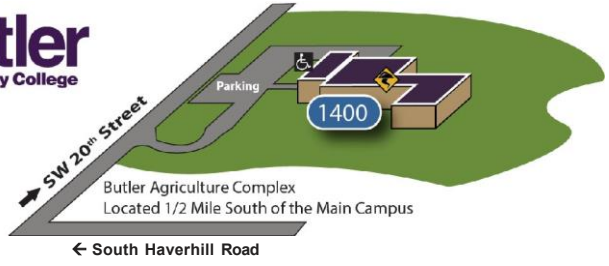
BUTLER GRIZZLIES



Student Handbook

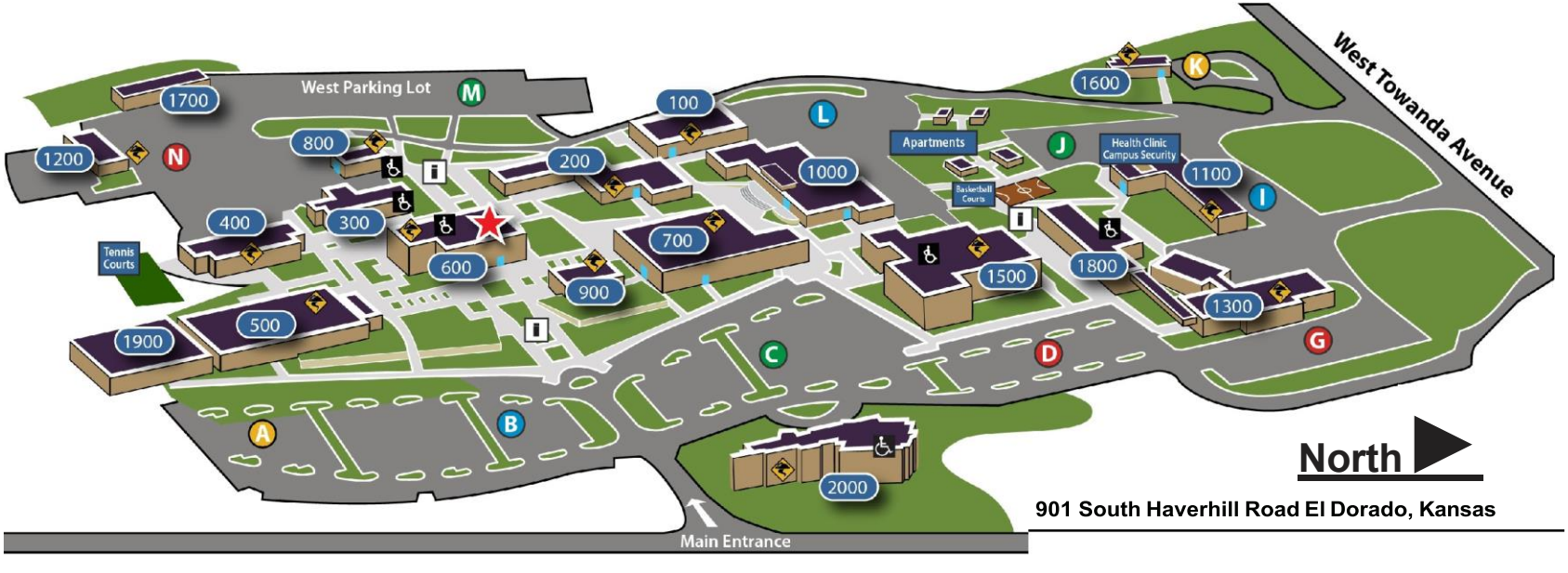
2026-2027

Butler Community College





Located 1.3 Miles North
of the Main Campus on Haverhill Rd
then 0.4 Miles West on 6th Avenue



901 South Haverhill Road El Dorado, Kansas

Butler of El Dorado

Main Campus

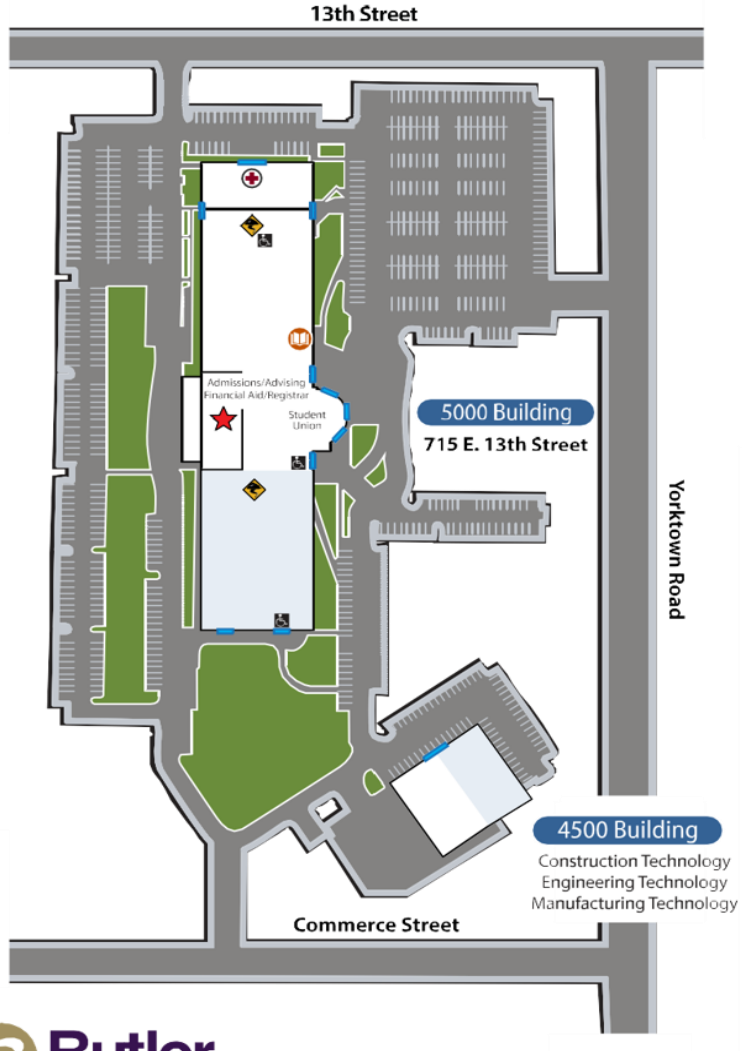
Map Key

- Accessible Entrance
- Tornado Shelter
- Wheelchair Lift / Elevator
- Information Kiosk

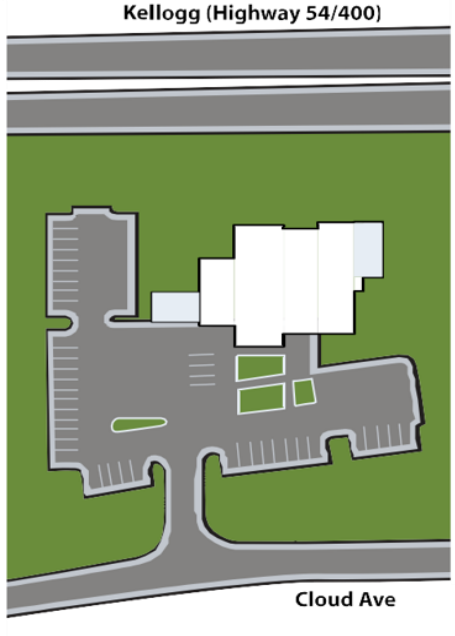
Campus Buildings

100 - Mass Com./ Information Services
200 - Business I Science I English / Speech
300 - Fine Arts/ Welding
400 - Auto Mechanics/ Diesel Technology
500 - Physical Education & Athletics (GYM)
600 - Hubbard Center/ L. W. Nixon Library
* Admissions/ Advising / Financial Aid
Bill Payment/ Registrar's Office
700 - Performing Arts/ Box Office
E. B. White Gallery
BOO - Accounting
900 - Human Resources/ Parking Permits
1000 - Union/ Bookstore/ Cafeteria
1100 - West Residence Hall
Health Clinic
1200 - Facilities Management
1300 - East Residence Hall
1400 Agriculture Classrooms
1500 - Science/ Math & Nursing
1600 Criminal Justice/ Campus Safety
1700 - Facilities Storage
1800 Cummins Residence Hall
1900 Champions Training Center
2000 - Hubbard Welcome Center
President's Office/ Foundation
College Relations& Marketing
Clifford/ Stone Room
2600 - Butler Fire Science Emergency
Service Training Center

Andover Campus







Redler
Institute of Culinary Arts
BUTLER COMMUNITY COLLEGE

622 Cloud Ave

Butler
Community College

Butler Community College

STUDENT HANDBOOK
2026-2027

BUTLER STUDENT PLEDGE

I am a Grizzly.
I belong to a proud
And strong family
That strives for
determination and integrity.
I instill respect
and empowerment in myself
and others.
I prioritize love, togetherness,
and an inclusive atmosphere
within my diverse community.
I am a Grizzly.
I am the future.

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WELCOME LETTER FROM THE PRESIDENT



I am so glad you chose Butler, and I want you to know something right away: you belong here!

Whether you are starting college for the first time, transferring from another institution, returning to school after time away, or exploring new career opportunities, you are now part of the Butler family. And we are excited to support you every step of the way.

At Butler, our focus is simple: your success. Inside the classroom you will learn from talented faculty who are passionate about teaching and invested in helping you reach your goals. Outside the classroom you will find opportunities to get involved, build friendships, discover new interests, and create experiences that will shape your future.

One of the things that makes Butler special is the people. Our faculty and staff care deeply about students and want to see you thrive. If you ever have a question, need guidance, or just want to talk about your goals, please reach out. We truly want to hear your voice and help you make the most of your time here.

