDU 201	Foundations of Education	3	Fall
COL 237	Children's Literature	3	Spring
PSY 263	Developmental Psychology	3	Fall/Spring/Summer
General Education Courses: 35 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
English Requirements:		**6**	
COL 101	English Composition I	3	Fall/Spring/Summer
COL 102	English Composition II	3	Fall/Spring/Summer
Communications Requirement:		**3**	
Mathematics & Statistics Requirement:		**3**	
MAT 130	Essential Mathematics	3	*College Algebra and Elementary Stats will be accepted, but not preferred
Natural & Physical Sciences Requirement:		**5**	
BIO 102, 106, or 150	Principles of Biology, Environmental Science, OR Biology I	5	
Social & Behavioral Sciences Requirement:		**6**	(2 courses from 2 different subject areas)
PSY 101	General Psychology	3	
			*ANT, ECO, GEO, POL, or SOC course required
Arts & Humanities Requirement:		**6**	(2 courses from 2 different subject areas)
HIS 108 or 109	American History to 1865 OR from 1865	3	
			*Music Appreciation, Theatre Apprec, or Intro to Lit required
Institutionally Designated Requirement:		**6**	
POL 111	American Government	3	
SOC 203	Cultural Diversity & Ethnicity	3	
Free Electives: 16 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
			College Physics, Physical Science, or Physical Geology Preferred
			*ECE Courses Preferred
			EDU Courses Preferred
	Total:	**60**	

A.A. in Early Childhood Education Semester Plan

Fall	
Course	Credits
Foundations of Education	3
American History To or From 1865	3
English Comp I	3
Essential Mathematics	3
General Psychology	3
Total	15

Spring	
Course	Credits
Children's Literature	3
Developmental Psychology	3
English Comp II	3
Communication Elective	3
Principles of Biology, Environmental Science, OR Biology I	5
Total	17

Fall	
Course	Credits
Free Elective	3
Free Elective	3
Free Elective	3
Cultural Diversity/Ethnicity	3
*Music Appreciation, Theatre Apprec, or Intro to Lit	3
Total	15

Spring	
Course	Credits
Free Elective	4
Free Elective	3
*ANT, ECO, GEO, POL, or SOC course	3
American Government	3
Total	13

A.A. in Education--Elementary

****This program has been aligned across the state of Kansas to meet eligibility requirements. Courses listed below are required.**

Required Courses: 21 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
EDU 201	Foundations of Education	3	Fall
COL 237	Children's Literature	3	Spring
PSY 263	Developmental Psychology	3	Fall/Spring/Summer
EDU 200	Intro to Special Education and Inclusive Practices	3	Spring
EDU 211	Educational Technology in Teaching	3	Spring
EDU 101	Art in the Elementary Classroom	2	Fall
EDU 102	Music in the Elementary Classroom	2	Fall
EDU 100	Elementary School PE & Health	2	Spring
General Education Courses: 35 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
English Requirements:		**6**	
COL 101	English Composition I	3	Fall/Spring/Summer
COL 102	English Composition II	3	Fall/Spring/Summer
Communications Requirement:		**3**	
Mathematics & Statistics Requirement:		**3**	
MAT 130	Essential Mathematics	3	*College Algebra and Elementary Stats will be accepted, but not preferred
Natural & Physical Sciences Requirement:		**5**	
BIO 102, 106, or 150	Principles of Biology, Environmental Science, OR Biology I	5	
Social & Behavioral Sciences Requirement:		**6**	(2 courses from 2 different subject areas)
PSY 101	General Psychology	3	
			*ANT, ECO, GEO, POL, or SOC course required
Arts & Humanities Requirement:		**6**	(2 courses from 2 different subject areas)
HIS 108 or 109	American History to 1865 OR from 1865	3	
			*Music Appreciation, Theatre Apprec, or Intro to Lit required
Institutionally Designated Requirement:		**6**	
POL 111	American Government	3	
SOC 203	Cultural Diversity & Ethnicity	3	
Free Electives: 5 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
PSC 114, 120, or 154	College Physics, Physical Science, or Physical Geology	5	
	Total:	**61**	

A.A. in Education--Elementary Semester Plan

Fall	
Course	Credits
Foundations of Education	3
American History To or From 1865	3
English Comp I	3
Essential Mathematics	3
General Psychology	3
Total	15

Spring	
Course	Credits
Intro to Special Ed/inclusive Practices	3
Developmental Psychology	3
English Comp II	3
Communication Elective	3
Principles of Biology, Environmental Science, OR Biology I	5
Total	17

Fall	
Course	Credits
Children's Literature	3
Art in the Elementary Classroom	2
Music in the Elementary Classroom	2
Cultural Diversity/Ethnicity	3
College Physics, Physical Science, or Physical Geology	5
Total	15

Spring	
Course	Credits
Educational Tech in Teaching	3
Elem School PE/Health	2
*ANT, ECO, GEO, POL, or SOC course	3
American Government	3
*Music Appreciation, Theatre Apprec, or Intro to Lit	3
Total	14

A.A. in Education--Secondary

Required Courses: 21 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
EDU 201	Foundations of Education	3	Fall
PSY 263	Developmental Psychology	3	Fall/Spring/Summer
EDU 200	Intro to Special Education and Inclusive Practices	3	Spring
EDU 211	Educational Technology in Teaching	3	Spring
	Teaching Area Emphasis classes	9	Fall/Spring
General Education Courses: 35 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
English Requirements:		**6**	
COL 101	English Composition I	3	Fall/Spring/Summer
COL 102	English Composition II	3	Fall/Spring/Summer
Communications Requirement:		**3**	
Mathematics & Statistics Requirement:		**3**	
MAT 130	Essential Mathematics	3	*College Algebra and Elementary Stats will be accepted, but not preferred
Natural & Physical Sciences Requirement:		**5**	
BIO 102, 106, or 150	Principles of Biology, Environmental Science, OR Biology I	5	
Social & Behavioral Sciences Requirement:		**6**	(2 courses from 2 different subject areas)
PSY 101	General Psychology	3	
			*ANT, ECO, GEO, POL, or SOC course required
Arts & Humanities Requirement:		**6**	(2 courses from 2 different subject areas)
HIS 108 or 109	American History to 1865 OR from 1865	3	
			*Music Appreciation, Theatre Apprec, or Intro to Lit required
Institutionally Designated Requirement:		**6**	
POL 111	American Government	3	
SOC 203	Cultural Diversity & Ethnicity	3	
Free Electives: 5 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
PSC 114, 120, or 154	College Physics, Physical Science, or Physical Geology	5	
	Total:	**61**	

A.A. in Education--Secondary Semester Plan

Fall	
Course	Credits
Foundations of Education	3
American History To or From 1865	3
English Comp I	3
Essential Mathematics	3
General Psychology	3
Total	15

Spring	
Course	Credits
Developmental Psychology	3
Intro to Special Ed/Inclusive Practices	3
English Comp II	3
Communication Elective	3
Principles of Biology, Environmental Science, OR Biology I	5
Total	17

Fall	
Course	Credits
Teaching Area Emphasis	3
Teaching Area Emphasis	3
College Physics, Physical Science, or Physical Geology	5
Cultural Diversity/Ethnicity	3
Total	14

Spring	
Course	Credits
Educational Tech in Teaching	3
Teaching Area Emphasis	3
*ANT, ECO, GEO, POL, or SOC course	3
American Government	3
*Music Appreciation, Theatre Apprec, or Intro to Lit	3
Total	15

A.A. in English

Required Courses: 9 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
COL 130	Introduction to Literature	3	Fall/Spring/Summer
COL 211 or 222	American Literature I or II	3	Fall/Spring
COL 227 or 250	Children's Literature or Intro to Mythology	3	Fall/Spring
General Education Courses: 35 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
English Requirements:		**6**	
COL 101	English Composition I	3	Fall/Spring/Summer
COL 102	English Composition II	3	Fall/Spring/Summer
Communications Requirement:		**3**	
Mathematics & Statistics Requirement:		**3**	
Natural & Physical Sciences Requirement:		**5**	
Social & Behavioral Sciences Requirement:		**6**	(2 courses from 2 different subject areas)
Arts & Humanities Requirement:		**6**	(2 courses from 2 different subject areas)
			*Creative Writing Preferred
			*Mass Communication Preferred
Institutionally Designated Requirement:		**6**	
			*Literature course not taken above Preferred
Free Electives: 16 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
			*Literature course Preferred
			*Foundations in Education Preferred
			*News Practicum Preferred
	Total:	**60**	

A.A. in English Semester Plan

Fall	
Course	Credits
Introduction to Literature	3
Free Elective	3
English Comp I	3
Math/Statistics Bucket	3
Social/Behavioral Elective	3
Total	15

Spring	
Course	Credits
American Literature I or II	3
Free Elective	3
English Comp II	3
Communication Elective	3
Arts/Humanities Elective	3
Total	15

Fall	
Course	Credits
Free Elective	1
Free Elective	3
Free Elective	3
Arts/Humanities Elective	3
Natural/Physical Sciences Elective	5
Total	15

Spring	
Course	Credits
Children's Lit or Intro to Mythology	3
Free Elective	3
Social/Behavioral Elective	3
Institution Elective	3
Institution Elective	3
Total	15

A.G.S. in General Studies

Required Courses: 0 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
General Education Courses: 35 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
English Requirements:		**6**	
COL 101	English Composition I	3	Fall/Spring/Summer
COL 102	English Composition II	3	Fall/Spring/Summer
Communications Requirement:		**3**	
Mathematics & Statistics Requirement:		**3**	
Natural & Physical Sciences Requirement:		**5**	
Social & Behavioral Sciences Requirement:		**6**	(2 courses from 2 different subject areas)
Arts & Humanities Requirement:		**6**	(2 courses from 2 different subject areas)
Institutionally Designated Requirement:		**6**	
Free Electives: 25 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
	Total:	**60**	

A.G.S. in General Studies Semester Plan

Fall	
Course	Credits
Free Elective	3
Free Elective	3
English Comp I	3
Math/Statistics Bucket	3
Social/Behavioral Elective	3
Total	15

Spring	
Course	Credits
Free Elective	3
Free Elective	3
English Comp II	3
Communication Elective	3
Arts/Humanities Elective	3
Total	15

Fall	
Course	Credits
Free Elective	3
Free Elective	1
Free Elective	3
Arts/Humanities Elective	3
Natural/Physical Sciences Elective	5
Total	15

Spring	
Course	Credits
Free Elective	3
Free Elective	3
Social/Behavioral Elective	3
Institution Elective	3
Institution Elective	3
Total	15

A.F.A. in Graphic Design

Required Courses: 24 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
ART 120	Design I	3	Fall
ART 121	Design II	3	Spring
ART 126	Drawing I	3	Fall
ART 127	Drawing II	3	Spring
GRD 116	Adobe Photoshop	3	Fall
GRD 125	Adobe Illustrator	3	Spring
GRD 131	Graphic Design I	3	Fall
GRD 231	Graphic Design II	3	Spring
General Education Courses: 35 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
English Requirements:		**6**	
COL 101	English Composition I	3	Fall/Spring/Summer
COL 102	English Composition II	3	Fall/Spring/Summer
Communications Requirement:		**3**	
Mathematics & Statistics Requirement:		**3**	
Natural & Physical Sciences Requirement:		**5**	
Social & Behavioral Sciences Requirement:		**6**	(2 courses from 2 different subject areas)
Arts & Humanities Requirement:		**6**	(2 courses from 2 different subject areas)
			*Art Appreciation Preferred
Institutionally Designated Requirement:		**6**	
Free Electives: 1 Credit Hour			
Course ID	**Course Title**	**Credit Hours**	**Notes**
			*ART or GRD course Preferred
	Total:	**60**	

A.F.A. in Graphic Design Semester Plan

Fall	
Course	Credits
Design I	3
Drawing I	3
English Comp I	3
Math/Statistics Bucket	3
Arts/Humanities Elective	3
Total	15

Spring	
Course	Credits
Design II	3
Drawing II	3
English Comp II	3
Communication Elective	3
Social/Behavioral Elective	3
Total	15

Fall	
Course	Credits
Adobe Photoshop	3
Graphic Design	3
Free Elective	1
Arts/Humanities Elective	3
Natural/Physical Sciences Elective	5
Total	15

Spring	
Course	Credits
Graphic Design II	3
Adobe Illustrator	3
Social/Behavioral Elective	3
Institution Elective	3
Institution Elective	3
Total	15

A.A. in History

Required Courses: 15 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
HIS 108	American History to 1865	3	Fall/Spring/Summer
HIS 109	American History from 1854	3	Fall/Spring/Summer
HIS 121	World History to 1500	3	Fall/Spring/Summer
HIS 122	World History 1500 to Present	3	Fall/Spring/Summer
POL 111	American Government	3	Fall/Spring/Summer
General Education Courses: 35 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
English Requirements:		**6**	
COL 101	English Composition I	3	Fall/Spring/Summer
COL 102	English Composition II	3	Fall/Spring/Summer
Communications Requirement:		**3**	
Mathematics & Statistics Requirement:		**3**	
Natural & Physical Sciences Requirement:		**5**	
Social & Behavioral Sciences Requirement:		**6**	(2 courses from 2 different subject areas)
			*Microeconomics or Macroeconomics Preferred
			*Intro to Psychology Preferred
Arts & Humanities Requirement:		**6**	(2 courses from 2 different subject areas)
			*PHL course Preferred
Institutionally Designated Requirement:		**6**	
			*Political Science course Preferred
Free Electives: 10 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
			*History course Preferred
			*History course Preferred
			*Political Science course Preferred
	Total:	**60**	

A.A. in History Semester Plan

Fall	
Course	Credits
American History to 1865	3
American Government	3
English Comp I	3
Math/Statistics Bucket	3
Social/Behavioral Elective	3
Total	15

Spring	
Course	Credits
American History from 1865	3
Free Elective	3
English Comp II	3
Communication Elective	3
Arts/Humanities Elective	3
Total	15

Fall	
Course	Credits
World History to 1500	3
Free Elective	1
Free Elective	3
Arts/Humanities Elective	3
Natural/Physical Sciences Elective	5
Total	15

Spring	
Course	Credits
World History 1500 to Present	3
Free Elective	3
Social/Behavioral Elective	3
Institution Elective	3
Institution Elective	3
Total	15