During your time at Butler, I encourage you to explore everything the college has to offer. Attend an athletic event, join a student organization, participate in campus activities, or take part in leadership opportunities. Students who engage with the campus community often find that their college experience becomes even more meaningful and rewarding.

This Student Handbook is designed to help guide you through your Butler journey. Inside you will find helpful information about campus resources, student expectations, policies, and opportunities available to you. Think of it as a starting point for navigating your college experience.

Choosing a college is an important step, and we are honored you chose Butler. We look forward to seeing what you accomplish here and how you will help shape the future of our community.

Remember, once a Grizzly, always a Grizzly.

Tamara Daniel, President

BUTLER MISSION & VISION STATEMENTS

Mission

Butler Community College inspires and prepares students for lifetime success through inclusive, innovative, affordable, quality education while advancing community vitality.

Vision

Butler Community Collee will be an innovator in shaping the future for students, faculty, staff, and the community in a caring environment through dynamic instruction, programs, and support services.

Institutional Values

*Quality *Integrity *Service *Caring

Strategic Priorities

Support Students and their Success
Advance Communities and Partnerships
Enhance Employee Success and Excellence
Drive Institutional Sustainability and Growth
Champion Excellence in Innovation
Inspire a Culture of Transparency, Trust, and Accountability

PACT – COLLEGE LEARNING OUTCOMES

The nationally recognized Butler Learning PACT is the instructional approach which Butler, as a Learning College, uses to facilitate the preparation of students to function as principled, productive individuals who are responsible, involved lifelong learners. The Learning PACT promotes a group of skills and knowledge that learners develop during their Butler experience. These Learning PACT skills and knowledge are vital for any adult to function successfully in the ever-changing world of the 21st century. A learning outcome is a body of knowledge or a set of skills which a student masters through doing coursework. If the student masters that learning outcome through the coursework, then he/she is equipped to make use of that body of knowledge or set of skills in the future. The Learning PACT is the list of the college wide learning outcomes which are the foundation for General Education at Butler. A faculty-driven process which used input from all segments of Butler stakeholders and a wide array of other American community college personnel and members of the regional and national business world formulated the list of Learning PACT skills. The Learning PACT is integrated throughout all the college's academic and student life programs in coursework, co-curricular activities, and all other learning opportunities.

Learning PACT skills fall into four categories:

P = Personal Development Skills (personal management, interpersonal interaction)
A = Analytical Thinking Skills (critical thinking, problem solving)
C = Communication Skills (creation and of messages, reception and interpretation of messages)
T = Technological Skills (general computer use, discipline-specific technology)

ACADEMIC CALENDAR

This calendar and information provided throughout the handbook are subject to change. Since Butler provides classes in a variety of formats, deadlines for adding, dropping, and withdrawing from classes varies as well. Refer to http://www.butlercc.edu/calendar for more information.

August	10	Fall Intersession Begins
	14	Fall Intersession Ends
	17	FALL SEMESTER BEGINS – Last Day to Pay for Classes
September	7	LABOR DAY – No Classes/ Offices Closed
October	16	Institutional Development Day – No Classes/Offices Closed
	19	Spring Enrollment Begins
November	2	Summer Enrollment Begins
	23-29	THANKSGIVING BREAK – No Classes/Offices Closed
December	7-11	Finals Week
	11	Fall Semester Ends
	14	Spring Intersession Begins
	21-31	WINTER BREAK – No Classes/Offices Closed
January	1-3	WINTER BREAK – No Classes/Offices Closed
	15	Spring Intersession Ends
	18	MARTIN LUTHER KING JR DAY – No Classes, Offices Closed
	19	SPRING SEMESTER BEGINS – Last Day to Pay for Classes
February	15	PRESIDENTS' DAY – McConnell Only – No Classes
March	15-21	SPRING BREAK – No Classes
	18-19	Office Closed
	22	Fall Enrollment Begins
	26-29	No Classes/Offices Closed
May	10-14	Finals Week
	14	Spring Semester Ends – COMMENCEMENT
	17	Summer Session Begins (Some classes begin in June)
	31	MEMORIAL DAY – No Classes/Offices Closed
July	5	INDEPENDENCE DAY Observed – No Classes/Offices Closed
August	6	Summer Session Ends (Some classes end in June/July)

STUDENT EXPECTATIONS

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

Student Code of Conduct

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

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

Butler Community College expressly prohibits any form of discrimination or harassment based on race, color, religion, sex, national origin, age, disability, veteran status, genetic information, marital status, pregnancy, or any other status protected by federal, state or local law. Student behavior that is contrary to adopted school policy will result in appropriate disciplinary action. Grounds for probation, suspension or expulsion include:

1. Willful violation of any published regulation for student conduct adopted or approved by the Board of Trustees.
2. Individual or group behavior which substantially impinges upon or invades the rights of others, disrupts, impedes or interferes with the operation of any college class or activity. Such conduct includes (but is not limited to) assault, threats to the personal safety of oneself or others, throwing objects, making excessive noise, unwelcome physical contact, or hazing/bullying.
3. Conduct which results in violations of federal, state laws, and local city ordinances or conviction of the student of any offense specified in chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States.
4. Disobedience of an order from a teacher, peace officer, college security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any college class or activity is prohibited.
5. Being under the influence, possessing, and/ or consuming alcoholic beverages (3.2 beer included), illegal or unauthorized drugs on college property. (See Disciplinary Action for Drug and Alcohol Violations)
6. Theft of any kind, including seizing, receiving or concealing property with knowledge that it has been stolen.
7. Willful, intentional or negligent damage or destruction to any property belonging to the college, faculty or staff, visitor or student.

8. Possession or use of unauthorized firearms or other weapons or violation of the Weapons Policy.
9. Violations of any computer lab policy. Violations of ethical standards and unauthorized or inappropriate use of computer such as (but not limited): using other's e-mail without permission, downloading or engaging in pornographic material, monopolizing hardware, software and/or printers for personal use (not college related), tampering with the college's network security system, or any illegal activity that violates the laws of libel, copyright, trademark and the Buckley Amendment.
10. Intentionally and/or maliciously violating the Academic Integrity policy or falsifying College documents or records (including financial aid, admissions and registration) or making a false report or statement to a College official. (See Academic Integrity)
11. Participation in inappropriate sexual behavior or sexual harassment of College faculty, staff, or students. (See Harassment and Violence Policy)
12. Use of cigarettes, chewing tobacco, electronic cigarettes or any other violation of the College Tobacco Free Campus Policy (See Tobacco Free Campus Policy).
13. Committing identity theft by using personally identifying information belonging to other people or committing fraud for the purpose of personal gain.

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

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

If a student disagrees with the sanctions set forth by a college official he/she has the right to appeal. To appeal sanctions resulting from violations of the Student Code of Conduct, except the Academic Integrity violations, the student should refer to the Student Disciplinary Process. For violations of the Academic Integrity policy and disagreements about grade assignments, the students should refer to the Academic Integrity and Academic Appeal Process.

Equal Opportunity, Harassment and Nondiscrimination Policy Statement

Butler Community College is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination, harassment, violence, and retaliation. Butler Community College prohibits any form of discrimination, harassment, violence, threats or attempts to inflict and/or aid in inflicting violence against an employee or student based on race, color, religion, sex, national origin, age, disability, veteran status, genetic information, marital status, pregnancy, or any other status protected by federal, state or local law and/or because the person opposed unlawful discrimination and/or participated in an investigation or compliant concerning unlawful discrimination. For purposes of this Policy, these prohibitions apply to Butler Community College, students, faculty members, administrators, trustees, agents, volunteers, contractors, visitors, invitees, or persons subject to the supervision and control of Butler Community College.

To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, the College has internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation. The College values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process for all those involved.

The core purpose of this policy is the prohibition of all forms of discrimination. Sometimes, discrimination involves exclusion from activities, such as admission, athletics, or employment. Other times, discrimination takes the form of harassment or, in the case of sex-based discrimination, can encompass sexual harassment, sexual assault, stalking, sexual exploitation, dating violence or domestic violence. When an alleged violation of this policy is reported, the allegations are subject to resolution using Butler Community College's Title IX Informal or Formal Grievance process, determined by the Title IX Coordinator.

When the Respondent is a member of the college community, a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of the College's community. This community includes, but is not limited to, students, faculty, administrators, staff, and third parties such as guests, visitors, volunteers, invitees, and campus camp attendees.

Title IX Coordinator

The Title IX Coordinator oversees implementation of Butler Community College's policy on harassment and nondiscrimination. The Title IX Coordinator has the primary responsibility for coordinating the College's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.

Independence and Conflict-of-Interest

The Title IX Coordinator manages the Title IX Team and acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this policy. The members of the Title IX Team are vetted and trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents.

To raise any concern involving bias or conflict of interest by the Title IX Coordinator, or to report misconduct or discrimination committed by the Title IX Coordinator, contact the Butler Community College President.

Concerns of bias or a potential conflict of interest by any other Title IX Team member, or reports of misconduct or discrimination committed by any other Title IX Team member, should be reported to the Title IX Coordinator.

Administrative Contact Information

Complaints or notice of alleged policy violations may be made internally to:

Sherri Conard

Title IX Coordinator
Director of First Year Experience
715 E. 13th Street
Office 5002C Andover, KS 67002
(316) 323-6373
sconard@butlercc.edu

Title IX Team Members

- Director of Human Resources
- Vice President of Student Services
- Associate Vice President of Student Services
- Assistant Director of Residence Life
- Academic Advisor
- Faculty Member

Butler Community College has determined that the following administrators are Officials with Authority to address and correct harassment, discrimination, and/or retaliation. In addition to the Title IX Team members listed above, these Officials with Authority listed below may also accept notice or complaints on behalf of the College.

- President
- Vice Presidents
- Associate Vice Presidents
- Deans
- Directors
- Department of Public Safety

The College has designated all **full-time** employees as Mandated Reporters. Any knowledge they have that a member of the campus community is experiencing harassment, discrimination, and/or retaliation must be reported to the Title IX Coordinator. The College strongly encourages all part-time employees to also report incidents of harassment and discrimination. Inquiries may be made externally to:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW Washington, D.C. 20202-1100
Customer Service Hotline: (800) 421-3481
Facsimile: (202) 453-6012
TDD: (877) 521-2172
Email: OCR@ed.gov
Web: http://www.ed.gov/ocr

To view this policy and the procedures in its entirety, please visit **www.butlercc.edu/title-ixharassment-nondiscrimination.**

Retaliation Prohibited

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

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

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

Butler Community College will conduct education programs to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, which shall include primary prevention and awareness programs for all incoming students and new employees, which will include:

A. a discussion of this Policy;
B. safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, sexual assault, or stalking against a person other than such individual;
C. information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks;
D. the procedures set forth in this Policy for handling a complaint;
E. possible sanctions or protective measures the College may impose following a final determination after a College investigation of reported incident of rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking;
F. procedures victims should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred, including information about:
    I. the importance of preserving evidence as may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order;
    II. to whom the alleged offense should be reported;
    III. options regarding law enforcement and campus authorities, including the victim's option to:
        a) notify proper law enforcement authorities, including on-campus and local police;
        b) be assisted by campus authorities in notifying law enforcement authorities if the victim chooses; and
    IV. decline to notify such authorities; and
    V. the rights of victims and the College's responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal and/or civil court;
G. notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims both on-campus and in the community; and
H. information concerning options victims have for available assistance, if applicable, in changing academic classes, on-campus living, and working situations, if so requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the incident to campus police or to local law enforcement, and ongoing prevention and awareness campaigns for students and faculty that will include the above information.

Weapons on Campus

This policy applies to all faculty, staff, students and visitors of Butler Community College.

Campuses

- 901 South Haverhill Road, El Dorado, Kansas
- 2600 West 6th Street, El Dorado, Kansas (Fire Science and EMS)
- 701 East Main, Hill Building, Marion, Kansas
- 715 East 13th Street, Andover, Kansas (5000 and 4500 Buildings)
- 622 Cloud Avenue, Andover, Kansas
- 131 West Main, Council Grove, Kansas
- 53474 Lawrence Court Building #412,
- McConnell AFB, Wichita, Kansas
- 712 Rose Hill Road, Rose Hill, Kansas
- 2626 South Rock Road, Suite 116, Wichita, Kansas (Butler Service Center)
- 622 East Cloud, Andover, Kansas (Redler Institute of Culinary Arts)

Policy Statement

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

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

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

[1] "Weapon" means a weapon described in K.S.A. 21-6301, as further defined under K.S.A. 75-7c20; however, for purposes of this Policy included knives more than 4 inches in length.

[2] "Handgun" is defined as a "firearm", pursuant to K.S.A. 75-7c02, with cross reference to K.S.A. 75-7b01.

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

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

1. carrying of one concealed Handgun2 on Campus by legally qualified individuals, pursuant to Kansas law, and in accordance with the Concealed Carry Restrictions set forth below,

2. lawful carrying of a concealed Handgun by an employee performing College duties at an off-Campus Activity, when in accordance with applicable laws/policies for such location,
3. lawful possession of a Handgun within a personal/non-College vehicle,
4. lawful possession of Weapons:
    a) by Department or other law enforcement officers while acting within the scope of their employment, by authorized armored car personnel, or by others authorized in writing by the Butler College Head of Security or designee, or
    b) as necessary for the conduct of College approved programs.

Concealed Carry

Any individuals who are eighteen (18) years of age or older and who are not prohibited or disqualified by law and who are lawfully eligible to carry one concealed handgun in Kansas shall not be precluded from doing so on Butler campuses, including all facilities owned or leased by Butler Community College, except (1) in buildings and public areas of buildings for which "Adequate Security Measures" (ASMs) are provided, (2) high school campus or (3) in a specified restricted access area of a building. Within such restricted access areas, concealed carry will be banned. Individuals who are not employees of the College may be authorized access through a restricted access entrance only pursuant to a College screening process that is compliant with the provisions of the PFPA. The College may temporarily designate specific locations as prohibiting concealed handguns and use temporarily.

Concealed Carry Required Safety Measures

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

Legal Restrictions Pursuant to Federal and State Restrictions on Firearms

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

- Kansas law states that the only type of firearm that an individual can carry while concealed is a handgun (K.S.A. 21-6301 et. seq.);
- An individual in possession of a concealed handgun must be at least 18 years of age (K.S.A 21-6302(a)(4));
    a) With a valid provisional concealed carry license, ages 18-21;
    b) With or without a valid standard concealed carry license, ages 21+
- A firearm cannot be carried by an individual under the influence of alcohol or drugs, or both, to such a degree as to render the individual incapable of safety operating the

firearm (K.S.A. 21-6332)

- A firearm cannot be carried by an individual who is an unlawful user of and addicted to any controlled substance (as defined in section 102 of the Controlled Substances Act, codified at 21 U.S.C § 802) (K.S.A. 21-6301(a) (10));
- A firearm cannot be carried by an individual who has been a mentally ill person subject or has been subjected to involuntary commitment (K.S.A. 21-6301(a)(13));
- A firearm cannot be carried by an individual with an alcohol or substance abuse problem subject to involuntary commitment (K.S.A. 21-6301(a) (13));
- A firearm cannot be carried by an individual who has been convicted of a felony crime (K.S.A. 21-6304(a)) or convicted in any court of a crime punishable by imprisonment for a term exceeding one year (18 U.S.C.922(g)(1)) (parole and conditions apply);
- Automatic firearms and sawed-off shotguns cannot be carried (K.S.A. 21-6301(a)(5));
- A cartridge which can be fired by a handgun, and which has a plastic-coated bullet with a core of less than 60% lead by weight is illegal (K.S.A. 21-6301(a)(6));
- Suppressors and silencers cannot be used with a firearm (K.S.A. 21-6301(a)(4));
- Firearms cannot be fired in the corporate limits of a city or at a dwelling, or at a structure or vehicle in which people are present, except in self-defense (K.S.A. 21-6308a and K.S.A. 21-6308(a)(1)(A));
- A firearm cannot be carried by a person who is a fugitive from justice (18 U.S.C. § 922(g)(2));
- A firearm cannot be carried by an individual who is an illegal alien (18 U.S.C. § 922(g)(5)(A));
- A firearm cannot be carried by an individual who has been discharged from the Armed Forces under dishonorable conditions (18 U.S.C. § 922(g)(6));
- A firearm cannot be carried by an individual who has renounced his or her United States Citizenship (18 U.S.C. § 922(g)(7));
- A firearm cannot be carried by an individual who is subject to a court order restraining the person from harassing, stalking, or threatening an intimate partner or child of the intimate partner (18 U.S.C. § 922(g)(8)); and
- A firearm cannot be carried by an individual who has been convicted of a misdemeanor crime of domestic violence (18 U.S.C. § 922(g)(9)).

Location Restrictions

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

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

Additional Safety Measures

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

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

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

The implementing procedures of the Butler Community College campuses shall include detailed provisions regarding how and where to report suspected violations of this Policy, how faculty, staff, and students shall be notified of the laws and Policies pertaining to concealed carry-on campus, and shall also provide interested students, faculty, and staff with information about any known locally or regionally available firearm safety instruction.

Storage

Handgun storage is not provided by Butler Community College. Individuals may store a Handgun in the individual's vehicle when the vehicle is locked, and the Handgun is secured in a location within the vehicle that is not visible from outside the vehicle; Handgun storage by any other means is prohibited, except in a holster in a locked secure box (1) in an on-campus residential unit of a licensed individual who is 18-21 years of age or any individual who is 21 years of age or older who legally owns the handgun. Such storage devices shall be provided by the individual who possesses the handgun and must meet minimum industry standards for safe keeping of handguns. Specifically, it is prohibited for any individual to store a Handgun: i) in a vehicle that is unlocked or when the Handgun is visible from outside the vehicle, ii) in an individual's office, unless in locked secure box, iii) in an unattended backpack/carrier, iv) in any type of locker or v) in any other location and under any circumstances except as specifically permitted by this Policy and by state and federal law.

A voluntary registration opportunity with the Department of Public Safety shall be available, so in the event the weapons are stolen, the serial numbers are in a national database. The College requires all individuals to report any missing or stolen weapons on Butler campus properties to the Butler Community College Police Department, as the college will not be held responsible for any lost weapons.

Training

Butler Community College does not provide any conceal and carry training or certification. A list of all instructors certified by the state of Kansas and contact information is available on the Kansas Attorney General's website.

Enforcement

Any report of weapons on a Butler Community College Campus will be addressed by Butler Community College Police Department and/or local police departments in coordination with

Butler Community College Police Department. The lawful carrying of a concealed handgun should not create concerns on Campus; however, anything other than the lawful carrying of a concealed handgun has the potential to create confusion and additional risk during police responses. Any individual (student, employee, trustees, agents, volunteers, contractors, visitors, invitees or persons subject to the supervision and control of Butler Community College) violating this policy or accidentally or irresponsibly discharging or exposing a weapon will be subject to appropriate disciplinary action, including but not limited to probation, suspension/ expulsion, termination of employment, immediate removal/trespass from the premises and/or arrest. Enforcement of this policy will be administered by Butler Community College Police Department or College Administration. The Student Code of Conduct and Employee and Professional Employee disciplinary processes will be utilized to address violations. Those residing on campus shall honor these policy provisions plus any and all conditions of their housing written agreement.

Reporting and Temporary Actions

All reports of suspected violations of the concealed carry policy are made to the Butler Community College Police Department by calling 911 or (316) 321-7657.