A.S. in Information Technology

Required Courses: 18 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
CIS 170	Microsoft Office	3	Fall/Spring
CIS 106 or 109	Python Programming OR Introduction to Computer Programming	3	Fall/Spring
CIS 135	Computer Repair-Core Hardware	3	Fall
CIS 241	Computer Network +	3	Fall
CIS 242	Network Security +	3	Spring
CIS 275	Computer Repair-Operating Systems	3	Spring
General Education Courses: 35 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
	English Requirements:	**6**	
COL 101	English Composition I	3	Fall/Spring/Summer
COL 102	English Composition II	3	Fall/Spring/Summer
Communications Requirement:		**3**	
Mathematics & Statistics Requirement:		**3**	
			*College Algebra or Elementary Stats Preferred
Natural & Physical Sciences Requirement:		**5**	
Social & Behavioral Sciences Requirement:		**6**	(2 courses from 2 different subject areas)
			*Intro to Psychology Preferred
			*Sociology Preferred
Arts & Humanities Requirement:		**6**	(2 courses from 2 different subject areas)
Institutionally Designated Requirement:		**6**	
			*Computer Concepts/Apps Preferred
Free Electives: 7 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
			*Linux Essentials, C++ Programming I, Microsoft Word, Microsoft Powerpoint, Microsoft Excel Preferred
	Total:	**60**	

A.S. in Information Technology Semester Plan

Fall	
Course	Credits
Microsoft Office	3
Free Elective	3
English Comp I	3
Math/Statistics Bucket	3
Social/Behavioral Elective	3
Total	15

Spring	
Course	Credits
Intro to Computer Programming OR Python Programming	3
English Comp II	3
Social/Behavioral Elective	3
Arts/Humanities Elective	3
Communication Elective	3
Total	15

Fall	
Course	Credits
Free Elective	4
Computer Repair-Core Hardware	3
Computer Network +	3
Natural/Physical Sciences Elective	5
Total	15

Spring	
Course	Credits
Network Security +	3
Comp Repair-Operating Systems	3
Institution Elective	3
Institution Elective	3
Arts/Humanities Elective	3
Total	15

A.A. in Leadership Studies

Required Courses: 15 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
LDR 101	Principes of Leadership	3	Fall/Spring
LDR 140	Civic Leadership	3	Spring
LDR 171	Internship in Leadership I	1	Spring
LDR 201	Ethics and Diversity in Leadership	3	Fall
LDR 240	Organizational Leadership	3	Spring
LDR 271	Internship in Leadership II	2	Spring
General Education Courses: 35 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
English Requirements:		**6**	
COL 101	English Composition I	3	Fall/Spring/Summer
COL 102	English Composition II	3	Fall/Spring/Summer
Communications Requirement:		**3**	
Mathematics & Statistics Requirement:		**3**	
Natural & Physical Sciences Requirement:		**5**	
Social & Behavioral Sciences Requirement:		**6**	(2 courses from 2 different subject areas)
			*Intro to Psychology Preferred
			*Sociology Preferred
Arts & Humanities Requirement:		**6**	(2 courses from 2 different subject areas)
			*American History from 1865 Preferred
			*Logic & Critical Thinking Preferred
Institutionally Designated Requirement:		**6**	
			*Contemporary Social Problems Preferred
			*Macro or Microeconomics Preferred
Free Electives: 10 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
			*State and Local Gov't Preferred
	Total:	**60**	

A.A. Leadership Studies

Fall	
Course	Credits
Principles of Leadership	3
Communication Elective	3
English Comp I	3
Math/Statistics Bucket	3
Social/Behavioral Elective	3
Total	15

Spring	
Course	Credits
Civic Leadership	3
Intership in Leadership I	1
English Comp II	3
Natural/Physical Sciences Elective	5
Arts/Humanities Elective	3
Total	15

Fall	
Course	Credits
Ethics and Diversity in Leadership	3
Free Elective	3
Free Elective	3
Free Elective	3
Arts/Humanities Elective	3
Total	15

Spring	
Course	Credits
Organizational Leadership	3
Internship in Leadership II	2
Free Elective	1
Social/Behavioral Elective	3
Institution Elective	3
Institution Elective	3
Total	15

A.S. Mathematics

Required Courses: 13 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
MAT 115	Elementary Statistics	3	Fall/Spring
MAT 123	Calculus with Analytical Geometry I	5	Fall/Spring
MAT 125	Calculus with Analytical Geometry II	5	Spring
General Education Courses: 35 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
English Requirements:		**6**	
COL 101	English Composition I	3	Fall/Spring/Summer
COL 102	English Composition II	3	Fall/Spring/Summer
Communications Requirement:		**3**	
Mathematics & Statistics Requirement:		**3**	
			*College Algebra Preferred
Natural & Physical Sciences Requirement:		**5**	
Social & Behavioral Sciences Requirement:		**6**	(2 courses from 2 different subject areas)
Arts & Humanities Requirement:		**6**	(2 courses from 2 different subject areas)
Institutionally Designated Requirement:		**6**	
Free Electives: 12 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
	Total:	**60**	

A.S. in Mathematics Semester Plan

Fall	
Course	Credits
Free Elective	3
Communication Elective	3
English Comp I	3
Math/Statistics Bucket	3
Social/Behavioral Elective	3
Total	15

Spring	
Course	Credits
Elementary Statistics	3
Free Elective	3
English Comp II	3
Arts/Humanities Elective	3
Social/Behavioral Elective	3
Total	15

Fall	
Course	Credits
Calculus I	5
Free Elective	3
Natural/Physical Sciences Elective	5
Arts/Humanities Elective	3
Total	16

Spring	
Course	Credits
Calculus II	5
Free Elective	3
Institution Elective	3
Institution Elective	3
Total	14

A.F.A. in Music

Required Courses: 21 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
MUS 101	Fundamentals of Music	3	Fall
MUS 102	Music Theory I	3	Spring
MUS 103	Music Theory II	3	Spring
MUS 105, 106, 108, or 110	Pep Band, Concert Band, Choir, or Jazz Band	1	Fall/Spring
MUS 111	Music Appreciation	3	Fall/Spring/Summer
MUS 114	Applied Music I	1	Fall
MUS 115	Applied Music II	1	Spring
MUS 116	Aural Skills I	1	Spring
MUS 117	Keyboard Harmony I	1	Spring
MUS 118	Keyboard Harmony II	1	Spring
MUS 121	Aural Skills II	1	Spring
MUS 214	Applied Music III	1	Fall
MUS 215	Applied Music IV	1	Spring
General Education Courses: 35 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
English Requirements:		**6**	
COL 101	English Composition I	3	Fall/Spring/Summer
COL 102	English Composition II	3	Fall/Spring/Summer
Communications Requirement:		**3**	
Mathematics & Statistics Requirement:		**3**	
Natural & Physical Sciences Requirement:		**5**	
Social & Behavioral Sciences Requirement:		**6**	(2 courses from 2 different subject areas)
Arts & Humanities Requirement:		**6**	(2 courses from 2 different subject areas)
Institutionally Designated Requirement:		**6**	
Free Electives: 4 Credit Hour			
Course ID	**Course Title**	**Credit Hours**	**Notes**
			*Band/Choir Preferred

	Total:	60	

A.F.A. in Music Semester Plan

Fall	
Course	Credits
Fundamentals of Music	3
Band or Choir class	1
Applied Music I	1
English Comp I	3
Math/Statistics Bucket	3
Social/Behavioral Elective	3
Total	14

Spring	
Course	Credits
Music Theory I	3
Applied Music II	1
Aural Skills I	1
Keyboard Harmony I	1
Free Elective	3
English Comp II	3
Communication Elective	3
Total	15

Fall	
Course	Credits
Music Appreciation	3
Applied Music III	1
Free Elective	1
Arts/Humanities Elective	3
Arts/Humanities Elective	3
Natural/Physical Sciences Elective	5
Total	16

Spring	
Course	Credits
Music Theory II	3
Keyboard Harmony II	1
Aural Skills II	1
Applied Music IV	1
Social/Behavioral Elective	3
Institution Elective	3
Institution Elective	3
Total	15

A.S. in Physics

Required Courses: 15 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
PSC 114 or 204	College Physics I OR Engineering Physics I	5	Fall
PSC 115 or 205	College Physics II OR Engineering Physics II	5	Spring
MAT 123	Calculus with Analytical Geometry I	5	Fall/Spring/Summer
General Education Courses: 35 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
English Requirements:		**6**	
COL 101	English Composition I	3	Fall/Spring/Summer
COL 102	English Composition II	3	Fall/Spring/Summer
Communications Requirement:		**3**	
			*Public Speaking Preferred
Mathematics & Statistics Requirement:		**3**	
			*College Algebra Preferred
Natural & Physical Sciences Requirement:		**5**	
Social & Behavioral Sciences Requirement:		**6**	(2 courses from 2 different subject areas)
Arts & Humanities Requirement:		**6**	(2 courses from 2 different subject areas)
Institutionally Designated Requirement:		**6**	
Free Electives: 10 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
	Total:	**60**	

A.S. in Physics Semester Plan

Fall	
Course	Credits
College Physics I OR Engineering Physics I	5
English Comp I	3
Math/Statistics Bucket	3
Social/Behavioral Elective	3
Total	14

Spring	
Course	Credits
College Physics II OR Engineering Physics II	5
English Comp II	3
Calculus w/Geometry I	5
Arts/Humanities Elective	3
Total	16

Fall	
Course	Credits
Free Elective	3
Free Elective	1
Communication Elective	3
Arts/Humanities Elective	3
Natural/Physical Sciences Elective	5
Total	15

Spring	
Course	Credits
Free Elective	3
Free Elective	3
Social/Behavioral Elective	3
Institution Elective	3
Institution Elective	3
Total	15

A.A. in Political Science

Required Courses: 15 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
HIS 108	American History to 1865	3	Fall/Spring/Summer
HIS 109	American History from 1854	3	Fall/Spring/Summer
POL 111	American Government	3	Fall/Spring/Summer
POL 225	Introduction to Political Science	3	Fall/Spring
POL 250	Introduction to International Relations	3	Fall/Spring
General Education Courses: 35 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
English Requirements:		**6**	
COL 101	English Composition I	3	Fall/Spring/Summer
COL 102	English Composition II	3	Fall/Spring/Summer
Communications Requirement:		**3**	
Mathematics & Statistics Requirement:		**3**	
Natural & Physical Sciences Requirement:		**5**	
Social & Behavioral Sciences Requirement:		**6**	(2 courses from 2 different subject areas)
			*Microeconomics or Macroeconomics Preferred
			*Intro to Psychology or Sociology Preferred
Arts & Humanities Requirement:		**6**	(2 courses from 2 different subject areas)
			*PHL course Preferred
			*History course Preferred
Institutionally Designated Requirement:		**6**	
			*State and Local Govt Preferred
Free Electives: 10 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
			*HIS, PHL, or SOC course Preferred
			*HIS, PHL, or SOC course Preferred
			*HIS, PHL, or SOC course Preferred
	Total:	**60**	

A.A. in Political Science Semester Plan

Fall	
Course	Credits
American History to 1865	3
American Government	3
English Comp I	3
Math/Statistics Bucket	3
Social/Behavioral Elective	3
Total	15

Spring	
Course	Credits
American History from 1865	3
Intro to Political Science	3
English Comp II	3
Communication Elective	3
Arts/Humanities Elective	3
Total	15

Fall	
Course	Credits
Free Elective	3
Free Elective	1
Free Elective	3
Arts/Humanities Elective	3
Natural/Physical Sciences Elective	5
Total	15

Spring	
Course	Credits
Intro to International Relations	3
Free Elective	3
Social/Behavioral Elective	3
Institution Elective	3
Institution Elective	3
Total	15

A.S. in Pre-Medicine

Required Courses: 25 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
BIO 150	Biology I	5	Fall/Spring
BIO 210	Biology II	5	Spring
BIO 271	Microbiology	5	Spring
CHE 125	College Chemistry I	5	Fall/Spring
CHE 136	College Chemistry II	5	Spring
General Education Courses: 35 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
English Requirements:		**6**	
COL 101	English Composition I	3	Fall/Spring/Summer
COL 102	English Composition II	3	Fall/Spring/Summer
Communications Requirement:		**3**	
Mathematics & Statistics Requirement:		**3**	
			*College Algebra Preferred
Natural & Physical Sciences Requirement:		**5**	
			*College Physics I Preferred
Social & Behavioral Sciences Requirement:		**6**	(2 courses from 2 different subject areas)
			*Intro to Psych Preferred
			*Sociology Preferred
Arts & Humanities Requirement:		**6**	(2 courses from 2 different subject areas)
Institutionally Designated Requirement:		**6**	
			*College Physics II Preferred
Free Electives: 0 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
	Total:	**60**	

A.S. in Pre-Medicine Semester Plan

Fall	
Course	Credits
Biology I	5
College Chemistry I	5
English Comp I	3
Math/Statistics Bucket	3
Total	16

Spring	
Course	Credits
Biology II	5
College Chemistry II	5
English Comp II	3
Social/Behavioral Elective	3
Total	16

Fall	
Course	Credits
Natural/Physical Sciences Elective	5
Communication Elective	3
Arts/Humanities Elective	3
Social/Behavioral Elective	3
Total	14

Spring	
Course	Credits
Microbiology	5
Arts/Humanities Elective	3
Institution Elective	3
Institution Elective	3
Total	14

A.S. in Pre-Nursing (Option 1)

This program is built for students transferring to the following Kansas Institutions: KU, Washburn, Baker, Emporia, Fort Hays, MidAmerica Nazarene, University of St. Mary, Benedictine, Ottawa, & Southwestern.

**A minimum grade of "C" is required in all general education courses.

Required Courses: 24 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
BIO 102 OR 150	Principles of Biology OR Biology I	5	Fall/Spring/Summer
BIO 260	Human Anatomy & Physiology I	4	Fall
BIO 265	Human Anatomy & Physiology II	4	Spring
BIO 271	Microbiology	5	Spring
BIO 115	Basic Nutrition	3	Fall/Spring/Summer
MED 120	Medical Terminology	3	Fall/Spring/Summer
General Education Courses: 35 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
English Requirements:		**6**	
COL 101	English Composition I	3	Fall/Spring/Summer
COL 102	English Composition II	3	Fall/Spring/Summer
Communications Requirement:		**3**	
			*Public Speaking Preferred
Mathematics & Statistics Requirement:		**3**	
			*Elementary Stats Preferred
Natural & Physical Sciences Requirement:		**5**	
			*Introduction to Chem or Chem I Preferred
Social & Behavioral Sciences Requirement:		**6**	(2 courses from 2 different subject areas)
			*Intro to Psych Preferred
			*Sociology Preferred
Arts & Humanities Requirement:		**6**	(2 courses from 2 different subject areas)
			*Ethics Preferred
Institutionally Designated Requirement:		**6**	
			*Developmental Psychology Preferred
Free Electives: 1 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
			*Professionalism in Healthcare Preferred
	Total:	**60**	

A.S. in Pre-Nursing (Option 1) Semester Plan

Fall	
Course	Credits
Principles of Biology OR Biology I	5
English Comp I	3
Math/Statistics Bucket	3
Social/Behavioral Elective	3
Total	14

Spring	
Course	Credits
Medical Terminology	3
English Comp II	3
Basic Nutrition	3
Arts/Humanities Elective	3
Natural/Physical Sciences Elective	5
Total	17

Fall	
Course	Credits
Human A&P I	4
Institution Elective	3
Communication Elective	3
Arts/Humanities Elective	3
Free Elective	1
Total	14

Spring	
Course	Credits
Human A&P II	4
Microbiology	5
Social/Behavioral Elective	3
Institution Elective	3
Total	15

A.S. in Pre-Nursing (Option 2)

This program is built for students transferring to the following Kansas Institutions: Pittsburg State, Wichita State, Newman, and all ADN degrees at community colleges.