Butler Community College Police Department has the authority to conduct an initial investigation and, in coordination with College administration, will determine whether the report describes a criminal matter and/or policy violation.

Butler Community College Police Department has the authority to disarm and/or temporarily confiscate a firearm and issue a restriction to not carry a concealed firearm on campus pending results of the investigation. A confiscated firearm will be stored and handled by College Police according to college police department policy.

Sanctions

Any individual who violates this policy will be subject to disciplinary action that may include a lawful directive to leave campus with the weapon immediately. Any individual who violates the directive shall be considered to be in trespass and may be cited accordingly. Any individual who violates state or federal law may be detained, arrested or otherwise subjected to lawful process appropriate to the circumstances.

Definitions

The term **"weapons"** includes, but is not limited to:

1. Any object or device which will, is designed to, or may be readily converted to expel bullet, shot or shell by the action of an explosive or other propellant;
2. Any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature, including those that are concealed or openly carried;
3. All BB guns, pellet guns, air/CO2 guns, or any device, such as a Taser, which is designed to discharge electric darts or other similar projectiles; however, a personal self-defense stun gun that does not fit within the preceding definition shall not be considered a weapon for the purposes of this policy;
4. Any explosive, incendiary or poison gas (A) bomb, (B) mine, (C) grenade, (D) rocket having a propellant charge of more than four ounces, or (E) missile having an explosive or incendiary charge of more than ¼ ounce;

5. Any incendiary or explosive material, liquid, solid or mixture equipped with a fuse, wick or other detonating device;
6. Any tear gas bomb or smoke bomb; however, personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purposes of this policy;
7. Any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
8. Any straight-blade knife of four inches or more such as a dagger, dirk, dangerous knife or stiletto; except that an ordinary pocketknife or culinary knife designed for and use solely in the preparation or service of food shall not be construed to be a weapon for the purpose of this policy;
9. Any martial arts weapon such as nun chucks or throwing stars;
10. Any longbow, crossbow, and arrows or other projectile that could cause serious harm to any person; or
11. Any other dangerous or deadly weapon or instrument of like character.

The term **"handgun"** means:

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

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

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

The term **"building"** means a College building owned or leased.

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

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

The term **"open carry"** means carrying a firearm visible to others.

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

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

Hazing Policy

Purpose and Summary

Butler Community College seeks to promote a safe environment where students may participate in activities and organizations without compromising their health and safety. The impact of hazing activities can result in physical or psychological injury, and therefore it is the College's policy that hazing is prohibited. In compliance with the Stop Campus Hazing Act (SCHA), hazing incidents are classified as a crime under the federally mandated Clery Act and are included in Butler Community College's Annual Security Report (ASR) as well as the Campus Hazing Transparency Report (CHTR).

Scope

Preventing hazing is the responsibility of the campus community. Butler Community College has identified Campus Security Authorities (CSAs) to report Clery crimes, which include hazing. Each organization, as well as each CSA, must accept the personal obligation to uphold policy and reporting responsibilities.

Definitions

"Clery Geography" means any building or property owned or controlled by Butler Community College within the same reasonable contiguous geographic area and used by Butler in direct support of the Institution educational purposes, including student Housing.

"Hazing" means an intentional, knowing, or reckless act committed by a person (alone or in concert with others) against another person or people (regardless of the person's/people's willingness) that – in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and causes or creates a risk of physical or psychological injury.

"Organization" means a club, association, athletic team, club sports teams, band, student government, or any other similar group at an institution in which two or more of the members are students enrolled at the institution, whether or not the organization is established or recognized by the institution. This definition of student organization applies:

- To reporting hazing statistics in the ASR; and
- To the Campus Hazing Transparency Report (CHTR) – only includes findings concerning student organizations that are established or recognized by the institution.

"Student" means any person who is enrolled at the College or any person who has been accepted for enrollment at the College. A person who meets the definition of a student for purposes of this paragraph shall continue to be defined as a student for purposes of this policy until the person graduates, transfers, or withdraws from the College.

Policy

- Hazing is prohibited.

- Any solicitation to engage in hazing is prohibited.
- Aiding and abetting another person who is engaged in hazing is prohibited.
- It is not a defense against a violation of this policy that the hazing victim(s) consented to the hazing activity.
- Violations of this policy by students or student organizations can be reported to the Vice President of Student Services. The Vice President, or designee, will investigate the complaint in accordance with the Student Disciplinary Process.
- Violations of this policy by faculty, staff, and other employees shall be reported to the Chief Human Resource Officer. Employees are subject to discipline in accordance with the Employee Grievance Procedure.
- Any violation involving a crime, an emergency, or an imminent threat to health or safety of any person shall be reported immediately to Campus PD or by dialing 911.
- Incidents of hazing reports will be included in the College's ASR if they occur anywhere on Clery geography.
- Prevention and awareness programs related to hazing as defined by the College designed to reach students and employees includes:
  - Bystander intervention
  - Information about ethical leadership and
  - Promotion of strategies for building group cohesion without hazing

Drug & Alcohol Policy

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

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

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

Alcohol Violation Fines/Sanctions

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

- *Third Offense*
  Suspension or Expulsion from college
  Dismissed from the Residence Halls

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

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

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

Drug Violation Fines/Sanctions

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

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

Tobacco Free Campus Policy

A. The use of tobacco products by students, faculty, staff, contractors, vendors and visitors are prohibited on all Butler Community College properties.
B. For this policy, it applies to all tobacco products identified in the previous mentioned definitions.

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

Definitions for the purpose of this policy

"Smoking" is defined as the lighting, burning, or use of tobacco or any other material in any type of smoking device or equipment.

"Tobacco" includes but is not limited to smoking tobacco, chew, snuff, snus, and dipping tobacco. This policy also prohibits the use of lit or unlit cigarettes, electronic cigarettes, clove cigarettes, cigars, pipes, hookahs, bidis, blunts, cigarillos, smokeless tobacco, vapes or any item that simulates any of the previously mentioned products.

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

Animal Control Policy & Campus Rules

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

Registered Sex Offenders Enrolled at Butler

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

Skateboards & Skates Policy

Skateboards and skates of all types and other forms of related transportation may be used on

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

Skating and Disciplinary Action

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

Class Recording Policy

Butler Community College prohibits the recording, livestreaming, or use of Generative Artificial Intelligence ("AI") tools to generate a transcript of class lectures, discussions, presentations or other academic events without the advance permission of the instructor presenting or hosting the event to be recorded.

Unless otherwise expressly permitted, permission to record a lecture or other academic event applies exclusively to the student who received permission from the instructor. This restriction does not apply to students who have official accommodations approved through the institution's Office of Disability Service that expressly permit recording as part of an approved accommodation.

In the event permission to record class lectures or other events is granted, the instructor may, but is not required to, notify students and guests in advance that recording may occur. Efforts should be made to protect the confidentiality of students with a disability who are being granted accommodation, and instructors will not identify students recording as a disability accommodation.

All students should be aware that any class, and discussions held therein, may be subject to recording, in accordance with this policy.

Limitations on Use of Recordings

Any recording permitted by an instructor may be used only for individual or group study with other students enrolled in the same class, and may not be reproduced, transferred, distributed, or displayed in any other manner.

Permission to allow recording of lectures is not a transfer of any copyrights in the recording or related course materials. Any information contained in the recorded class may not be posted, published or quoted without the express consent of the instructor or speaker, and if permission

is granted, must be properly cited. Students must erase recordings at the end of the semester in which they are enrolled in the class.

Student Disciplinary Process

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

Step 1: Investigation and Initial Decision Stage one of the disciplinary process begins with any college student, faculty, or staff member reporting or making a complaint of a student(s) suspected violation of College Policy. Upon receipt of a complaint, the investigation stage begins. During this stage the investigation may include interviewing witnesses and suspects of the before mentioned complaint. Most investigations are completed by the Department of Public Safety and/or other student services staff (i.e. residence life staff). The College shall determine appropriate disciplinary action(s) based on the type and severity of behavior or violation committed.

While a disciplinary decision is pending, the Associate Vice President of Student Services (or designee) may immediately impose interim action(s) in the event that a student's continued presence in class, program, activity or event or on any College-owned, College-operated or College-utilized facility poses a significant danger to themselves or others, and/or there is reasonable cause to believe that such interim action is required to protect lives or property or to ensure the maintenance of order. In imposing interim action, the Associate Vice President of Student Services (or designee) will give consideration to potential consequences of the action imposed, such as the student's inability to attend classes. The College may allow for alternative means for the student to fulfill academic and other obligations. A student may request a review of an interim action while it remains in effect by submitting a written request to the Vice President of Student Services. The Vice President of Student Services will review the request and determine if the interim action will be upheld, modified or terminated. The decision of the vice president will be final, and the interim action process will be separate and distinct from the investigation and discipline procedure.

After the investigation is completed, a written report is forwarded to the Associate Vice President of Student Services (or designee) and the disciplinary process is initiated. The role of the Associate Vice President of Student Services is that of fact finding, rule interpretation, and choice of sanction for policy violation(s). The Associate Vice President of Student Services will review, in person, with the student the nature of the complaint and render sanctions in writing to the student. In addition to or in conjunction with probation, suspension, or expulsion the following list of sanctions may be imposed by the College as part of disciplinary action: mandatory training, hold on student records, academic or personal counseling, restitution and fines, required administrative meetings, medical certification/evaluation, execution of a behavioral agreement, modifications to the academic schedule, issuance of a no-contact other in relation to another individual, mandatory project or assignment, denial of privileges, emergency suspension, ban from College campus or activities and/or community service.