**A minimum grade of "C" is required in all general education courses.

Required Courses: 21 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
BIO 102 OR 150	Principles of Biology OR Biology I	5	Fall/Spring/Summer
BIO 257	Human Anatomy & Physiology	5	Fall/Spring
BIO 271	Microbiology	5	Spring
BIO 115	Basic Nutrition	3	Fall/Spring/Summer
MED 120	Medical Terminology	3	Fall/Spring/Summer
General Education Courses: 35 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
English Requirements:		**6**	
COL 101	English Composition I	3	Fall/Spring/Summer
COL 102	English Composition II	3	Fall/Spring/Summer
Communications Requirement:		**3**	
			*Public Speaking Preferred
Mathematics & Statistics Requirement:		**3**	
			*College Algebra Preferred
Natural & Physical Sciences Requirement:		**5**	
			*Introduction to Chem or Chem I Preferred
Social & Behavioral Sciences Requirement:		**6**	(2 courses from 2 different subject areas)
			*Intro to Psych Preferred
			*Sociology Preferred
Arts & Humanities Requirement:		**6**	(2 courses from 2 different subject areas)
Institutionally Designated Requirement:		**6**	
Free Electives: 4 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
	Total:	**60**	

A.S. in Pre-Nursing (Option 2) Semester Plan

Fall	
Course	Credits
Principles of Biology OR Biology I	5
English Comp I	3
Math/Statistics Bucket	3
Social/Behavioral Elective	3
Total	14

Spring	
Course	Credits
Medical Terminology	3
English Comp II	3
Basic Nutrition	3
Arts/Humanities Elective	3
Natural/Physical Sciences Elective	5
Total	17

Fall	
Course	Credits
Human A&P	5
Institution Elective	3
Communication Elective	3
Arts/Humanities Elective	3
Free Elective	1
Total	15

Spring	
Course	Credits
Microbiology	5
Free Elective	3
Social/Behavioral Elective	3
Institution Elective	3
Total	14

A.S. in Pre-Physical Therapy

Required Courses: 25 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
BIO 102 OR 150	Principles of Biology OR Biology I	5	Fall/Spring/Summer
CHE 125	College Chemistry I	5	Fall/Spring
CHE 136	College Chemistry II	5	Spring
PSC 114	College Physics I	5	Fall/Spring
PSC 115	College Physics II	5	Spring
General Education Courses: 35 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
English Requirements:		**6**	
COL 101	English Composition I	3	Fall/Spring/Summer
COL 102	English Composition II	3	Fall/Spring/Summer
Communications Requirement:		**3**	
Mathematics & Statistics Requirement:		**3**	
			*Elementary Stats Preferred
Natural & Physical Sciences Requirement:		**5**	
			*Microbiology Preferred
Social & Behavioral Sciences Requirement:		**6**	(2 courses from 2 different subject areas)
			*Intro to Psych Preferred
Arts & Humanities Requirement:		**6**	(2 courses from 2 different subject areas)
Institutionally Designated Requirement:		**6**	
			*Human A&P Preferred
Free Electives: 0 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
	Total:	**60**	

A.S. in Pre-Physical Therapy Semester Plan

Fall	
Course	Credits
Principles of Biology OR Biology I	5
College Chemistry I	5
English Comp I	3
Math/Statistics Bucket	3
Total	16

Spring	
Course	Credits
College Chemistry II	5
English Comp II	3
Institution Elective	3
Institution Elective	3
Total	14

Fall	
Course	Credits
College Physics I	5
Communication Elective	3
Arts/Humanities Elective	3
Social/Behavioral Elective	3
Total	14

Spring	
Course	Credits
College Physics II	5
Natural/Physical Sciences Elective	5
Arts/Humanities Elective	3
Social/Behavioral Elective	3
Total	16

A.S. in Pre-Veterinary Medicine

Required Courses: 25 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
BIO 150	Biology I	5	Fall/Spring
CHE 125	College Chemistry I	5	Fall/Spring
CHE 136	College Chemistry II	5	Spring
PSC 114	College Physics I	5	Fall
PSC 115	College Physics II	5	Spring
General Education Courses: 35 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
English Requirements:		**6**	
COL 101	English Composition I	3	Fall/Spring/Summer
COL 102	English Composition II	3	Fall/Spring/Summer
Communications Requirement:		**3**	
			*Public Speaking Preferred
Mathematics & Statistics Requirement:		**3**	
			*College Algebra Preferred
Natural & Physical Sciences Requirement:		**5**	
			*Microbiology Preferred
Social & Behavioral Sciences Requirement:		**6**	(2 courses from 2 different subject areas)
Arts & Humanities Requirement:		**6**	(2 courses from 2 different subject areas)
Institutionally Designated Requirement:		**6**	
			*Organic Chemistry I Preferred
Free Electives: 0 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
	Total:	**60**	

A.S. in Pre-Veterinary Medicine Semester Plan

Fall	
Course	Credits
Biology I	5
College Chemistry I	5
English Comp I	3
Math/Statistics Bucket	3
Total	16

Spring	
Course	Credits
College Chemistry II	5
Natural/Physical Sciences Elective	5
English Comp II	3
Social/Behavioral Elective	3
Total	16

Fall	
Course	Credits
College Physics I	5
Communication Elective	3
Institution Elective	3
Institution Elective	3
Total	14

Spring	
Course	Credits
College Physics II	5
Arts/Humanities Elective	3
Arts/Humanities Elective	3
Social/Behavioral Elective	3
Total	14

A.A. in Psychology

Required Courses: 9 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
PSY 101	Introduction to Psychology	3	Fall/Spring/Summer
PSY 263	Developmental Psychology	3	Fall/Spring
ECE 101	Early Childhood Growth & Development	3	Fall/Spring
General Education Courses: 35 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
English Requirements:		**6**	
COL 101	English Composition I	3	Fall/Spring/Summer
COL 102	English Composition II	3	Fall/Spring/Summer
Communications Requirement:		**3**	
			*Public Speaking Preferred
Mathematics & Statistics Requirement:		**3**	
			*Elementary Statistics Preferred
Natural & Physical Sciences Requirement:		**5**	
			*Biology class Preferred
Social & Behavioral Sciences Requirement:		**6**	(2 courses from 2 different subject areas)
			*Introduction to Women's Studies Preferred
			*Sociology Preferred
Arts & Humanities Requirement:		**6**	(2 courses from 2 different subject areas)
			*History course Preferred
			*Ethics Preferred
Institutionally Designated Requirement:		**6**	
			*French I or Spanish I Preferred
Free Electives: 16 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
			*Mental Health First Aid Preferred
	Total:	**60**	

A.A. in Psychology Semester Plan

Fall	
Course	Credits
Introduction to Psychology	3
Free Elective	3
English Comp I	3
Communication Elective	3
Social/Behavioral Elective	3
Total	15

Spring	
Course	Credits
Developmental Psychology	3
Free Elective	3
English Comp II	3
Math/Statistics Bucket	3
Arts/Humanities Elective	3
Total	15

Fall	
Course	Credits
Early Childhood Growth/Dvpt	3
Free Elective	1
Free Elective	3
Arts/Humanities Elective	3
Natural/Physical Sciences Elective	5
Total	15

Spring	
Course	Credits
Free Elective	3
Free Elective	3
Social/Behavioral Elective	3
Institution Elective	3
Institution Elective	3
Total	15

A.A. in Sociology

Required Courses: 18 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
SOC 102	Sociology	3	Fall/Spring/Summer
SOC 121	Marriage and Family Relations	3	Fall
SOC 140	Introduction to Social Work	3	Spring
SOC 201	Cultural Diversity & Ethnicity	3	Fall
SOC 205	Contemporary Social Problems	3	Spring
WGS 200	Introduction to Women's Studies	3	Spring
General Education Courses: 35 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
English Requirements:		**6**	
COL 101	English Composition I	3	Fall/Spring/Summer
COL 102	English Composition II	3	Fall/Spring/Summer
Communications Requirement:		**3**	
Mathematics & Statistics Requirement:		**3**	
Natural & Physical Sciences Requirement:		**5**	
Social & Behavioral Sciences Requirement:		**6**	(2 courses from 2 different subject areas)
			*Intro to Pyschology Preferred
			*Cultural Anthropology Preferred
Arts & Humanities Requirement:		**6**	(2 courses from 2 different subject areas)
Institutionally Designated Requirement:		**6**	
			*Developmental Psych Preferred
Free Electives: 7 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
	Total:	**60**	

A.A. in Sociology Semester Plan

Fall	
Course	Credits
Sociology	3
Free Elective	3
English Comp I	3
Communication Elective	3
Social/Behavioral Elective	3
Total	15

Spring	
Course	Credits
Introduction to Social Work	3
Free Elective	3
English Comp II	3
Math/Statistics Bucket	3
Arts/Humanities Elective	3
Total	15

Fall	
Course	Credits
Marriage and Family Relations	3
Cultural Diversity & Ethnicity	3
Free Elective	1
Arts/Humanities Elective	3
Natural/Physical Sciences Elective	5
Total	15

Spring	
Course	Credits
Intro to Women's Studies	3
Contemporary Social Problems	3
Social/Behavioral Elective	3
Institution Elective	3
Institution Elective	3
Total	15

A.S. Sports Medicine/Athletic Training

Required Courses: 23 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
BIO 102	Principles of Biology	5	Fall/Spring/Summer
BIO 115	Basic Nutrition	3	Fall/Spring
BIO 260	Human Anatomy & Physiology I	4	Fall
BIO 265	Human Anatomy & Physiology II	4	Spring
HPE 101	Introduction to Physical Education	3	Fall/Spring
HPE 111	Basic First Aid-CPR	1	Spring
HPE 134	Care and Prevention of Athletic Injuries	3	Fall
General Education Courses: 35 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
English Requirements:		**6**	
COL 101	English Composition I	3	Fall/Spring/Summer
COL 102	English Composition II	3	Fall/Spring/Summer
Communications Requirement:		**3**	
Mathematics & Statistics Requirement:		**3**	
			*Elementary Statistics Preferred
Natural & Physical Sciences Requirement:		**5**	
			*Intro to Chemistry Preferred
Social & Behavioral Sciences Requirement:		**6**	(2 courses from 2 different subject areas)
			*Intro to Psychology Preferred
Arts & Humanities Requirement:		**6**	(2 courses from 2 different subject areas)
Institutionally Designated Requirement:		**6**	
Free Electives: 2 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
	Total:	**60**	

A.S. in Sports Medicine/Athletic Training Semester Plan

Fall	
Course	Credits
Principles of Biology	5
Care & Prev of Athletic Injuries	3
Free Elective	2
English Comp I	3
Math/Statistics Bucket	3
Total	16

Spring	
Course	Credits
Basic Nutrition	3
Basic First Aid-CPR	1
English Comp II	3
Communication Elective	3
Arts/Humanities Elective	3
Total	13

Fall	
Course	Credits
Human A&P I	4
Introduction to Physical Education	3
Arts/Humanities Elective	3
Natural/Physical Sciences Elective	5
Total	15

Spring	
Course	Credits
Human A&P II	4
Social/Behavioral Elective	3
Social/Behavioral Elective	3
Institution Elective	3
Institution Elective	3
Total	16

A.F.A. in Theatre & Film

Required Courses: 21 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
THE 101	Theatre Appreciation	3	Fall/Spring
THE 102	Introduction to Make-up for Theatre & Film	2	Fall
THE 105	Introduction to Theatre Design	3	Spring
THE 131	Acting I	3	Fall
THE 141	Stagecraft	3	Spring
THE 251	Theatre Practicum I	1	Fall
THE 252	Theatre Practicum II	1	Spring
THE 253	Theatre Practicum III	1	Fall
THE 254	Theatre Practicum IV	1	Spring
THE 283	Introduction to Film	3	Fall/Spring
General Education Courses: 35 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
English Requirements:		**6**	
COL 101	English Composition I	3	Fall/Spring/Summer
COL 102	English Composition II	3	Fall/Spring/Summer
Communications Requirement:		**3**	
Mathematics & Statistics Requirement:		**3**	
Natural & Physical Sciences Requirement:		**5**	
Social & Behavioral Sciences Requirement:		**6**	(2 courses from 2 different subject areas)
Arts & Humanities Requirement:		**6**	(2 courses from 2 different subject areas)
Institutionally Designated Requirement:		**6**	
Free Electives: 4 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
	Total:	**60**	

A.F.A. in Theatre & Film Semester Plan

Fall	
Course	Credits
Theatre Appreciation	3
Acting I	3
Theatre Practicum I	1
Intro to Make-up for Theatre/Film	2
English Comp I	3
Math/Statistics Bucket	3
Total	15

Spring	
Course	Credits
Intro to Theatre Design	3
Theatre Practicum II	1
Communication Elective	3
Social/Behavioral Elective	3
English Comp II	3
Total	13

Fall	
Course	Credits
Introduction to Film	3
Theatre Pacticum III	1
Free Elective	1
Arts/Humanities Elective	3
Arts/Humanities Elective	3
Natural/Physical Sciences Elective	5
Total	16

Spring	
Course	Credits
Theatre Practicum IV	1
Stagecraft	3
Free elective	3
Social/Behavioral Elective	3
Institution Elective	3
Institution Elective	3
Total	16

A.F.A. in Theatre & Film Performance

Required Courses: 24 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
THE 101	Theatre Appreciation	3	Fall/Spring
THE 102	Introduction to Make-up for Theatre & Film	2	Fall
THE 105	Introduction to Theatre Design	3	Spring
THE 131	Acting I	3	Fall
THE 235	Acting II	3	Spring
THE 251	Theatre Practicum I	1	Fall
THE 252	Theatre Practicum II	1	Spring
THE 253	Theatre Practicum III	1	Fall
THE 254	Theatre Practicum IV	1	Spring
THE 161	Improvisation	3	Fall
THE 283	Introduction to Film	3	Fall
General Education Courses: 35 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
English Requirements:		**6**	
COL 101	English Composition I	3	Fall/Spring/Summer
COL 102	English Composition II	3	Fall/Spring/Summer
Communications Requirement:		**3**	
Mathematics & Statistics Requirement:		**3**	
Natural & Physical Sciences Requirement:		**5**	
Social & Behavioral Sciences Requirement:		**6**	(2 courses from 2 different subject areas)
Arts & Humanities Requirement:		**6**	(2 courses from 2 different subject areas)
			*Intro to Literature Preferred
			*Mass Comm in Society Preferred
Institutionally Designated Requirement:		**6**	
Free Electives: 1 Credit Hour			
Course ID	**Course Title**	**Credit Hours**	**Notes**
			*THE course Preferred
	Total:	**60**	

A.F.A. in Theatre & Film Performance Semester Plan

Fall	
Course	Credits
Theatre Appreciation	3
Acting I	3
Theatre Practicum I	1
Intro to Make-up for Theatre/Film	2
English Comp I	3
Math/Statistics Bucket	3
Total	15

Spring	
Course	Credits
Acting II	3
Theatre Practicum II	1
Social/Behavioral Elective	3
English Comp II	3
Natural/Physical Sciences Elective	5
Total	15

Fall	
Course	Credits
Introduction to Film	3
Theatre Pacticum III	1
Improvisation	3
Arts/Humanities Elective	3
Arts/Humanities Elective	3
Communication Elective	3
Total	16

Spring	
Course	Credits
Theatre Practicum IV	1
Stagecraft	3
Free elective	1
Social/Behavioral Elective	3
Institution Elective	3
Institution Elective	3
Total	14

A.F.A. in Design and Production for Theatre/Film

Required Courses: 22 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
ART 126	Drawing I	3	Fall
GRD 251	Graphic Design: Adobe Suite	3	Spring
THE 101	Theatre Appreciation	3	Fall/Spring
THE 105	Introduction to Theatre Design	3	Spring
THE 141	Stagecraft	3	Spring
THE 251	Theatre Practicum I	1	Fall
THE 252	Theatre Practicum II	1	Spring
THE 253	Theatre Practicum III	1	Fall
THE 254	Theatre Practicum IV	1	Spring
THE 283	Introduction to Film	3	Fall
General Education Courses: 35 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
English Requirements:		**6**	
COL 101	English Composition I	3	Fall/Spring/Summer
COL 102	English Composition II	3	Fall/Spring/Summer
Communications Requirement:		**3**	
Mathematics & Statistics Requirement:		**3**	
Natural & Physical Sciences Requirement:		**5**	
Social & Behavioral Sciences Requirement:		**6**	(2 courses from 2 different subject areas)
Arts & Humanities Requirement:		**6**	(2 courses from 2 different subject areas)
			*Art Appreciation Preferred
			*Intro to Literature Preferred
Institutionally Designated Requirement:		**6**	
Free Electives: 3 Credit Hour			
Course ID	**Course Title**	**Credit Hours**	**Notes**
			*THE course Preferred
	Total:	**60**	

A.F.A. in Design & Production for Theatre/Film Semester Plan

Fall	
Course	Credits
Theatre Appreciation	3
Drawing I	3
Theatre Practicum I	1
Free elective	3
English Comp I	3
Math/Statistics Bucket	3
Total	16

Spring	
Course	Credits
Intro to Theatre Design	3
Theatre Practicum II	1
Social/Behavioral Elective	3
English Comp II	3
Natural/Physical Sciences Elective	5
Total	15

Fall	
Course	Credits
Introduction to Film	3
Theatre Pacticum III	1
Arts/Humanities Elective	3
Arts/Humanities Elective	3
Communication Elective	3
Total	13

Spring	
Course	Credits
Theatre Practicum IV	1
Stagecraft	3
Graphic Design: Adobe Suite	3
Social/Behavioral Elective	3
Institution Elective	3
Institution Elective	3
Total	16

Certificates and AAS Degrees

Allied Health

Certified Nurse Aide: SAPP

Required Courses (SAPP): 5 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
MED 102	Certified Nurse Aide	5	Fall/Spring
	Total:	5	

Medication Aide: SAPP

Required Courses (SAPP): 5 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
MED 103	Medication Aide	5	Fall/Spring
	Total:	5	

Home Health Aide: SAPP

Required Courses (SAPP): 2 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
MED 108	Home Health Aide	2	Spring
	Total:	2	

Rehabilitative Aide: SAPP

Required Courses (SAPP): 2 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
MED 107	Rehabilitative Aide	2	Spring
	Total:	2	

Social Services Designee/Activities Director: SAPP

Required Courses (SAPP): 5 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
NHA 160	Social Services Designee/Activities Director	5	Spring
	Total:	5	

Arts Administration

Certificate of Completion

Required Courses: 18 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
LDR 101	Principles of Leadership	3	Fall
LDR 201	Ethics and Diversity in Leadership	3	Fall
LDR 240	Organizational Leadership	3	Spring
MUS 111	Music Appreciation	3	Fall/Spring/Summer
THE 101	Theatre Appreciation	3	Fall/Spring
THE 101	Introduction to Film	3	Fall/Spring
BUS 210	Financial Accounting	3	Fall
ART 101	Art Appreciation	3	Fall/Spring/Summer
COM 201	Mass Communication in Society	3	Spring
COM 211	Interpersonal Communication	3	Fall/Spring
	Total:	30	

Certificate in Arts Administration Semester Plan

Fall		Spring	
Course	Credits	Course	Credits
Principles of Leadership	3	Art Appreciation	3
Ethics & Diversity in Leadership	3	Introduction to Film	3
Music Appreciation	3	Mass Comm in Society	3
Theatre Appreciation	3	Interpersonal Communication	3
Finanical Accounting	3	Organizational Leadership	3
Total	15	Total	15

Business Technology

Certificate of Completion

Required Courses: 18 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
BUS 121	Business Mathematics	3	Spring
BUS 261	Business Communication	3	Spring
CIS 100	Computer Concepts and Applications	3	Fall/Spring/Summer
CIS 126	Microsoft PowerPoint	3	Fall/Spring
CIS 130	Microsoft Excel	3	Fall/Spring
CIS 175	Microsoft Word	3	Fall/Spring
	Total:	18	

Criminal Justice Leadership

Certificate B

Required Courses: 36 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
CJS 100	Introduction to Criminal Justice	3	Fall/Spring
CJS 150	Professional Responsibility in Criminal Justice	3	Fall
CJS 202	CJ Interview/Report Writing	3	Spring
CJS 220	Agency Administration	3	Spring
CJS 275	CJS Capstone in Leadership	3	Fall/Spring/Summer
COM 101	Public Speaking	3	Fall/Spring/Summer
COM 211	Interpersonal Communication	3	Fall/Spring
LDR 101	Principles of Leadership	3	Fall
LDR 140	Civic Leadership	3	Fall
LDR 201	Ethics and Diversity in Leadership	3	Spring
LDR 240	Organizational Leadership	3	Spring
CJS or LDR	Criminal Justice or Leadership Elective	3	Fall/Spring/Summer
	Total:	36	

Certificate in Criminal Justice Leadership Semester Plan

Fall		Spring	
Course	Credits	Course	Credits
Computer Concepts & Applications	3	CJ Interview & Report Writing	3
Professional Responsibility in CJ	3	Agency Administration	3
Public Speaking	3	Interpersonal Communication	3
Principles of Leadership	3	Ethics/Diversity in Leadership	3
Civic Leadership	3	Organizational Leadership	3
CJS/LDR Elective	3	CJS Capstone in Leadership	3
Total	18	Total	18

Early Childhood Education

SAPP

Required Courses: 12 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
ECE 101	Early Childhood Growth & Development	3	Fall/Spring
ECE 102	Principles of Early Childhood Education	3	Fall/Spring
ECE 103	Child Health, Safety, and Nutrition	3	Fall/Spring
ECE 105	Observing & Interacting with Young Children	3	Fall/Spring
	Total:	12	

Certificate A (2 options)

Required Courses: 16-19 Credit Hours			
Option 1			
	SAPP courses above	12	
ECE 150 or 215A	Professional Portfolios in ECE or Practicum I	1	Fall/Spring
ECE 201 or 202	Infant & Toddler Education & Care OR Preschool Education and Care	3	Fall/Spring
	Total:	16	
Option 2			
ECE 104	Creative Experiences for Young Children	3	Spring
ECE 105	Observing & Interacting with Young Children	3	Fall/Spring
ECE 107	Child Play and Games	3	Spring
ECE 204	Developing Language and Literacy in Young Children	3	Spring
ECE 150 or 215A	Professional Portfolios in ECE or Practicum I	1	Fall/Spring
ECE 206	Professional Development and Leadership	3	Spring
ECE 210	Developing Math & Science in Young Children	3	Fall
	Total:	19	

Early Childhood Education

AAS

Required Courses: 36 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
	SAPP courses above	12	
ECE 201	Infant & Toddler Education & Care	3	Spring
ECE 215A	Practicum I in Early Childhood Education	1	Fall/Spring
ECE 202	Preschool Education and Care	3	Fall
ECE 210	Developing Math & Science in Young Children	3	Fall
ECE 211 or 212	Best Practices in Inclusion & Diversity OR Educating Children in Exceptionalities	3	Fall
ECE 216	Practicum II in ECE	1	Fall/Spring
ECE 204	Developing Language and Literacy in Early Childhood	3	Spring
ECE 217	Practicum III in ECE	1	Fall/Spring
	Math Bucket or Business Math	3	
	*CIS or GRD course	3	Fall/Spring
General Education Courses: 15 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
BUS 261 or COL 101	Business Communications OR English Composition I	3	Fall/Spring/Summer
	Communication Bucket	3	
	Arts & Humanities Bucket	3	
	Social & Behavioral Bucket	3	
	Institutionally Designated Bucket	3	*Personal Finance or Intro to Entrepreneurship Preferred
Free Electives: 9 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
	ECE 104, 107, 150, 206, or 207	9	*Must choose from list
	Total:	**60**	

Certificate/AAS in Early Childhood Education Semester Plan

Fall		Spring	
Course	Credits	Course	Credits
Early Childhood Growth & Dvpt	3	Observing/Interacting with Young Children	3
Principles of Early Childhood Ed	3	Infant/Toddler Education & Care	3
Child Health, Safety, and Nutrition	3	Practicum I in ECE	1
Free Elective	3	CIS or GRD course	3
Free Elective	3	Free Elective	3
Total	15	Total	13

Fall		Spring	
Course	Credits	Course	Credits
Preschool Education & Care	3	Developing Language & Literacy in ECE	3
Developing Math/Science in Young Children	3	Practicum III in ECE	1
Best Practices in Inclusion & Diversity OR Educating Children in Exceptionalities	3	Arts & Humanities Bucket	3
Practicum II in ECE	1	Social & Behavioral Bucket	3
Business Communication OR English Comp I	3	Institutionally Designated Bucket	3
Communication Bucket	3	Math Bucket or Business Math	3
Total	16	Total	16

Emergency Medical Services

Emergency Medical Responder: SAPP

Required Courses (SAPP): 6 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
MED 118	Emergency Medical Responder	6	Fall/Spring/Summer
	Total:	6	

Emergency Medical Technician: SAPP

Required Courses (SAPP): 12 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
EMS 120	Emergency Medical Technician	12	Fall/Spring
	Total:	12	

Farm and Ranch Management Production

Livestock Management Certificate A

Required Courses (Certificate A): 16 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
AGR 103	Principles of Animal Science	3	Fall/Spring
AGR 201	Animal Science and Industry	1	Fall/Spring
AGR 206	Farm Management	3	Spring
AGR 207	Marketing of Agriculture Products	3	Spring
Choose 2 of the Following:			
AGR 110	Agriculture Welding I	3	Fall
AGR 200	Agriculture Welding II	3	Spring
AGR 203	Fundamentals of Animal Nutrition	3	Spring
AGR 213	Agriculture Economics	3	Fall
AGR 216	Agriculture Technology Management	3	Fall
	Total:	16	

Farm and Ranch Management Production AAS

Required Courses: 45 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
	*All courses from Cert A	**16**	
AGR 100A	Field Studies I	1	Fall/Spring
AGR 100B	Field Studies II	2	Fall/Spring
AGR 101	Agriculture Orientation	1	Fall
AGR 214	Crop Science	4	Fall
AGR 215	Agricultural Computations	3	Fall
AGR 223	Agriculture Entomology	3	Fall
AGR 224	Soil Science	4	Spring
AGR 251	Agriculture Chemicals	2	Spring
AGR 260	Beef Management	3	Spring
AGR ***	AGR course not taken in Certificate	3	Fall/Spring
AGR ***	AGR course not taken in Certificate	3	Fall/Spring
General Education Courses: 15 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
COL 101	English Composition I	3	Fall/Spring/Summer
	Mathematics Bucket	3	
	Communications Bucket	3	
	Arts & Humanities Bucket	3	
	Social & Behavioral Bucket	3	
	Total:	**60**	

Certificate/AAS in Farm and Ranch Management Semester Plan

Fall		Spring	
Course	Credits	Course	Credits
Principles of Animal Science	3	Farm Management	3
Animal Science and Industry	1	Marketing of Ag Products	3
Field Studies I	1	Beef Management	3
Agriculture Orientation	1	Ag Certificate Elective	3
Ag Certificate Elective	3	English Composition I	3
Crop Science	4		
Ag Computations	3		
Total	16	Total	15

Fall		Spring	
Course	Credits	Course	Credits
Ag Certificate Elective	3	Soil Science	4
Ag Certificate Elective	3	Agriculture Chemicals	2
Agriculture Entomology	3	Arts & Humanities Bucket	3
Field Studies II	2	Social & Behavioral Bucket	3
Mathematics Bucket	3	Communications Bucket	3
Total	14	Total	15

Graphic and Digital Design

Digital Design OR Web Design: Certificate A

Required Courses (Certificate A): 18-24 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
GRD 116	Adobe Photoshop	3	Fall
GRD 125	Adobe Illustrator	3	Spring
GRD 225	Advanced Photoshop	3	Spring
GRD 200	Web and Motion Graphics: Adobe Animate	3	Fall
For Digital Design:			
GRD 126	Typography	3	Spring
GRD 180	Adobe InDesign	3	Fall
For Web Design:			
CIS 110	Cybersecurity Essentials	3	Fall
CIS 109	Introduction to Computer Programming	3	Spring
GRD 155	Web Design: HTML/Javascript	3	Fall
GRD 251	Graphic Design: Adobe Suite	3	Spring
	Total:	18-24	