No suspension or expulsion shall be imposed upon a student without notification of their right to an appeal to the Student Review and Appeals Committee. In cases of expulsion, students will first be placed on suspension in order to have the opportunity to appeal. A written notice of any decision

to suspend or expel a student will include the charges upon which the decision is based. This notice shall be given to the student to be suspended or expelled and to his or her parents or guardians (if student is dependent and under 18 years of age). Such notice shall be accompanied by a copy of this procedural regulation.

Step 2: Right to Appeal to the Student Review and Appeals Committee
If a student wishes to appeal any disciplinary action or decisions to suspend or expel, he or she must do so in writing to the Vice President of Student Services within two days of receiving disciplinary sanctions. Upon receipt of the letter requesting the appeal, the Vice President of Student Services must notify the student of the time, date, and place that the student will be afforded an opportunity for a formal hearing, and such date shall not be later than seventy-two (72) hours after the Vice President of Student Services has received the student's appeal. For the purposes of time notification, weekends and school holidays are excluded. The Student Review and Appeals Committee is comprised of four faculty members and four Student Services staff members, chaired by the Executive Vice President of Academic Affairs.

Step 3: Appeal to the Vice President of Student Services
Should the student desire to appeal the decision made by the Student Review and Appeals Committee, they may do so, in writing, directly to the Vice President of Student Services. The written appeal must be made within 72 hours of receiving the decision of the Student Review and Appeals Committee. The Vice President of Student Services will review all of the documentation that was presented during the appeal to the Student Review and Appeals Committee. The Vice President of Student Services has the ability to support the decision made by the Student Review and Appeals Committee or make a decision to overturn such decision made by the committee. Students will be notified of appeal results in writing. The Vice President of Student Services' decision is final.

Academic Integrity

Academic integrity is the development of knowledge and/or skills without any form of cheating or plagiarism. All Butler students, faculty, staff, and administrators are responsible for upholding academic integrity.

Examples of cheating include, but are not limited to:

- Giving, receiving, or using unauthorized help on individual and group academic exercises such as papers, quizzes, tests, and presentations through any delivery system in any learning environment
- Impersonating another student
- Sharing content without authorization
- Fabricating data
- Altering academic documents including records, with or without the use of personal and college electronic devices
- Utilizing an AI-content generator (such as ChatGPT), language translators (such as Google translate), or computer algebra systems (such as Photomath) to complete coursework without proper attribution or authorization

Examples of plagiarism include but are not limited to:

- Representing or turning in someone else's work without proper citation of the source

- Unacknowledged paraphrase, quotation, or complete use of someone else's work in any form
- Citing work that is not used
- Taking credit for a group project without contributing to it
- Permitting another person and/or organization to write or contribute to any portion of an assignment, which includes hiring a person or a company to author essays and drafts and/or other assignments (research-based or otherwise)
- Utilizing ChatGPT and/or other artificial intelligence without proper attribution or authorization
- Submitting the same written assignment for more than one class without securing prior permission from instructors
- Failing to cite oneself as a source when using work submitted in other assignments at Butler Community College or other educational institutions, including high school.

Faculty members have discretion in handling student violations of the academic integrity policy, but faculty members must consult with their deans or administrators prior to removing a student from a course. Faculty members must inform students of violations and their consequences in writing. Students who violate the academic integrity policy will sustain academic consequences set by faculty members.

The consequences may include, but are not limited to, any of the following action:

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

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

Academic Appeal Process

Butler's Academic Appeal Process is a model consisting of the following stages: Faculty/Student Resolution; Dean; Appeal to the Student Review and Appeals Committee; and Final Appeal to the Executive Vice President of Academic Affairs.

The Butler Community College academic appeals process is to be used for grade appeals or any other violation of the academic integrity policy. The following procedures will be followed to ensure an appropriate resolution of the academic appeal:

Step 1: Faculty/Student Resolution
The student will attempt to resolve the issue with the faculty member by requesting a meeting and discussing the issue.

Step 2: Dean
If the issue cannot be resolved between the student and the faculty member, the student has the right to appeal to the appropriate academic dean. To initiate an appeal, the student must complete the Academic Appeal Form online at **https://cm.maxient.com/reporting.php?ButlerCC** with a summary of the situation and provide any supporting documentation. The academic dean will notify the student of his or her decision in writing. For grade appeals, the online Academic Appeal Form must be submitted within six weeks of the date the grade was officially posted by the Registrar's Office.

Step 3: Student Review and Appeals Committee
If the student is not satisfied with the decision of the academic dean, the student may appeal this decision within 10 days with the Student Review and Appeals Committee. The appeal must be made in writing to the Vice President of Student Services. The student should describe the initial concern; provide any supporting documentation; indicate the decision by the academic dean; and explain why this decision is not satisfactory.

The Student Review and Appeals Committee may request additional information from the instructor, academic dean or others. Once all documents are received, the committee will review the information and notify the student of the committee's decision in writing. Upon receipt of the letter requesting the appeal, the Vice President of Student Services must notify the student of the time, date, and place that the student will be afforded an opportunity for a formal hearing. The Student Review and Appeals Committee is comprised of four faculty members and four Student Services staff members, chaired by the Vice President of Student Services.

Step 4: Final Appeal to the Executive Vice President of Academic Affairs
If the student is not satisfied with the decision on the Student Review and Appeals Committee, they have one final level of appeal with the Executive Vice President of Academic Affairs. The student must submit the appeal to the Executive Vice President of Academic Affairs, using the online Academic Appeal Form, within 10 business days of receiving the decision by the Student Review and Appeals Committee. Once the appeal has been received by the Executive Vice President of Academic Affairs, a meeting will be arranged with the student. At that meeting, the student should present all of their information and documentation that they have as to why they want to appeal the decision. After hearing all of the rationale presented by the student, the Executive Vice President of Academic Affairs will take time to review all documentation provided by the student, the instructor, academic dean, and Student Review and Appeals Committee. Following the review, the Executive Vice President of Academic Affairs will provide a decision, in writing, to the student. The decision made by the Executive Vice President of Academic Affairs is final and concludes the appeal process.

IN CASES OF SUSPENSION OR EXPULSION
When the student is notified that they have been suspended or expelled for violations of the academic integrity policy, students will have the right to a formal hearing and procedural due process. Students must file an appeal in writing to the Vice President of Student Services. Upon receipt of

the letter requesting the appeal, the Vice President of Student Services must notify the student of the time, date, and place that the student will be afforded an opportunity for a formal hearing. The Student Review and Appeals Committee is comprised of four faculty members and four Student Services staff members, chaired by the Vice-President of Student Services.

Procedural Due Process

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

Rights of the Participants

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

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

Powers and Duties of Persons Conducting Hearings

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

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

The Chairperson of the Student Review and Appeals Committee in holding an appeal hearing as referred to in the previous sections may, and upon the request of any student for whom such hearing is held or his or her parent or counsel, petition that the administrative judge of the judicial district court be authorized to issue subpoenas for the attendance and testimony of the principal witness or witnesses and production of books, records, reports, papers and documents relating to

the proposed suspension or expulsion in the same manner as the issuance of subpoenas in civil actions pursuant to K.S.A. 60-
245. For the purpose of this paragraph, "principal witness" means any witness whose testimony is of major importance in support of the charges upon which the proposed suspension or expulsion is based or in determination of material questions of fact.

Reports of Hearing(s)

Upon the conclusion of any formal hearing, the Student Review and Appeals Committee shall make a decision and notify the student, in writing, of the decision. A copy of the decision will be kept with the Vice President for Student Services and shall be open to the inspection of the student who is suspended or expelled and, if the student has not attained eighteen (18) years of age, to his or her parents or guardians and counsel or other advisor. If the student has attained eighteen (18) years of age, such report shall be open to the inspection of his or her parents or guardians and counsel or other advisor only upon written consent of the student. Whenever any such formal hearing results in suspension or expulsion, the Student Review and Appeals Committee conducting such hearing may make a recommendation to the Vice President of Student Services that returns the student to classes, pending any appeal or during the period allowed for notice of appeal, if such student is not reasonably anticipated to cause continued repeated material disorder, disruption, or interference with the operation of the college or substantial and material impingement upon or invasion of the rights of others. Whenever the committee fails to make a recommendation, the suspension shall continue until an appeal is determined or until the period of suspension or expulsion has expired, whichever is the sooner.

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

Formal Complaint Process

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

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

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

Step 1: The student will attempt to rectify the grievance with the supervisor of the area in which the alleged violation occurred within 10 business days. Every effort will be made to

resolve the grievance at the lowest possible level.

Step 2: Where resolution is impossible or unsatisfactory to either party, the issue should be appealed in writing to the appropriate supervisor. The supervisor must inform the student in writing of any decision made and the reason for that decision within five business days.

Step 3: If the student feels the grievance has not been resolved, he/she may submit a written grievance to the Vice President for Student Services within 10 business days from the time the complaint was filed at the previous level and request a conference. The Vice President for Student Services must, within five business days following the conference, inform the student in writing of any decision made and the reasons for making that decision. The decision of the Vice President for Student Services is final.

Butler Community College is governed by a Board of Trustees who are responsible for ensuring lawful implementation of complaint procedures. If a student believes their complaint has not been addressed satisfactorily with the Butler administration after exhausting all applicable College complaint procedures, the student may
submit their complaint to the Board of Trustees by emailing the Board at trustees@butlercc.edu or by mailing the complaint to:

Board of Trustees
Butler Community College
910 S Haverhill Rd
El Dorado, KS 67042

Students should include their name, email address, cell phone number, mailing address, dates of enrollment, details of the complaint and the desired outcome.

The Board will reply within 10 business days to let the student know the complaint was received and whether additional information is required. The Board of Trustees will appoint a committee to review the submitted information. The Board of Trustees' decision will determine if the College has a process for addressing the complaint, if the College process was followed, and if the College resolution was reasonable.