Graphic and Digital Design: AAS

Required Courses (AAS): 39 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
	*Required courses for both cert options above	12	
GRD 131	Graphic Design I	3	Fall
GRD 180	Adobe InDesign	3	Spring
GRD 231	Graphic Design II	3	Spring
GRD 200	Web and Motion Graphics: Adobe Animate	3	Fall
GRD 201	Adobe Dreamweaver	3	Fall
GRD 126	Typography	3	Spring
BUS 160	Introduction to Entrepreneurship	3	Spring
BUS 278	Marketing	3	Spring
BUS 279	Advertising	3	Fall
General Education Courses: 15 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
COL 101	English Composition I	3	Fall/Spring/Summer
BUS 120	Introduction to Business	3	Fall/Spring/Summer
	Social & Behavioral Bucket	3	

	Arts and Humanities Bucket	3	
	Communications Bucket	3	
Free Electives: 6 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
		6	*Certificate courses from above
	Total:	**60**	

Certificate/AAS in Graphic and Digital Design Semester Plan

Fall		Spring	
Course	Credits	Course	Credits
Adobe Photoshop	3	Advanced Photoshop	3
Certificate course	3	Adobe Illustrator	3
Web/Motion Graphics: Adobe Animate	3	Adobe InDesign	3
Adobe Dreamweaver	3	Certificate course	3
Graphic Design: Adobe Suite	3	Typography	3
Total	15	Total	15

Fall		Spring	
Course	Credits	Course	Credits
Graphic Design I	3	Graphic Design II	3
Introduction to Business	3	Marketing	3
English Comp I	3	Intro to Entrepreneurship	3
Communications Bucket	3	Arts & Humanities Bucket	3
Advertising	3	Social/Behavioral Bucket	3
Total	15	Total	15

Information Networking Technology

Computer & Network Support Tech and Cybersecurity Support Certificate: Certificate A

Required Courses (Certificate A): 18-24 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
CIS 100	Computer Concepts/Applications	3	Fall/Spring/Summer
CIS 135	Computer Repair-Core Hardware	3	Fall
CIS 275	Computer Repair-Operating Systems	3	Spring
CIS 241	Computer Network +	3	Fall
CIS 242	Network Security +	3	Spring
For Computer and Network Support Technician:			
CIS 170	Microsoft Office	3	Fall/Spring
For Cybersecurity Computer Support:			
CIS 110	Cybersecurity Essentials	3	Fall
CIS 113	Linux Essentials	3	Fall
CIS 215	Ethical Hacking	3	Spring
	Total:	18-24	

Information Networking Technology AAS

Required Courses (AAS): 39 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
	**All CIS Courses Listed Above	27	
CIS 109	Introduction to Computer Programming	3	Fall/Spring
CIS 126, 130, or 175	Microsoft PowerPoint, Excel, or Word	3	Fall/Spring
CIS 106, 115, or 230	Intro to Python Programming, Visual Basic I, or C++ Programming I	3	Fall/Spring
GRD 155 or 251	Web Design: HTML/Javascript or Web Design: Adobe Suite	3	Spring
General Education Courses: 12 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
BUS 261 or COL 101	Business Communications OR English Composition I	3	Fall/Spring/Summer
	Mathematics Bucket	3	
	Social & Behavioral Bucket	3	
	Arts and Humanities Bucket	3	
Free Electives: 9 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
	CIS course or GRD 116, 125, 155, 180, 201, 225, 251, BUS 120, 121, 125, 161, 205, 261, 275, 278, 279, COM 101, 211	9	*Must choose from list
	Total:	**60**	

Certificate/AAS in Information Networking Semester Plan

Fall	
Course	Credits
Computer Concepts/Apps	3
Computer Repair-Core Hardware	3
Computer Network +	3
Cybersecurity Essentials	3
Linux Essentials	3
Total	15

Spring	
Course	Credits
Computer Repair-Operating Systems	3
Network Security +	3
Ethical Hacking	3
Microsoft Office	3
Intro to Computer Programming	3
Total	15

Fall	
Course	Credits
Mathematics Bucket	3
Business Comm or English Comp I	3
Microsoft PowerPoint, Excel, or Word	3
Intro to Python Programming, Visual Basic I, or C++ Programming I	3
Social/Behavioral Bucket	3
Total	15

Spring	
Course	Credits
Web Design: HTML/Javascript or Adobe Suite	3
Arts & Humanities Bucket	3
CIS, GRD, or BUS Elective	3
CIS, GRD, or BUS Elective	3
CIS, GRD, or BUS Elective	3
Total	16

Leadership Studies

Certificate of Completion

Required Courses: 18 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
LDR 101	Principles of Leadership	3	Fall
LDR 140	Civic Leadership	3	Spring
LDR 171	Internship in Leadership	3	Spring
LDR 201	Ethics and Diversity in Leadership	3	Spring
LDR 240	Organizational Leadership	3	Fall
COM 211 or PHL 110	Interpersonal Communication OR Logic and Critical Thinking	3	Fall/Spring
	Total:	18	

Machining & Manufacturing Technology

Certificate A

Required Courses: 17 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
IND 100	Safety/OSHA	1	Fall/Spring
IND 103	Workplace Ethics	3	Fall/Spring
MCH 105	Quality Control and Inspection	1	Fall/Spring
MCH 110	Bench Work	1	Fall/Spring
MCH 115	Metallurgy	1	Fall/Spring
MCH 120	Machine Tool Processes	1	Fall/Spring
IND 105	Print Reading	3	Fall/Spring
MCH 130	Machining I	3	Fall/Spring
MCH 135	Machining II	3	Fall/Spring
	Total:	17	

Certificate B

Required Courses: 32 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
	**All Certificate Courses Listed Above	17	
MCH 140	CNC Milling I	3	Fall/Spring
MCH 145	CNC Operations	3	Fall/Spring
MCH 150	CNC Lathe	3	Fall/Spring
IND 110	Intro to CAD	3	Fall/Spring
MAT 112	Technical Mathematics	3	Spring

AAS

Required Courses: 13 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
MCH 200	Fundamentals of Robotics	4	Fall
MCH 205	Machining III	3	Fall
MCH 210	Machining Internship	3	Spring
IND 115	Parametric Modeling	3	Fall
General Education Courses: 15 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
COM 211	Interpersonal Communication	3	Fall/Spring
ENG 101	English Composition I	3	Fall/Spring/Summer
	Arts & Humanities Bucket	3	
	Social & Behavioral Bucket	3	
	Institutionally Designated Bucket	3	
	Total:	**60**	

Certificates/AAS in Machining & Manufacturing Technology Semester Plan

Fall		Spring	
Course	Credits	Course	Credits
Safety/OSHA	1	CNC Milling I	3
Workplace Ethics	3	CNC Operations	3
Quality Control and Inspection	1	CNC Lathe	3
Bench Work	1	Introduction to CAD	3
Metallurgy	1	Technical Mathematics	3
Maching Tool Processes	1		
Print Reading	3		
Machining I	3		
Machining II	3		
Total	17	Total	15

Fall		Spring	
Course	Credits	Course	Credits
Fundamentals of Robotics	4	Machining Internship	3
Machining III	3	Parametric Modeling	3
Interpersonal Communication	3	Social & Behavioral Bucket	3
English Composition I	3	Insitutionally Designated Bucket	3
Arts & Humanities Bucket	3		
Total	16	Total	12

Medical Office Assistant

Certificate A

Required Courses: 25 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
BUS 261	Business Communications	3	Fall/Spring
CIS 170	Microsoft Office	3	Fall/Spring
MED 120	Medical Terminology	3	Fall/Spring/Summer
NHA 129	Medical Insurance Coding & Billing	3	Spring
NHA 161	Medical Administrative Aspects	4	Fall
NHA 235	Long Term Medical Records	3	Fall
NHA 236	Legal Concepts	3	Spring
NHA 239	Medical Office Accounting	3	Spring
	Total:	25	

Semester Plan

Fall	
Course	Credits
Microsoft Office	3
Medical Terminology	3
Medical Administrative Aspects	4
Long Term Medical Records	3
Total	13

Spring	
Course	Credits
Business Communications	3
Med Insurance Coding/Billing	3
Legal Concepts	3
Medical Office Accounting	3
Total	12

Mental Health Technician

Certificate of Completion

Required Courses: 16 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
PSY 101	Introduction to Psychology	3	Fall/Spring/Summer
SOC 102	Sociology	3	Fall/Spring/Summer
NHA 158	Professionalism in Mental Health Care	1	Fall/Spring
NHA 105	Mental Health First Aid	3	Fall/Spring
Choose 2 of the following:			
	PHL 105, PSY 230, 263, 264, SOC 110, 140, 205	6	Fall/Spring/Summer
	Total:	16	

Mental Health Technician Semester Plan

(Option 1: 1 semester)

Fall	
Course	Credits
Introduction to Psychology (1st 8 weeks)	3
Sociology	3
Professionalism in Mental Health Care	1
Mental Health First Aid	3
PHL 105, PSY 230, 263, 264 (2nd 8 weeks), SOC 110, 140, 205	6
Total	16

(Option 2: 2 semesters)

Fall		Spring	
Course	Credits	Course	Credits
Introduction to Psychology	3	Professionalism in Mental Health Care	1
Sociology	3	PHL, PSY, SOC course	3
Mental Health First Aid	3	PHL, PSY, SOC course	3
Total	9	Total	7

Pharmacy Technician

Certificate B

Required Courses: 31 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
CIS 100	Computer Concepts/Applications	3	Fall/Spring/Summer
MED 120	Medical Terminology	3	Fall/Spring/Summer
PRM 237	Intro to Pharmacy Technician	3	Fall
NHA 238	Pharmacology for Health Professionals	3	Fall
PRM 240	Pharmacy Calculations	3	Fall
PRM 260	Pharmacy Operations	3	Fall
PRM 261	Advanced Pharmacy Operations	3	Spring
PRM 262 or 263	Pharmacy Tech Internship OR Pharmacy Tech Topics	3	Spring
NHA 130	Natural Healing with Herbs	1	Spring
BUS 161	Customer Service	3	Spring
BUS 261	Business Communications	3	Spring
	Total:	31	

Pharmacy Technician AAS

Required Courses: 39 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
	**All Certificate Courses Listed Above	31	
BIO 115	Basic Nutrition	3	Fall/Spring
NHA 141	Drug Awareness	1	Spring
NHA 146	Professionalism in Healthcare	1	Spring
BUS 129	Human Relations in Business	3	Spring
General Education Courses: 22 Credit Hours			
Course ID	**Course Title**	**Credit Hours**	**Notes**
BIO 102	Principles of Biology	5	Fall/Spring/Summer
BIO 257	Human Anatomy & Physiology	5	Spring
PSY 101	Introduction to Psychology	3	Fall/Spring/Summer
COM 211	Interpersonal Communication	3	Fall/Spring
	Mathematics Bucket	3	
	Arts & Humanities Bucket	3	
	Total:	**61**	

Certificate/AAS in Pharmacy Technician Semester Plan

Fall		Spring	
Course	Credits	Course	Credits
Computer Concepts & Apps	3	Customer Service	3
Intro to Pharmacy Technician	3	Business Communications	3
Pharmacology for Pharm Techs	3	Medical Terminology	3
Pharmacy Calculations	3	Natural Healing with Herbs	1
Pharmacy Operations	3	Advanced Pharmacy Operations	3
		Pharm Tech Internship OR Pharm Tech Topics	3
Total	15	Total	16

Fall		Spring	
Course	Credits	Course	Credits
Principles of Biology	5	Interpersonal Communication	3
Basic Nutrition	3	Human Relations in Business	3
Introduction to Psychology	3	Drug Awareness	1
Mathematics Bucket	3	Human Anatomy & Physiology	5
Professionalism in Healthcare	1	Arts & Humanities Bucket	3
Total	15	Total	15

Department Codes

Letter Code:	Department Name:
AGR	Agriculture
ANT	Anthropology
ART	Art
BIO	Biology
BUS	Business
CHE	Chemistry
CIS	Computer Information Systems
CJS	Criminal Justice Studies
COL	English
COM	Communication
ECE	Early Childhood Education
ECO	Economics
EDU	Education
FRE	French
GRD	Graphic Design
GEO	Geography
HIS	History
HPE	Health & Physical Education
IND	Industry
LDR	Leadership
MAT	Mathematics
MCH	Machining & Manufacturing
MED	Allied Health
MUS	Music
NHA	Allied Health
PHL	Philosophy & Religion
POL	Political Science
PRM	Pharmacy Technology
PSC	Physical Science
PSY	Psychology
SOC	Sociology
SPA	Spanish
SSC	Student Success
THE	Theatre
WGS	Women’s Studies

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
1 credit hour
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 110 Agriculture Welding I
3 credit hours
Co-requisites: OSHA 10 Safety
This course is designed to provide the student with the theory, knowledge, and skills necessary for construction and/or fabrication of metal projects. Emphasis will be placed on; Laboratory safety, general laboratory measurements, metal identification and characteristics, Oxy-acetylene welding and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), gas tungsten arc welding (GTAW), plasma cutting and project construction.

AGR 200 Agriculture Welding II
3 credit hours
Prerequisites: Agriculture Welding I
This course is designed to provide the student with more advanced theory, knowledge, and skills necessary for construction and/or fabrication or metal projects. Emphasis will be placed on; Laboratory safety, review of metal identification and characteristics, reading detail drawings, Plasma Arc Cutting (PAC), shielded metal arc welding (SMAW), gas metal arc welding (GMAW), weld quality and project construction.

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 Advance Livestock Evaluation
1 credit hour
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
Prerequisite: CHE105 or CHE125
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.

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
1 credit hour
Prerequisite: AGR 106 and AGR 202
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.

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

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
Prerequisite: ART 120
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. *[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
Prerequisite: ART 126
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.

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
Prerequisite: ART 133
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.

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
Prerequisite: ART 161
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.

ART 216 Life Drawing
3 credit hours
Prerequisite: Recommended ART 126 Drawing I
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.

ART 226 Drawing III
3 credit hours
Prerequisites: ART 126 and ART 127
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.

ART 227 Drawing IV
3 credit hours
Prerequisites: ART 126, ART 127 and ART 226
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.

ART 233 Painting III
3 credit hours
Prerequisites: ART 133 and ART 134
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.

ART 234 Painting IV
3 credit hours
Prerequisites: ART 133, ART134 and ART 233
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.

BIO 102 Principles of Biology
5 credit hours
Prerequisite: Eligible for COL101 English Composition I or completion of COL101
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.
[KRSN BIO 1010 General Biology and Lab for Non Majors].

BIO 106 Environmental Science
5 credit hours
Prerequisites: Eligible for COL101 English Composition I or completion of COL101
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. *[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
Prerequisite: Eligible for COL101 English Composition I or completion of COL101
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. *[KRSN BIO 1020 Biology I for Majors with Lab].*

BIO 210 Biology II (organismal)
5 credit hours
Prerequisite: Completion of BIO150 with a C grade or above, or by permission of the instructor
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. *[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. *[KRSN BIO 2020 Anatomy and Physiology and Lab-5 credit hours].*

BIO 260 Human Anatomy and Physiology I
4 credit hours
Prerequisites: Completion of BIO 102 or BIO 150 with a C grade or above
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. *[KRSN BIO 2030 Anatomy and Physiology with Lab].*

BIO 265 Human Anatomy and Physiology II
4 credit hours
Prerequisites: Completion of BIO 102 or BIO 150 with a C grade or above
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. *[KRSN BIO 2030 Anatomy and Physiology with Lab].*

BIO 271 Microbiology
5 credit hours
Prerequisite: Completion of BIO 102 or BIO 150 with a C grade or above
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. *[KRSN BIO 2040 Microbiology and Lab].*

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
Prerequisite: BUS 210
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. *[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. *[KRSN BUS 2030 Business Law].*

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

CHE 125 College Chemistry I
5 credit hours
Prerequisites: Student must be eligible for the following courses: MAT 105 and COL 101 with a C grade or above
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. *[KRSN CHM 1010 Chemistry I for Majors with Lab].*

CHE 136 College Chemistry II
5 credit hours
Prerequisite: CHE 125 with a C grade or above
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. *[KRSN CHM 1020 Chemistry II with Lab].*

CHE 265 Organic Chemistry I
5 credit hours
Prerequisites: CHE 125 and CHE 136 or the equivalent
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.

CHE 295 Organic Chemistry II
5 credit hours
Prerequisite: CHE 265
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.

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 introductory course familiarizes students with the essential concepts of Python programming. Python is an interpreted, object-oriented, high-level programming language with dynamic semantics. The course will cover the basics of how to construct a program from a series of simple instructions in Python.

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 126 Microsoft PowerPoint
3 credit hours
This course provides students with the skills to plan, develop, and deliver dynamic, professional presentations to use in academic, business, or other environments.

CIS 130 Microsoft Excel
3 credit hours
This course provides students with the skills to create and format professional workbooks, worksheets, and charts to use in academic, business, or other environments.

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 175 Microsoft Word
3 credit hours
This course provides students with the skills to create and format professional word processing documents to use in academic, business, or other environments.

CIS 215 Ethical Hacking
3 credit hours
Prerequisite: CIS113 and CIS125 or CIS241 or with instructor approval
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.

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 the accordance with the Comp-TIA Network+ certification objectives. This course prepares students for the N10-009 CompTIA Network+ certification exam.

CIS 242 Network Security +
3 credit hours
Prerequisite: CIS 241 or instructor approval
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
Prerequisite: CIS 125
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.

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 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.

CJS 120 Introduction to Corrections
3 credit hours
This course will focus on contemporary correctional activities and the functions performed by correctional agencies and personnel. It includes an overview of the functions performed bycorrectional institutions and community corrections agencies for juveniles and adults.

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.

CJS 273 Internship in Criminal Justice III
3 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.

CJS 275 Capstone in Criminal Justice Studies & Leadership Studies
3 credit hours
Prerequisite: CJS100, CJS150, CJS202, CJS220, LDR101, LDR140, LDR201, LDR240, COM101, COM211, or consent of instructor
This capstone course is the conclusion of the Criminal Justice and Leadership certificate. The major focus of the course is to integrate the materials and knowledge acquired in the prerequisite courses and apply that knowledge to solve or make progress on a problem or issue within the Criminal Justice System.

COL 011 Pre-Composition
3 credit hours
Placement test scores: ACT Writing Score 12-15, or Accuplacer Writing score Next Gen 1-254
Pre-Composition is a preparatory writing course, emphasizing the writing process as well as reading and analytical skills that will be utilized in COL101 English Composition I. The course will progress from short pieces of writing to longer written essays emphasizing written focus, organization, clarity, and usage of correct grammar and sentence structure. COL011 does not apply toward graduation requirements.

COL 013 Reading Proficiency
1 credit hour
Prerequisites: ACT Reading score 12-15, or Accuplacer Reading score Next Gen 1-254
Reading skills emphasizes improving basic reading skills, spelling, comprehension, vocabulary building, and study skills. This course is designed to prepare students for reading at the college level including language development and comprehension. This course may be repeated to improve proficiency, and may be taken with COL011 Pre-Composition to help with writing assignment comprehension. COL013 does not apply toward graduation requirements.

COL 040 Integrated Reading and Writing
3 credit hours
Prerequisite: ACT Writing and Reading score 12-15; or Accuplacer Writing and Reading score Next Gen 1-254
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.

COL 101 English Composition I
3 credit hours
Prerequisite: ACT English and Reading score 16 and above; or Accuplacer Writing score Next Gen 255 and above; or completion of COL 011 or COL 040 with a C grade or above.
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. *[KRSN ENG 1010 English Composition I].*

COL 102 English Composition II
3 credit hours
Prerequisite: COL 101 with a grade C or above
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. *[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
Prerequisite: Enrollment in or completion of COL 101 with a C grade or above
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. *[KRSN ENG 1030 Introduction to Literature].*

COL 132 Poetry
3 credit hours
Prerequisite: Enrollment in or completion of COL 101 with a C grade or above
This course provides an introduction to poetry and develops a basis for the interpretation, evaluation, and appreciation of poetry as a literary genre.

COL 135 Fiction
3 credit hours
Prerequisite: Enrollment in or completion of COL 101 with a C grade or above
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.

COL 211 American Literature I: Colonial to 1865
3 credit hours
Prerequisite: Enrollment in or completion of COL 101 with a C grade or above
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. *[KRSN ENG 2010 American Literature I].*

COL 222 American Literature II: 1865 to Present
3 credit hours
Prerequisite: Enrollment in or completion of COL 101 with a C grade or above
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. *[KRSN ENG 2020 American Literature II].*

COL 237 Children's Literature
3 credit hours
Prerequisite: Enrollment in or completion of COL 101, COL 116, OR BUS 261 with a C grade or above
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. *[KRSN EDU 2010 Children's Literature].*

COL 250 Introduction to Mythology
3 credit hours
Prerequisite: Enrollment in or completion of COL 101 with a C grade or above
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.

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
Prerequisites: Eligible for COL101 English Composition I or completion of COL101
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.

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].*

DTA 100 Introduction to Data Analytics
1 credit hour
Prerequisite: High school junior or senior and College reading readiness
This course will enable the student to examine the role data analytics plays in helping to make better decisions based on data. The student will explore various models that can be utilized to help summarize, visualize, and interpret data in a variety of disciplines. Students will take the exam to receive a certificate for NC3 Data Analytics 1 Harnessing Data.

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
Prerequisites: Enrollment in or completion of ECE 102 Principles of Early Childhood Education or consent of ECE coordinator
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.

ECE 206 Professional Development and 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
Prerequisites: Enrollment in or completion of ECE 102 Principles of Early Childhood Education or consent of ECE coordinator
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.

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
Prerequisite: Consent of ECE coordinator
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.

ECE 216 Practicum II in Early Childhood Education
1 credit hour
Prerequisite: ECE 215A
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.

ECE 217 Practicum III in Early Childhood Education
1 credit hour
Prerequisite: ECE 215 and ECE 216
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.

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 polices, 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 100 Elementary School PE and Health
2 credit hours
The student will understand the research behind learning and development theories that support movement and physical activity in the regular classroom. The student will explore developmentally appropriate strategies and resources to integrate physical education and health into the preschool and elementary classroom.

EDU 101 Art in Elementary Classroom
2 credit hours
The student will learn how to construct and maintain an environment for children that fosters aesthetic sensitivity and creativity. The student will plan, implement, and assess learning experiences that engage students in critical thinking, creativity, and problem solving across curricular areas integrating visual arts. *[KRSN ART 2020 Art in the Elementary Classroom].*

EDU 102 Music in the Elementary Classroom
2 credit hours
The student will learn how to construct and maintain an environment for children that fosters music appreciation and production. The student will plan, implement, and assess learning experiences that engage students in critical thinking, creativity, and problem solving across curricular areas integrating music. *[KRSN MUS 2010 Music in the Elementary Classroom].*

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. *[KRSN EDU 2020 Educating Exceptional Students].*

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
Prerequisite: Enrollment in or completion of EDU 201 or ECE 102
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.

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.

EMS 010 Fire/EMS Field Experience I
6 credit hours
This course is designed to be a field experience and training opportunity for High School students. This field experience allows the students to begin understanding and training in the realm of fire science and emergency medical services (EMS) to prepare them to enter an exciting career in these areas.

EMS 020 Fire/EMS Field Experience II
6 credit hours
This course is designed to be a field experience and training opportunity for High School students. This field experience allows the students to begin understanding and training in the realm of fire science and emergency medical services (EMS) to prepare them to enter an exciting career in these areas.

EMS 120 Emergency Medical Technician
12 credit hours
Prerequisites/Placement: High School Junior or Senior, College Reading Readiness, MED118 Emergency Medical Responder with a grade of C or better, or higher department approval
The primary focus of the Emergency Medical Technician (EMT) is to initiate immediate lifesaving care at the scene of an emergency for ill or injured patients. This individual possesses the basic knowledge and skills necessary to provide lifesaving interventions at the emergency scene and during transport. Emergency Medical Technicians function as part of a comprehensive EMS response under medical oversight. Emergency Medical Technicians perform essential interventions with minimal equipment. This course is taught according to the Kansas EMS Educational Standards and National Educational Standards and allows students to gain appropriate skills and knowledge necessary for the National and State certifications as an Emergency Medical Technician.

ESL 001 ESL Companion Course for Introduction to Psychology
3 credit hours
Placement: Students whose home language is not English may be placed in a general education ESL (English Second Language) companion course based on English proficiency scores, advisor recommendation, and self-assessment. Students may be unenrolled before the 20th day with approval from the advisor and instructor
This course serves as an English language companion designed for students concurrently enrolled in PSY101, Introduction to Psychology. The primary objective is to facilitate language development in reading, writing, listening, and speaking skills, with a specific focus on psychological content and communication skills crucial for comprehension and engagement in the main psychology course. The class is structured to differentiate instruction based on the students' abilities.

ESL 002 ESL Companion Course for U.S. History from 1865
3 credit hours
Placement: Students whose home language is not English may be placed in a general education ESL (English Second Language) companion course based on English proficiency scores, advisor recommendation, and self-assessment. Students may be unenrolled before the 20th day with approval from the advisor and instructor
This course functions as an English language companion specifically designed for students concurrently enrolled in HIS109 U.S. History from 1865. The primary objective is to foster language development in reading, writing, listening, and speaking skills, with a particular focus on historical content and communication skills crucial for comprehension and engagement in the main history course. The class is structured to differentiate instruction based on the students' abilities.

ESL 003 ESL Companion Course for Interpersonal Communication
3 credit hours
Placement: Students whose home language is not English may be placed in a general education ESL (English Second Language) companion course based on English proficiency scores, advisor recommendation, and self-assessment. Students may be unenrolled before the 20th day with approval from the advisor and instructor
The ESL Companion for Interpersonal Communication is designed to support non-native English speakers in developing the language skills necessary for success in an Interpersonal Communication course. The course focuses on enhancing academic language proficiency, vocabulary specific to interpersonal communication, and communication skills essential for effective interpersonal interactions in English. The class is structured to differentiate instruction based on the students' abilities.

ESL 004 ESL Companion Course for Logic and Critical Thinking
3 credit hours
Placement: Students whose home language is not English may be placed in a general education ESL (English Second Language) companion course based on English proficiency scores, advisor recommendation, and self-assessment. Students may be unenrolled before the 20th day with approval from the advisor and instructor
This course is designed to provide English as a Second Language (ESL) learners with the language skills necessary to engage effectively in a critical thinking class. The student will be supported in generalizing academic language proficiency, vocabulary, listening and speaking, reading comprehension, and writing skills essential for success in the college classroom. The class is structured to differentiate instruction based on the students' abilities.

ESL 005 ESL Companion Course or Sociology
3 credit hours
Placement: Students whose home language is not English may be placed in a general education ESL (English Second Language) companion course based on English proficiency scores, advisor recommendation, and self-assessment. Students may be unenrolled before the 20th day with approval from the advisor and instructor
The ESL Companion for Sociology is designed to provide non-native English speakers with the language skills necessary for success in a Sociology course. The student will be supported in generalizing academic language proficiency, vocabulary, listening and speaking, reading comprehension, and writing skills essential for success in the college classroom. The class is structured to differentiate instruction based on the students' abilities.

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
Prerequisite: FRE101 French I
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. *[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].*

GRD 116 Adobe 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.

GRD 120 Social Media Design
3 credit hours
Social media design revolves around creating visually appealing and strategically crafted content for various social media platforms. It shapes a brand's narrative through images, graphics, and videos, to convey messages effectively. One of the foundational aspects of social media design is the creation of captivating social media graphics which are the backbone of the online presence. This course will dive into the art of designing for social media, focusing on current technology, color psychology, typography, and layout. Students will create online content using Adobe Creative Cloud application software and other leading design software and resources.

GRD 125 Adobe 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.

GRD 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.

GRD 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.

GRD 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.

GRD 180 Adobe 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.

GRD 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.

GRD 201 Adobe 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.

GRD 225 Advanced Photoshop
3 credit hours
Prerequisite: GRD 116
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.

GRD 231 Graphic Design II
3 credit hours
Prerequisite: GRD 131
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.

GRD 251 Graphic Design: Adobe Suite
3 credit hours
This course provides students with an overview of the Adobe Creative Cloud applications with hands-on learning. Students will be introduced to the software, learn essential concepts and design principles surrounding its use, basic tools, workflows, and executing a project from beginning to end. Students will learn how each tool works in real life, and how to apply design concepts and theory in their own creative practices.

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 America 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. *[KRSN HSC 2010 Prevention & Care of Athletic Injuries].*

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
Prerequisites: HPE 134, BIO 102, enrollment in or completion of BIO260/265 and HPE 234, and consent of instructor
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.