The Board will send a written response within 45 days of receipt of the complaint to the student with the complaint resolution. The proceedings will occur in a professional manner, and all efforts will be made to protect the rights of all parties involved.

A record of all complaints and their resolution will be documented, and the records will be kept in the Board Office, Clerk of the Board of Trustees, 901 S Haverhill Rd, El Dorado, KS 67042.

If the student feels the complaint has not been properly addressed, the student may follow the state complaint process by contacting the applicable state agencies:

- Consumer protection and/or fraud complaints may be filed with the Kansas Attorney General's office. Kansas Attorney General's Office of Consumer Protection: Consumer Protection Hotline 1 (800) 432-2310 or (785) 296-3751 Fax: (785) 291-3699 http://ag.ks.gov/file-a-complaint
- Discrimination complaints may be filed with the Kansas Human Rights Commission,

http://www.khrc.net/complaint.html.

- Complaints regarding State Authorization Reciprocity Agreement (SARA) courses delivered by SARA member community colleges may be filed by students enrolled in those courses with the Kansas Board of Regents office, http://www.kansasregents.org/academic_affairs/sara.
- Kansas Community Colleges are regionally accredited by the Higher Learning Commission (HLC). Complaints regarding an institution's ongoing ability to meet the Criteria of Accreditation may be filed by following the guidelines at https://www.hlcommission.org/Student-Resources/ complaints.html.

Attendance Policy

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

Withdrawal from a course may affect a student's financial aid. It is the student's responsibility to attend and actively participate to make sure they maintain financial aid eligibility.

Procedural Clarifications

All instructors will maintain attendance as required for reporting. Following census reporting, instructors are strongly encouraged but are not required to take attendance.
For lecture/blended courses:

- Excessive unexcused absences are defined as missing more than 20% of the total scheduled meeting times for the course.
- Students who have missed more than 20% of the total scheduled meeting times for the course and are not passing may be withdrawn by the instructor.

For online courses:

- Students must actively participate by submitting an academic activity at least once per week.
- Students who are not actively participating, missing more than 20% of the total length of the course and who are not passing, may be withdrawn by the instructor.
- Simply logging in to the online course does not meet the requirement for active participation.

If a student is withdrawn by the instructor a "WT" (withdrawn by teacher) will be recorded on his/her permanent record. An instructor cannot withdraw a student who is regularly attending for below average performance. A faculty member cannot withdraw
a student after the published last day to withdraw. Any exceptions to this policy must be approved by the Dean. Students who want to withdraw from the course may do so before or on the published last day to withdraw.

Student absences for approved college activities will not accrue as excessive unexcused absences. Students will be allowed to make up work missed as a result of college approved activities.

Students will make up work before the absence or within one week after returning to class. Students will check with each of their instructors prior to the absence to arrange for makeup times. Activity sponsors will publish a timely list of students who will be absent because of an approved college activity.

FERPA and Directory Information Policy

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

Related Procedures

- The right to inspect and review the student's educational records within 45 days of the day the College receives a request for access.
- The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading.
- The right to consent to or withhold disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorized disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Butler Community College to comply with the requirements of FERPA.

Exceptions to educational records include:

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

Directory Information

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

- Name
- Address (both local and permanent)
- Telephone number; e-mail address
- Date and place of birth
- Year in school
- Major field of study
- Participation in officially recognized activities and sports
- Weight/height of members of athletic teams
- Dates of attendance
- Enrollment status (full-time, part-time, or not enrolled)

- Awards and academic honors
- Degrees and awards (and dates received)
- Most recent previous educational institution(s) attended
- Photograph/recordings

Guidelines for the Release of Student Information

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

- Official records are released only with the eligible student's knowledge and written consent (exceptions are listed below) in compliance with FERPA regulations. The written consent must specify the records that may be disclosed; state the purpose of the disclosure; and identify the part or class of parties to whom the disclosure may be made. Eligible students are entitled to an official transcript of academic records upon signed written request and payment of a transcript fee.
- Records may be released without the eligible students' knowledge and consent in the following situations:
  - To school officials, including instructors, within the College who have been determined by the College to have legitimate educational interests;
  - To officials of schools at which the student intends to enroll, upon condition that the eligible student receives a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
  - To authorized representatives of (i) the Comptroller General of the United States, (II) the Secretary of the United States Department of Education, (III) the State educational authority, which may be necessary in connection with the evaluation of Federally supported education programs, or in connection with the enforcement of the Federal legal requirements which relate to such programs, or (iv) the Attorney General of the United States for law enforcement purposes;
  - In connection with a student's application for, or receipt of, financial aid;
  - To State and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to State Statute;
  - To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purposes of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations, and such information will be destroyed when no longer needed for purposes for which said records are obtained;
  - To accrediting organizations in order to carry out their accrediting functions;
  - In connection with an emergency, to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons;
  - To comply with a judicial order or other lawfully issued subpoenas for law enforcement purposes; and
  - Directory information unless the eligible student notifies the Student Privacy Officer (Vice-President of Student Services) or the Registrar's Office in writing within ten (10) days of the beginning of each semester of his or her wish to withhold release of said information. Students who request a confidentiality flag on their record should note

that this action will exclude their name from certain publications, but would not exclude their image from photographs/recordings of public events/appearances such as graduation ceremonies, student productions and performances, student athletic, or student life events, etc.

- Release to non-educational agencies or individuals will be conducted only with written authorization from the eligible student. Records requested in connection with employment situations should be specifically designated in writing in the Registrar's Office. Telephone inquiries for student information will not be accommodated; however, urgent requests based upon an apparent emergency will be handled by the Vice-President of Student Services, or designee.
- The College may limit the disclosure of and use discretion when choosing whether or not to release directory information to specific parties, for specific purposes, or both. In general, the College will not release directory information to third parties but may release certain directory information as it relates to students involved in athletics and activities. In addition, federal law requires Butler Community College to provide military recruiters, upon request, with student names, addresses and telephone listings.
- The College is not required to permit a student to inspect and review educational records that are financial records of his or her parents; certain confidential letters and confidential statements of recommendation are also not required to be available for review by eligible students.

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

FERPA for High School Students Taking Butler Classes

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

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

Bulletin Boards & Display Areas

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

First Amendment Activities (Use of Butler Community College Campus)

Policy Statement

As a public educational institution in Kansas, the buildings, facilities, and grounds of the College are dedicated to education and the fulfillment of the College's approved mission to provide high quality instruction and make original contributions to the knowledge and human understanding. The public character of the College does not grant to individuals an unlimited license to engage in activity which limits, interferes with, or otherwise disrupts the normal activities for and to which the College's buildings, facilities and grounds are dedicated. In compliance with the **Kansas Intellectual Rights and Knowledge Act (KIRK Act),** all unrestricted outdoor areas of the College campus are deemed public forums for non-commercial expressive activities. "Expressive activity" means lawful verbal, written, audio-visual, or electronic means by which individuals may communicate ideas to one another. This includes, but is not limited to peaceful assembly, protests, speeches, guest speaker presentations, distribution of literature, holding signs, and circulating petitions. The time, place, and manner regulations are intended to balance the College's responsibility to fulfill its mission as an educational institution in Kansas with the interests of College or non-College groups who are interested in coming onto the campus for purposes of constitutionally protected speech, assembly or expression.

Procedures

1. Subject to the regulations and requirements of this policy, individuals and groups (1) may use the campuses of Butler Community College (2) for First Amendment activities.
2. Written notification of intent to be on campus to engage in First Amendment activities (hereinafter "the Event") (3) shall be provided to the Vice President of Student Services no later than one-week (7 calendar days) prior to the Event along with the following information:
    a. The name, address and telephone number of the individual, group, entity, or organization sponsoring the Event (hereinafter "the Sponsoring Organization"); and
    b. The name, address, and telephone number of a contact person for the Sponsoring Organization; and
    c. The date, time and requested location of the Event; and
    d. The nature and purpose of the Event; and
    e. The type of sound amplification devices to be used in connection with the Event, if any; and
    f. The estimated number of people expected to participate in the Event
3. In compliance with the **KIRK Act**, members of the campus community (invited guests of such students, faculty, staff, and administrators) have the explicit right to spontaneously assemble and distribute literature in unrestricted outdoor areas without prior administrative notice or permit application, providing the gathering remains non-commercial and non-disruptive.
3. The use of an outdoor area for a reserved Event may not conflict with any previously scheduled College event or activity (aside from regularly scheduled classes) where it is reasonably anticipated that more than fifty (50) people will attend.
4. The use of sound amplification devices is permitted as long as any sound amplification device is used at a volume which does not disrupt or disturb the normal use of classrooms, residence halls, offices or laboratories or any previously scheduled College event or activity.