IND 100 Safety/OSHA
1 credit hour
Through a variety of classroom and/or lab learning and assessment activities, students in this course will: explain job/site safety and precautions for job/site hazards; determine the uses of personal protective equipment (PPE); identify the safety equipment and procedures related to safe work practices and environment; identify fire prevention and protection techniques; explore Hazardous Communications (HazCom) including Safety Data Sheets (MSDS).

IND 103 Workplace Ethics
3 credit hours
Students study human relations and professional development that exists in today's rapidly changing world so that they become better prepared for living and working in a complex society. Topics include human relations, job acquisition, job retention, job advancement and professional image skills.

IND 105 Print Reading
3 credit hours
Students will learn to identify basic lines, views and abbreviations used in blueprints, interpret basic 3D sketches using orthographic projections and blueprints, determine dimensions of features of simple parts, sketch simple parts with dimensional measurements, determine dimensions of a multi-feature part, interpret GDT symbols, frames and datums.

IND 110 Introduction to Computer Aided Design (CAD)
3 credit hours
In this course, students learn the basics of how to digitally create 2D drawings and 3D models. Essential across all engineering disciplines, this course introduces CAD software's interface and drawing tools using open-source software.

IND 115 Parametric Modeling
3 credit hours
Parametric design is the most widely used modeling process in contemporary architecture and design. This course explores the techniques and tools used in parametric modeling and computational design as a foundation for design optimization.

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
Prerequisite: Concurrent enrollment in LDR 140 Civic Leadership recommended
This course provides students with an integration of academic and practical leadership experience through an internship with business, industry, or a professional organization.

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
Prerequisite: Concurrent enrollment in LDR 240 Organizational Leadership recommended
This course provides students with an integration of academic and practical leadership experience through an internship with business, industry, or a professional organization.

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.

MAT 103 Intermediate Algebra
3 credit hours
Prerequisite: ACT score 18-19; or Accuplacer score Next Gen 250-262; or completion of MAT 015 with a C grade or above
This course covers basic topics in algebra, including the solution of linear and quadratic equations, factoring, graphing, inequalities, rational and irrational numbers and functions. *[KRSN MAT 0990 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, determinants and matrices. *[KRSN MAT 1010 College Algebra].*

MAT105R College Algebra with Review
5 credit hours
MAT105R covers the same material as MAT105 College Algebra but with additional time for review topics and study skills. This course covers basic topics in algebra, including the solution of linear and quadratic equations, factoring, graphing, inequalities, rational and irrational numbers and functions, plus logarithms, determinants and matrices. Only 3 credit hours count toward a degree. *[KRSN MAT 1010 College Algebra].*

MAT 106 Plane Trigonometry
3 credit hours
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
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. *[KRSN MAT 1030 Trigonometry].*

MAT 112 Technical Mathematics
3 credit hours
This course is designed to help students (with at least a basic math background) prepare for technical, trade, or allied health programs. This class will use examples and applications surrounding such fields as industrial and construction trades, electronics, agriculture, allied health, CAD/drafting, natural resources, and others. The course will cover basic arithmetic including the metric system and measurement, and useful applications of algebra, geometry, trigonometry, and statistics, all as they are related to technical applications, problem solving, and critical thinking.

MAT 115 Elementary Statistics
3 credit hours
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
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. *[KRSN MAT 1020 Elementary Statistics].*

MAT 120 Pre-Calculus
3 credit hours
Prerequisite: MAT 105 with a C grade or above or consent of instructor
This course includes the study of algebraic, transcendental, and trigonometric functions. The course also includes a general background in analytic geometry and linear algebra.

MAT 123 Calculus with Analytic Geometry I
5 credit hours
Prerequisite: MAT105 or MAT106 or MAT120, or high school equivalents with grade of C or above, or ACT math score 24 or above, or consent of instructor
This course introduces analytic geometry, functions, limits and continuity, derivatives, and applications. *[KRSN MAT 2010 Calculus I].*

MAT 125 Calculus with Analytic Geometry II
5 credit hours
Prerequisite: MAT 123 with a C grade or above
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.

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
Prerequisite: MAT 125 with a C grade or above
This course amplifies the study of multivariable calculus with infinite series and vectors. The course Includes partial differentiation and multiple integration with applications.

MCH 105 Quality Control and Inspection
1 credit hour
Students are introduced to the science of dimensional metrology and its applications to ensure form and function of machined parts and assemblies using semi-precision and precision measuring instruments.

MCH 110 Bench Work
1 credit hour
Prerequisite: IND 100 (may be taken concurrently)
Students will be provided the opportunity to learn and practice bench work skills such as filing, drilling, tapping, deburring and layout for projects. They will gain valuable practical experience in the use of various hand tools by producing basic bench work projects. Topics will include safety, print reading, job planning, and quality control.

MCH 115 Metallurgy
1 credit hour
Students learn the metallurgical terms and definitions in an effort to understand the behavior and service of metals in industry. Characteristics during heating, cooling, shaping, forming, and the stress related to their mechanical properties are covered, as well as the theory behind alloys, heat treatment processes and wear resistance.

MCH 120 Machine Tool Processes
1 credit hour
Prerequisite: IND 100
Students learn to conduct a job hazard analysis for a machine tool group, analyze blueprints to layout parts and materials, select hand tools and common machine shop mechanical hardware for specific applications, prescribe cutting tools for assigned operations, calculate stock size to minimize drop, machine parts to specifications outlined in machine handbooks, summarize preparations for machining operations, and apply precautions to minimize hazards for work with lathes, mills, drills and grinders.

MCH 130 Machining I
3 credit hours
Prerequisite: IND 100
Students will learn to conduct job hazard analysis for conventional mills and lathes, develop math skills for machine tool operations, perform preventive maintenance and housekeeping on conventional mills and lathes, select work holding devices for mills, lathes and other machine tools, calculate feeds and speeds, remove material using milling and turning processes, align milling head, use a vertical mill to center drill, drill and ream holes, change tools and tool holders on milling machines, and maintain saws and grinders.

MCH 135 Machining II
3 credit hours
Prerequisite: MCH 130
Students learn to perform basic trigonometric functions, and perform other procedures such as I.D. boring and facing operations, planning a sequence for machining operations, aligning work pieces, use work holding devices, jigs and fixtures, performing threading operations on lathes, machining keyways on a vertical mill, inspecting and dressing grinding wheels, performing O.D. & I.D. threading operations, performing O.D. & I.D. tapering operations, machining parts using milling cutters and milling machines, and tapping holes on a vertical mill.

MCH 140 CNC Milling I
3 credit hours
Prerequisite: IND 100
Students will gain practical experience in setting up and performing basic operations on CNC Milling machines.

MCH 145 CNC Operations
3 credit hours
Prerequisite: IND 100
Students will become acquainted with the history of Numerical Control (NC) and Computer Numerical Control (CNC) machines and will be introduced to a CNC machine used in the precision machining trades. They will gain practical experience in the application of "G" codes and "M" codes, writing CNC machine programs, and machine setup and operation.

MCH 150 CNC Lathe
3 credit hours
Prerequisite: IND 100
Students will gain practical experience in setting up and performing basic operations on CNC Lathe machines.

MCH 200 Fundamentals of Robotics
3 credit hours
Explores basic robotic concepts. Studies robots in typical application environments. Topics include: robot history and fundamentals, robot classification, power sources, robot applications in the workplace, robot control techniques, path control, end of arm tooling, robot operation and robot controllers, controller architecture in a system, robotic language programming, and human interface issues.

MCH 205 Machining III
3 credit hours
Prerequisite: MCH 135
This course introduces advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications.

MCH 210 Machining Internship
3 credit hours
Students demonstrating excellent attendance, attitude and mastery of core curriculum competencies will be given on-the-job training experience. Through the cooperation of local businesses, students are given the opportunity to apply the skills required for their future career. Class attendance is also required.

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
Prerequisites: MED 102 and ACT Reading score 16 and above; or Accuplacer Reading score Next Gen 209 and above; or completion of COL 040 with a C grade or above
Requirements: 18 years of age or older to take state test and active State of Kansas CNA certification
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.

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
Prerequisite: MED 102 and ACT Reading score 16 and above; or Accuplacer Reading score Next Gen 209 and above; or completion of COL 040 with a C grade or above
Requirements: Active State of Kansas CNA certification
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.

MED 108 Home Health Aide
2 credit hours
Prerequisite: ACT Reading score 16 and above; or Accuplacer Reading score Next Gen 209 and above; or completion of COL 040 with a C grade or above
Requirements: MED 102 Certified Nurse Aide
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.

MED 115 Anatomy & Physiology for Pre-Hospital Professionals
3 credit hours
Prerequisite/Placement: College Reading Readiness, high school junior or senior, sophomores with instructor permission
This course is intended for pre-nursing, emergency medical services, medical technology, physical therapy aide and other health science students. It is intended as an introduction to the structure and function of human organ systems. A rudimentary treatment of microanatomy and physiology is also included.

MED 118 Emergency Medical Responder
6 credit hours
Prerequisite/Placement: High school students junior or senior. College reading readiness
The Emergency Medical Responder (EMR) course prepares students to challenge the National Registry Written Exam and State of Kansas BLS Psychomotor exam leading to national and state certification. EMR's provide immediate on scene care until EMS transport services arrive. EMR's perform basic interventions with minimal equipment. This course is ideal for firefighters, law enforcement personnel, athletic trainers, emergency response team members in the industrial setting, and emergency management personnel.

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
Prerequisite: MUS 101 Fundamentals of Music
Co-requisites: MUS 116 and MUS 117
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.
[KRSN MUS 1020 Music Theory].

MUS 103 Music Theory II
3 credit hours
Prerequisite: MUS 102
Co-requisites: MUS 118 and MUS 121
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. *[KRSN MUS 1030 Music Theory].*

MUS 104 Vocal Jazz Ensemble
1 credit hour
Prerequisite: Consent of instructor
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.

MUS 105 Pep Band
1 credit hour
This course offers preparation of band literature for performance at athletic and college events. Reading musical notation is required.

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
Prerequisite: Consent of instructor
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.

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, a band instrument, or composition. 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. A recital is required at the end of the semester that serves as the final exam for all students.

MUS 115 Applied Music II
1 credit hour
Prerequisites: MUS 114
This course offers music majors and non-music majors individual instruction in piano, voice, a band instrument, or composition. 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. A recital is required at the end of the semester that serves as the final exam for all students.

MUS 116 Aural Skills I
1 credit hour
Co-requisites: MUS 102 and MUS 117
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. *[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
Co-requisites: MUS 103 and MUS 121
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. *[KRSN MUS 1070 Piano II}.*

MUS 121 Aural Skills II
1 credit hour
Co-requisites: MUS 103 and MUS 118
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. *[KRSN MUS 1050 Aural Skills II}.*

MUS 214 Applied Music III
1 credit hour
Prerequisites: MUS 114 and MUS 115
This course offers music majors and non-music majors individual instruction in piano, voice, a band instrument, or composition. 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. A recital is required at the end of the semester that serves as the final exam for all students.

MUS 215 Applied Music IV
1 credit hour
Prerequisites: MUS 114, MUS 115 and MUS 214
This course offers music majors and non-music majors individual instruction in piano, voice, a band instrument, or composition. 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. A recital is required at the end of the semester that serves as the final exam for all students.

NHA 105 Mental Health First Aid
3 credit hours
Mental Health First Aid is a training course designed to give members of the public key skills to help someone who is developing a mental health problem or experiencing a mental health crisis. Just as CPR training helps a layperson without medical training assist an individual experiencing a heart attack, Mental Health First Aid training helps a layperson assist someone experiencing a mental health crisis.

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 briefly discuss diseases and conditions affected by weight and eating habits.

NHA 158 Professionalism in Mental Health Care
1 credit hour
This course is designed to introduce the student to key elements of professionalism related to a career in the mental 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 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 introduces 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 statues, 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 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.

PHL 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].*

PHL 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].*

PHL 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].*

PHL 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].*

PHL 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].*

PHL 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 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].*

PHL 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.

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. *[KRSN POL 2020 State & Local Government].*
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.

PRM 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.

PRM 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 administrating medications. The importance of avoiding medication errors is highlighted by the incorporation of applied critical thinking skills based on patient care situations.

PRM 260 Pharmacy Operations
3 credit hours
Prerequisite: Successful completion of or concurrent enrollment of NHA 238, PRM 237, and PRM 240
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.

PRM 261 Advanced Pharmacy Operations
3 credit hours
Prerequisite: PRM 260
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.

PRM 262 Pharmacy Technician Internship
3 credit hours
Prerequisite: Successful completion of or concurrent enrollment in PRM 261
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.

PRM 263 Pharmacy Technician Topics
3 credit hours
Prerequisite: PRM 237 and NHA 238 or consent of instructor
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.

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
Prerequisites: Student must be eligible for the following courses: MAT 105 and COL 101
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. *[KRSN PHY 1010 Physics I with Lab].*

PSC 115 College Physics II
5 credit hours
Prerequisites: PSC 114
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. *[KRSN PHY 2020 Physics II with Lab].*

PSC 120 Physical Science
5 credit hours
Prerequisite: Eligible or completion of COL 101
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. *[KRSN PSI 1010 Physical Science and Lab].*

PSC 130 Descriptive Astronomy
5 credit hours
Prerequisite: Enrollment in or completion of MAT 105 with a C grade or above and eligible or completion of COL 101
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. *[KRSN PHY 1020 Descriptive Astronomy Lecture and Lab].*

PSC 154 Physical Geology
5 credit hours
Prerequisite: Successful completion of or concurrent enrollment in COL 101
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. *[KRSN PSI 1030 Physical Geology with Lab].*

PSC 204 Engineering Physics I
5 credit hours
Concurrent enrollment in Math 123 can be done with permission of the instructor
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. [KRSN PHY 1030 Engineering Physics I with Lab].*

PSC 205 Engineering Physics II
5 credit hours
Prerequisite: PSC 204
This course emphasizes light, sound and electricity. The course is commonly required of engineers, science and health science majors. *[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 105 Mental Health First Aid
3 credit hours
Mental Health First Aid is a training course designed to give members of the public key skills to help someone who is developing a mental health problem or experiencing a mental health crisis. Just as CPR training helps a layperson without medical training assist an individual experiencing a heart attack, Mental Health First Aid training helps a layperson assist someone experiencing a mental health crisis.

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
Prerequisite: PSY 101
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.

PSY 263 Developmental Psychology
3 credit hours
Prerequisite: PSY 101 with a C grade or above
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. *[KRSN PSY 2020 Human Lifespan/Developmental Psychology].*

PSY 264 Psychology of Human Sexuality
3 credit hours
Prerequisite: PSY 101
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.

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 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 201 Cultural Diversity and Ethnicity
3 credit hours
Diversity and culture, encompassing aspects such as race, ethnicity, class, gender, and more, remain subjects of ongoing debate within media and public discourse. But what do these terms truly signify, why do they provoke such passionate discussion, and why are they significant? This course is designed to lead students on an exploration of issues surrounding relationships between racial, ethnic, and gender categories with broader structures and institutions. Focus is placed on stereotypes, prejudices, discrimination, social movements, culture, and social justice. Social, social-psychological, historical, and economic theories are employed. *[KRSN SOC 2030 Cultural Diversity and Ethnicity].*

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
Prerequisite: SPA 101 Elementary Spanish I
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. *[KRSN SPA 1020 Spanish II].*

SPA 200 Spanish III
3 credit hours
Prerequisites: SPA102 Elementary Spanish II or an appropriate score on the placement test or department approval
This course will continue the presentation of the material introduced in Elementary Spanish I and II. The focus is on developing more advanced interpersonal communication skills and cultural competence. Additionally, this class will support the literacy development of a student whose heritage language is Spanish but has not had any academic instruction in reading or writing in Spanish. *[KSRN: SPA2020 Spanish III].*

SPA220 Spanish for Heritage Students I
3 credit hours
Prerequisites: SPA200 Spanish III or an appropriate score on the placement test or department approval
This course offers a thorough examination of the Spanish language, specifically designed for students who have personal or cultural connections to the language but have not undergone extensive formal academic study. The focus is on cultivating skills related to cultural analysis and communication, both in written and oral forms, to prepare students for success in more advanced Spanish courses.

SPA 221 Spanish for Heritage Students II
3 credit hours
Prerequisites: SPA220 Spanish for Heritage Students I or an appropriate score on the placement test or department approval
This course is a continued study of specific areas of Spanish grammar through translation and compositions, specifically designed for students who have personal or cultural connections to the language but have not undergone extensive formal academic study. The focus is on cultivating skills related to cultural analysis and communication, both in written and oral forms, to prepare students for success in more advanced Spanish courses and in using Spanish in professional settings.

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 102 Introduction to Makeup for Theatre and Film
2 credit hours
This class is an introduction to makeup artistry for theatre and film. In this class students will learn the basics of makeup design and application. Students will also learn the differences and similarities between makeup for theatre and film as well as different products. By the end of the course, students will have learned techniques to acquire an entry-level position as a makeup artist backstage or on set.

THE 105 Introduction to Theatre Design
3 credit hours
This course introduces the student to the basic elements or design and how they relate to the major areas of theatrical design. Students will explore the design process both practically and theoretically through research, rendering, unrealized theatrical paper projects, discussions, and design presentation.

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
Prerequisite: THE 131
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. *[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
Prerequisite: Consent of instructor
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. *[KRSN THT 1040 Theatre Practicum].*

THE 252 Theatre Practicum II
1 credit hour
Prerequisite: Consent of instructor
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. *[KRSN THT 1040 Theatre Practicum].*

THE 253 Theatre Practicum III
1 credit hour
Prerequisite: Consent of instructor
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. *[KRSN THT 1040 Theatre Practicum].*

THE 254 Theatre Practicum IV
1 credit hour
Prerequisite: Consent of instructor
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. *[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 – A subset of dual credit and means enrollment of high school students in dual credit courses, pursuant to a dual credit cooperative agreement. Courses are taught by high school teachers during the regular high school day in which students receive both high school credit and college credit for completing the course. 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 taught to high school students for which the students receive both high school and college credit and involve the accredited institution's responsibility for the quality of its offerings.

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 that 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).

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 and 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.

GOVERNANCE AND PERSONNEL

Board of Trustees

Gena Clounch	Iola, Kansas
Vicki Curry	Iola, Kansas
Rebecca Nilges, Chair	Iola, Kansas
Corey Schinstock	Iola, Kansas
Jenny Spillman	Moran, Kansas
Jessica Thompson	Iola, Kansas

Administration

Dr. Bruce Moses, President
- B.B.A. Eastern Michigan University
- B.S. Eastern Michigan University
- M.A. Eastern Michigan University
- Ed.D. Ferris State University

Tonya Johnson, Vice President for Finance and Operations
- B.S. University of South Dakota

Dr. Kara Wheeler, Vice President for Academic Affairs
- B.S. Pittsburg State University
- M.A. Arkansas Tech University
- Ed.D. Grand Canyon University

Cynthia Jacobson, Vice President for Student Affairs
- B.A. Gustavus Adolphus College
- M.A. University of South Dakota

Melanie Wallace, Dean for Distance and General Education
- A.S. Allen County Community College
- B.S. Emporia State University
- M.S. University of Illinois

Lisa Wicoff, Dean for CTE and Industry Partnerships
- B.B. Kansas State University
- M.S. Fort Hays State University

Faculty

Dr. Jeffrey Anderson, Instrumental Music Instructor
B.M.E., Michigan State University; M.M., Bowling Green State University; D.M.A., University of Cincinnati College-Conservatory of Music

Ryan Bilderback, Leadership Studies Instructor
B.S., Emporia State University; M.A., Fort Hays State University

Nicci Denny, Business Instructor
A.A., Neosho County Community College; B.S., Emporia State University; M.B.A., University of Phoenix

Steve Dodson, Social Sciences Instructor
B.S., Washburn University; M.A., Emporia State University

Terri Fahnestock, Communication Instructor/PTK Sponsor
A.A.S., A.A., Northeastern Oklahoma A & M College; B.B.A., Evangel University; M.Ed., William Woods University

Anne Marie Foley, Sociology Instructor/PTK Sponsor
B.A., University of Kansas; M.A., Brandeis University

Nancy Ford, Graphic Design Instructor
B.S., Emporia State University; M.A., American Public University

Todd Francis, Chemistry Instructor
B.A., Central College - Iowa; M.S., Fort Hays State University

Erik Griffith, English Instructor
B.S., M.A., Emporia State University

*Sharon Lawless, Computer Science Instructor
B.S., University of Missouri-Columbia; M.S., Kansas State University

Tracy Lee, English Instructor
A.A., Allen County Community College; B.S.E., Pittsburg State University; M.A., Fort Hays State University

*Amy Lemer, Mathematics Instructor
M.A., University of Kansas

Dr. Michael Marsh, Economics Instructor
B.S., United States Air Force Academy; M.A., University of Oklahoma; Ph.D., Capella University

Patrick Matarazzo, Pep Band Instructor
B.A., University of Arkansas; M.Ed., Southern Arkansas University

Dr. Susan McKinnis, English Instructor
B.A., Sterling College; M.A., Emporia State University; Ph.D., University of Oklahoma

Dr. Sherry Miller, Biology Instructor
B.S., Truman State University; Ph.D., Kansas State University

*Erin O'Keefe, English Instructor
B.A., Emporia State University; M.A., Emporia State University

Terry Powelson, Agriculture Instructor
A.A., Allen County Community College; B.S., M.S., Kansas State University

*Travis Robb, Biology Instructor
B.A., M.S., Pittsburg State University

*Tera Schultz, Art Instructor
A.A., Neosho County Community College; B.F.A., M.A., Pittsburg State University

Tricia Stogsdill, Theatre Instructor
A.A., Allen County Community College; B.F.A., Emporia State University; M.F.A., University of Cincinnati-College Conservatory of Music

Dr. Jean Swillum, Mathematics Instructor
B.S.T., Minnesota State University; M.Ed., Minnesota State University; Ed.D., University of Arkansas

*Dr. Jonathan Wells, History Instructor
B.A., M.A., University of Tulsa; Ph.D., University of Kansas

Dr. Huda Zeitouni, Psychology Instructor
A.A., Indian Hills Community College; B.A., Univ. of Wisconsin; M.A., Univ. of Alabama; Ph.D., Univ. of Kansas

Christa Ziegler, Communication Instructor
B.A., Newman University; M.A., Kansas State University

*Denotes Division Chair

Staff

Alyssa Adams, Library Support Specialist
B.A., William Jewell College; M.L.S., Emporia State University

James Aikins, Assistant Volleyball Coach/IT Support
A.S., Hutchinson Community College; B.S., McPherson College

Maria Aikins, Head Volleyball Coach/Intramurals
A.S., Cloud County CC; B.A., Bethany College

Kindra Autry, Academic Advisor
A.G.S., Allen County Community College; B.S., Pittsburg State University; M.S., Fort Hays State University

Brian Baker, Custodial and Maintenance Staff

Kelly Baker, Assistant Director of Financial Aid
A.A., Allen County Community College; B.A., Emporia State University; M.S., Pittsburg State University

Ricardo Banuelos, Assistant Track/Cross Country Coach/Residence Hall Director
B.S., Washburn University; M.S., Auburn University

Niccole Beagley, Campus Services Technician/Administrative Assistant
A.G.S., Neosho County Community College

Gefte Blanc, Interim Associate Men's Soccer Coach/ JV Coach
A.A., Cloud County Community College; B.A., Newman University; M.S., Emporia State University

Julia Carter, Custodial and Maintenance Staff
A.A., Allen County Community College

Mackenzie Chandler, Assistant Softball Coach/Residence Hall Director
A.S., Daytona State College; B.S., Embry-Riddle Aeronautical University

Frankie Chapman, Administrative Assistant to the Athletic Director
A.A.S., Allen County Community College

Elijah Clark, Custodial and Maintenance Staff

Darci Collins, Head Athletic Trainer
A.A., Allen Community College; B.S., Southwestern College

Leslie Crane, Head Women's Basketball Coach/Degree Audit Clerk
A.S., Allen County Community College; B.S., Arkansas State University

James Creason, Custodial and Maintenance Staff

Josiah D'Albini, Director of Student Life
A.S., Allen Community College; B.S., Emporia State University; M.S., Baker University

Abbigail Dean, Admissions Counselor
A.S., Tulsa Community College; B.A., University of Tulsa

Mike Decker, Maintenance Technician I

Vince DeGrado, Head Cross Country & Track / Fitness Center Director
A.A., Coffeyville Community College; B.S., Southwestern; M.S., Emporia State University

Jennifer Delich, Health Professions Program Coordinator
B.S., University of Kansas

Doug Desmarteau, Athletic Director/Head Men's Soccer Coach
B.S., Kansas State University; M.S., Liberty University

Doug Dunlap, Director of Information Technology
B.S., Wichita State University

Alison Fees, Administrative Assistant for Director of Development and Student Life

Christine Freelove, Administrative Assistant to the President and Senior Administration
A.A.S., Colby Community College

Daniel Freeman II, Assistant Baseball Coach/Residence Hall Director

Bobbie Haviland, Registrar
A.A., Allen County Community College; B.G.S., M.S., Pittsburg State University

Julie Ingle, Financial Aid Specialist
A.A., Allen County Community College

Mason Ingle, Online Learning Coordinator
A.S., Allen County Community College; B.S., Pittsburg State University

Jerald Johnson, Instructional Designer
B.S., M.A., Emporia State University

Patty Latta, Accounts Payable Officer
A.A.S., Allen County Community College

Tina Mader, Custodial and Maintenance Staff
A.A., Allen County Community College

Marcos Schimizu, Assistant Women's Soccer Coach/Residence Hall Director
B.S., Trinity Christian College; M.B.A., Tabor College

Anthony Maness, Criminal Justice Studies Program Coordinator
B.S., M.A., Liberty University; Doctor of Education, ABD, Baker University

Jeremy McGinnis, Head Women's Soccer Coach/Fitness Center
A.A., Allen County Community College; B.G.S., Fort Hays State University

Marielle Melvin, Interim Head Cheer/Dance Coach/Admissions

Chris Mileham, Admissions Counselor
B.S., University of Arkansas

Wyatt Moore, Assistant Baseball Coach/Residence Hall Director
B.A., M.Ed., Wichita State University

Lauren Moots, Director of High School Partnerships
B.A., M.B.A., Pittsburg State University

Kimberly Murry, Director of Financial Aid
A.A., Allen County Community College; B.A., Friends University; M.S., Pittsburg State University

Patrick Nee, Head Men's Basketball Coach/Game Day Management
A.A., Johnson County Community College; B.A., University of Central Oklahoma; M.A., Ohio University

Amy Ogleby, Academic Advisor
B.S., M.S., Colorado State University

Nic Olson, Bookstore Assistant

Jim Papen, Assistant Women's Basketball Coach
B.S., M.S., Emporia State University

Nicole Peters, Head Softball Coach/Sports Information
A.A., Mississippi Delta Community College; B.S., Southern Arkansas University

Nikki Peters, Director of Enrollment Management
A.S., Allen County Community College; B.S., Friends University; M.B.A., Emporia State University

Tyre Pinder, Assistant Men's Basketball Coach/Residence Hall Director

Shellie Regehr, Human Resource Specialist
B.A., Wichita State University

Jacob Reichard, Director of Institutional Effectiveness and Research
A.S., Fort Scott Community College; B.B.A., Pittsburg State University

Katie Riffel, Accounts Receivable Officer

Nate Rodriguez, Academic Advisor
A.A., Allen County Community College; B.A., University of Kansas

Russell Ryman, Maintenance Technician II
HVAC Climate Control Institute Certified

Jordan Schmitt, Athletic Trainer
A.S., Butler Community College; B.S., University of Arkansas

Melissa Sellman, Administrative Assistant/Secretary for Admissions

Virginia Shaffer, Director of the Library
A.A., Allen County Community College; B.A., Mid-America Nazarene University; M.L.S., San Jose State University

Ryan Sigg, Director of Physical Plant Operations

Alex Simpson, Academic Advisor/Newspaper Advisor
B.S., M.Ed., Drury University

Carla Smith, Graphic Designer
B.S., Pittsburg State University

Felipe Padilla Soriano, Program Advocate for Early Childhood Education
B.S., M.A., Missouri State University

Alicia Sterling, Comptroller
A.A.S., Allen County Community College

Clint Stoy, Head Baseball Coach/Education Instructor
B.S., University of Southern Mississippi; M.S., Southwest Missouri State University

Shaunna Sturgeon, Financial Aid Specialist
B.A., University of Kansas; MDiv, Indiana Wesleyan University

Bruce Symes, Director of Tutoring
B.S., Kansas State University

Kattia Thompson, Associate Director of Information Technology
A.S., Allen County Community College

Elizabeth Toland, Education and Human Services Director
B.S., M.S., University of Kansas

Business Office Assistant

Dallas Yocham, Custodial and Maintenance Staff