5. The Event shall not last longer than five hours from beginning to end. Scheduled Events requiring institutional resources are generally limited between the hours of 8:00 AM to 8:00 PM Monday through Thursday, and 8:00 AM to 5:00 PM on Friday.
6. The College may charge security fees based on the rates of the on-duty officer to a student or student association as part of an application for any expressive activity that requires a permit, except that no fees may be assessed based on the content of the expressive activity of the student, student organization, an invited guest, or anticipated reaction to the expressive activity of such student, student organization, or invited guest.
7. Expressive activities are hereby deemed protected and outdoor areas of campus are hereby deemed public forums for the campus community to engage in expressive activities. The College shall not create free speech zones or other designated areas of campus outside of which expressive activities are prohibited.
8. Information (4) may be distributed as long as it is not obscene or libelous or does not advocate unlawful conduct. The Sponsoring Organization is encouraged, but not required, to include its name and address on the distributed information.
9. Solicitations of funds, or activities where products or services are offered for sale, shall not occur in connection with the Event.
10. No demonstrations or assemblies associated with the outdoor event may occur inside a College building without separate, formal facility reservation approval.
11. The College campus should be cleaned up and left in its original condition and may be subject to inspection by a representative of the College after the event. Reasonable charges may be assessed against the Sponsoring Organization for the costs of extraordinary clean-up or for the repair of damaged property.
12. All fire, safety, sanitation, or special regulations specified for the Event are to be honored.
13. The College will not provide utility connections or hook-ups for purposes of First Amendment activities conducted pursuant to this policy.
14. The Event must not obstruct vehicular, bicycle, pedestrian or other traffic or otherwise interfere with ingress or egress to the College, or to College buildings or facilities, or to College activities or events.
15. The Event must not create safety hazards or pose unreasonable safety risks to College students, employees, or invitees to the College.
16. The Event must not interfere with educational activities inside or outside any College building or otherwise prevent the College from fulfilling its mission and achieving its primary purpose of providing an education to its students.
17. The Event must not materially infringe on the rights and privileges of College students, employees, or invitees to the College.
18. The Event must also be in accordance with any other applicable College policies and regulations, regulations and policies of the Kansas Board of Regents, local ordinances and/ or state or federal laws.
19. The President of the College or designee may authorize First Amendment activities which are reasonably determined not to cause disruption of College activities despite a literal violation of this policy statement. Such determinations shall be made without consideration of the content or message of the first amendment activities.
20. The President of the College or designee may at any time, terminate, cancel, or prohibit the Event if it is determined, after proper inquiry, that the Event does

constitute or will constitute a clear and present danger to the College's orderly operation.

21. Any person determined to be violating this policy is subject to an order from the Butler Community College Department of Public Safety to leave the College campus. Persons failing to comply with such an order to leave the College campus are subject to arrest for criminal trespass.
22. The College recognizes and supports the rights of non-College groups to engage in First Amendment activities. This policy shall be interpreted and construed to support such activities while simultaneously balancing the needs and interests of the College to fulfill its mission as an educational institution in Kansas.
23. Pursuant to the statutory enforcement mechanisms of the **KIRK ACT**, any individual or student association whose expressive rights are violated by an institutional breach of this policy may bring action against the College in a court of competent jurisdiction to enjoin a violation of this act and recover damages, reasonable court costs, and attorney fees. The College may be held liable for actual damages, statutory damages of at least $500 per violation plus $50 for each day that such violation continues.
24. The College will submit an annual report to the governor and the legislature on or before the first day of the regular legislative session that includes:
    a. The course of action implemented to comply with the requirements of this act; and
    b. A description of any barriers to or incidents of disruptions of expressive activity on campus; and
    c. The report shall be accessible from the Butler Community College website home page.

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

[2]This policy statement is applicable to the campuses of Butler Community College in El Dorado, the 5000, 4500, and Redler Institute of Culinary Arts Buildings in Andover, Butler Service Center in Wichita, KS, Butler of Marion, and Butler of Council Grove locations. The College does not own the facility at Butler of Rose Hill. This facility is owned by the local unified school district. As such, Butler will not grant access to this location.

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

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

Revised: July 2026

Solicitation

Only authorized students, student groups, or personnel are allowed to sell goods to Butler students, faculty, or staff on Butler campuses. The before mentioned individuals or groups must obtain permission from the Office of the Vice President of Student Services ((316) 322-3297).

BUTLER ADMINISTRATION

President
Dr. Tamara Daniel
BOE – 2000 Building Welcome Center
(316) 322-3101

Executive Vice President of Academics
Dr. Marc Malone
BOE – 900 Building
(316) 322-3103

Vice President of Finance
Kent Williams
BOE – 900 Building
(316) 322-3103

Foundation Executive Director
Tom Borrego
BOE – 2000 Building Welcome Center
(316) 323-6729

Vice President of Student Services
Bill Rinkenbaugh
BOE – 600 Building
(316) 322-3297

Associate Vice President of Student Services
Dr. Jessica Ohman
BOE – 600 Building
(316) 322-3231

Vice President of Digital Transformation and CIO
Christiana Byram
BOE – 100 Building
(316) 323-6140

Associate Vice President of Research and Institutional Effectiveness
Aidan Dunleavy
BOE – 100 Building
(316) 323-6426

ACADEMIC DIVISIONS AND SERVICES

Agriculture, Applied Technologies & Public Services
Dean, Derek Foust
BOE – 800 Building
(316) 323-6859

Arts, Digital Media and Communications
Dean, Valerie Haring
BOE – 700 Building
(316) 322-3328

Business, Information Tech & Culinary Arts
VACANT
BOA – 5000 Building
(316) 323-6302

Health, Human Services & Community Engagement
Dean, Dr. Julio Guerrero
BOA – 5000 Building
(316) 322-3146

Nursing & Allied Health
Dean, Janet Schueller
BOE – 1500 Building
(316) 323-6223

Academics & Community Partnerships
Exec. Dean, Dr. Heather Rinkenbaugh
BOE – 1500 Building
(316) 322-3345

Academics & Workforce Partnerships
Exec. Dean, Shannon Galentine
BOE – 1500 Building
(316) 323-3167

DEPARTMENTS	BUTLER OF EL DORADO	BUTLER OF ANDOVER
Administration (Main Office)	(316) 321-2222	
Academic Advising	(316) 322-3163	(316) 323-6259
Academic Success Coach	(316) 322-3286	(316) 322-3286
Admissions	(316) 322-3255	(316) 323-6243
Adult Basic Education/GED	(316) 323-6074	(316) 323-6081
Athletics	(316) 322-3201	
Bookstores	(316) 322-3197	(316) 323-6232
Butler Online	(316) 323-6000	(316) 323-6000
Career Services	(316) 322-3294	(316) 322-3294
College Health	(316) 322-3371	(316) 323-6282
Counseling	(316) 322-3162	(316) 322-3164
Copy Center (Sec. Mgmt. Center)	(316) 322-3111	(316) 323-6287
Department of Public Safety / Police	(316) 321-7657	(316) 323-6112
Disability Services	(316) 322-3166	(316) 323-6214
Facilities Management	(316) 322-3144	(316) 323-6298
Financial Aid	(316) 322-3121	(316) 323-6260
First Year Experience	(316) 323-6373	(316) 323-6373
Food Service	(316) 322-3195	(316) 323-6369
Foundation	(316) 323-6731	(316) 323-6371
Human Resources (Payroll)	(316) 322-3269	(316) 323-6339
Institutional Marketing	(316) 323-6086	
International Student Advising	(316) 322-3230	(316) 323-6259
Library Services	(316) 322-3234	(316) 323-6371
Multimedia Learning Resource Center	(316) 322-3119	(316) 322-3119
Registrar (Records & Transcripts)	(316) 322-3123	(316) 323-6234
Residence Life	(316) 322-3295	
Research & Institutional Effectiveness	(316) 323-6425	
Student Accounts and Receivables	(316) 322-3181	(316) 322-3181
Student Government Association	(316) 323-6121	(316) 323-6336
Student Involvement/Activities	(316) 323-6121	(316) 323-6373
Student Life Center		(316) 323-6367
Technical Helpdesk	(316) 322-3306	(316) 322-3306
Testing Center	(316) 323-6245	(316) 322-3223
Tutoring	(316) 322-3286	(316) 322-3286
Veteran's Benefits	(316) 322-3102	(316) 322-3102

BUTLER QUICK REFERENCES

Site Addresses and Phone Numbers

Butler of El Dorado (Main Campus)
901 S. Haverhill Road • El Dorado, KS 67042
(316) 321-2222

Butler of Andover
715 E. 13th Street • Andover, KS 67042
(316) 321-2222

Butler of Council Grove
131 W. Main • Council Grove, KS 66846
(620) 767-5158

Butler of Marion
Hill Building
701 E. Main • Marion, KS 66861
(620) 382-3233

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

Butler of Rose Hill
712 S. Rose Hill Rd • Rose Hill, KS 67133
(316) 323-6040

Butler Online
www.butlercc.edu/online
(316) 323-6000

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

Enrollment Management

The Enrollment Process Made Easy

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

- If you haven't already, log in to MyButlerCC and complete the scholarship application by selecting the green 'Scholarships' tile. If you have questions about scholarships, email finaid@butlercc.edu
- Make sure you are current in applying for financial aid. You may apply beginning October 1st to begin the following year's fall semester. Check your MyButlerCC account on a regular basis for current information and/or awards.
- If you haven't already, send high school and/or other college transcripts to Butler's Registrar's Office.
- If for some reason you have never taken the placement test or ACT, we suggest you contact Academic Advising to schedule a test.
- Each semester, contact an academic advisor who will release you to enroll for the next semester. When you meet with an academic advisor, have them help you make sure you know how to fully utilize MyButlerCC, GPS as well as be on target with the right courses to transfer forward to your four year college of choice. They will help you with the proper selection of courses and assist you in enrolling either in person or by showing you how to enroll online.
- Visit our Student Accounts and Receivables Office to discuss payment plans.
- Get your books at the Butler Bookstore. We suggest you do that early in an attempt to take advantage of lower priced used books.

- Attend class, study hard, ATTEND CLASS, and ask for help if you need it! Attend Class! Did I mention that you should attend class?

Offices of Enrollment Management

Student Accounts and Receivables

It is the expectation of Butler Community College that every student enrolled in classes and/or living in the Residence Halls meet the financial obligation associated with their enrollment. The Student Accounts and Receivable Office staff will help clarify and assist students in meeting their financial responsibilities.

Expectations of the Student Accounts and Receivables Office:

- Student must have tuition and fees paid in full or have a payment plan established including initial payment with Student Accounts and Receivables by the payment due date to avoid late charges.
- Students who do not early enroll must pay tuition and fees at enrollment or set up a payment plan with Student Accounts and Receivables.
- Federal Financial Aid must be completed and finalized before it reduces either the total amount owed or payment plan payment amounts. Students who have applied for aid late or still need to submit required documents must make arrangements with Student Accounts and Receivables for deferment of tuition,fees, and book vouchers.
- Students on Activity Scholarships must pay fees in accordance with the payment policies previously stated.
- Students who have other types of scholarships must pay tuition and fees not covered by such scholarships in accordance with the payment policies previously stated.
- Students receiving Veterans' Benefits for the first time may make arrangements for deferment of tuition and fees by making prior arrangements with the Veterans' Coordinator in the Registrar's Office and Student Accounts and Receivables Office.

ANY EXCEPTIONS TO THE ABOVE DIRECTIONS MUST BE COORDINATED WITH STUDENT ACCOUNTS AND RECEIVABLES. TUITION AND FEES ARE SUBJECT TO CHANGE BY ACTION OF THE BUTLER BOARD OF TRUSTEES. ANY STUDENT ACCOUNT BALANCES NOT ON A PAYMENT PLAN OR COVERED BY FINANCIAL AID ARE SUBJECT TO ADDITIONAL FEES.

Admissions

The Admissions Office assists students in completing the admission process prior to enrolling at Butler. For more information visit www.butlercc.edu/ admissions.

Advising

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

Academic Loads

Fall and Spring

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

Summer

- Full-time Status – 6 hours of semester credit**
- Part-time Status – less than 6 hours of semester credit
- Maximum Load - 12 hours of semester credit

**For financial aid purposes, 12 credit hours is considered full-time enrollment.

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

Course Load Recommendations

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

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

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

Expectation of Academic Progress

It is the philosophy of Butler Community College that every student enrolled for classes should have the opportunity to demonstrate their ability to perform acceptable college-level work.

Academic Probation

Students earning a cumulative grade point average (GPA) of less than 2.0 will be placed on academic probation. Probation is a warning that the student is failing to make sufficient academic progress. Students placed on academic probation are limited to twelve (12) credit hours per semester, unless approved by an academic advisor. The student will remain on academic probation until the cumulative GPA improves to a 2.0 or higher. At that point, the student will return to academic good

standing. At the close of the probation semester, students whose cumulative GPA has not improved to at least a 2.0 will be placed on Academic Suspension.

Academic Suspension

At the close of the of the probation semester, students on academic probation earning a cumulative GPA of less than 2.0 will be placed on academic suspension and will remain on suspension until the cumulative GPA improves to a 2.0 or higher. Students on academic suspension are not allowed to enroll unless they submit an appeal, and an academic advisor approves their enrollment. Suspension students are limited to six (6) credit hours per semester until the cumulative GPA improves to a 2.0 or higher, unless otherwise approved by the Director of Academic Advising or designee. Appeals will be accepted and granted on a case-by-case basis.

Financial Aid

Butler offers Federal Financial Aid to eligible students in the form of grants, loans and work study. Institutional scholarships are also available. Federal Aid eligibility is determined by a uniform analysis of the student's financial need. Students are required to complete the Free Application for Federal Student Aid (FAFSA) which is available at www.studentaid.gov. You/your parents will need a FSA ID to electronically sign your FAFSA.

For more Financial Aid information please visit www.butlercc.edu/getting-started/cost-financial-aid.

International Advising

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

Registrar

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

- Process Student Records
- Manage Transcript Requests
- Evaluate Transfer Hours
- Coordinate Graduation Ceremonies
- Supervise Graduation
- Create Photo ID's
- Handle Veterans Benefits
- Maintain MyDegree@Butler (Degree Audit System)

For more information regarding the important dates for Drop/Add/Withdraw, please visit butlercc.edu/calendar.

Career Services

Butler is committed to helping its students succeed in obtaining the tools necessary for employment success. The Career Services Center can assist in job preparation activities such as resume building and mock interviews, and connect students to employment, internships, or work experience opportunities. To schedule an appointment or to get more information, please contact the Career Services office at (316) 322-3294.

Academic & Student Support Services

AVID (Advancement Via Individual Determination) is a nationally recognized program designed around WICOR skills (writing, inquiry, collaboration, organization, and reading) focusing on making learning highly engaging to provide students the personal skills to accomplish their own academic goals and prepare for their professional futures. Butler is currently the only AVID higher education institution in the state of Kansas.

Disability Services

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

Libraries

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

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

Contact our reference librarians via email or the chat service on our library tab on My.ButlerCC. The libraries of Butler support both on-campus and distance study through the library website found through your My.ButlerCC home page (look for the library tab) as well as at these three locations:

- El Dorado Campus - the L.W. Nixon Library, 600 Building - 2nd Floor
- Andover Campus 5000 Building - Room 5012
- McConnell Campus - Air Force Base Library, 412 Building

Spaces include Quiet Study Rooms and collaborative technology tables. A wide variety of carefully selected resources, including e-books and online full-text databases of journals, audio and video, are easily accessible to students from computers in the libraries or from home via their My.ButlerCC account. Interlibrary loan adds the resources of libraries around the world to the student.

Testing Centers

The Testing Centers at the El Dorado and Andover campuses administer the ACCUPLACER and MMPA tests which provide students with information about their academic skills in reading, English, and math prior to class enrollment. Advisors review results with students, providing them options to enhance their academic success. The Testing Centers also provide services for students taking final and make-up tests when proctoring is required.

Tutoring Services

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

OER and Publisher Subscription Program Information for Students

OER and publisher subscription programs provide required textbooks or course materials for college courses. When students are billed for OER and publisher subscription programs, they are charged for these materials. Charges are added when students enroll and may be refunded if students withdraw from courses by the published last day to withdraw with a refund. In the case of publisher subscription programs, students may also opt-out of the subscriptions by the last day to withdraw and remain in courses. More complete explanations follow.

OER stands for **Open Educational Resources,** which are course materials—digital or otherwise—that reside in the public domain or have been released under an open license. Many of Butler's general education courses utilize OER. They may be offered to Butler students for free or for a small fee, which is considerably less than conventional textbooks. At Butler, any OER fees are charged to students' accounts when they enroll. Print versions of some OER may be available for a small extra cost through the college bookstore.

OER are usually digital., and students have access to OER through Canvas on the first day of class. OER are required materials and their use supports student success.

Publisher Subscriptions are course materials, usually digital, and software packages that are created and sold by commercial academic publishers through Butler. For example, Inclusive Access is a publisher subscription program.

Most publisher subscription materials cost less than conventional textbooks. Students are charged for the materials when they enroll and have access to publisher subscriptions through Canvas on the first day of class. Students may opt out of subscription use by the last day to withdraw from the course with a refund. However, the course materials are required and unless students have access to the current materials in another way, they run considerable risk of not meeting the objectives of the course. Publisher subscription use is highly recommended. If a student opts in, print versions are usually available at a small extra cost. These print versions are supplemental and can only be purchased if students have not opted out of the publisher subscriptions.

Publisher Subscription Program Opt-out Process and Deadline

Students who opt-out of publisher subscription materials must do so with the understanding that the materials have been selected by faculty to support students meeting the course objectives: use of the materials is highly recommended. If students elect to opt-out, they must follow the steps outlined in a Canvas course module by the established deadline for the course, which is the last day to withdraw with a refund for their particular part of term. These dates are found in the Roster Schedule or are available from the Registrar. Students who opt-out by the deadline will receive a credit to their account in the amount of the publisher subscription material.

Course Withdrawal

OER and publisher subscription program materials are charged to student accounts at the time of enrollment. If students drop courses with these materials during the refund period, the materials charges are subtracted. After the refund period, the charges remain even if the courses are dropped. Students may appeal their charges using the OER and Publisher Subscription Program Appeal Form.

Public Safety & Security

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

Public Safety Officers are on duty at the El Dorado campus 24 hours a day, and at the Andover campus when it is open. Officers actively and continuously patrol the campuses to prevent and detect crime and unsafe conditions. They also respond to calls for assistance including room and vehicle lockouts and car jump starts, receive and investigate incident, crime and accident reports, respond to campus emergencies, enforce College Policies, Parking Regulations and Kansas Statutes. After dark, Officers will provide escorts to students, faculty and staff between buildings, residence halls and parking lots. The Department participates in joint training exercises with local emergency response agencies and is prepared for emergency incidents. Students, faculty, staff and visitors are directed to contact the Public Safety Department to report crime, incidents, accidents and any unsafe conditions. **The Butler of El Dorado Public Safety Department is located in the 1600 Building and may be reached at (316) 321-7657. The Butler of Andover Public Safety office is located in the 5000 Bldg. and may be reached at (316) 323-6112.**

Crime Statistics / Reporting

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

Emergency Notifications/GrizzlySAFE

This is Butler's automated emergency notification system. This system provides a method for the College to notify all faculty, staff and students of campus emergencies. All faculty, staff and students should download the GrizzlySAFE app available on i-Phone and Android devices. Also, ensure that you activate push notifications for you to stay up to date with essential information related to Butler.

Butler will utilize GrizzlySAFE to notify all individuals when there are school emergencies and closings (generally weather related). Butler will not close unless extreme weather conditions prevail. However, students and staff are encouraged to consider their own safety when making the decision whether to travel to class. Faculty and supervisors are asked to be understanding when people are absent because of weather-related circumstances.

In addition to GrizzlySAFE, if classes are cancelled the media will also be notified as soon as the decision has been made. However, you will receive the notification through the GrizzlySAFE app almost immediately and prior to any notification by public media.

Media Notifications

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

Closing messages will be posted on the college's web page www.butlercc.edu. The following list of metro and local media will be notified of closings due to inclement weather:

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

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

College Disturbances

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

- The president or an administrator shall be notified immediately of such activity. The Public Safety Director or other college official shall be authorized to request assistance from local emergency response agencies.
- No conference shall be held between administrators and parties involved in such activities so long as any violence is taking place.
- If such activity persists after the expiration of a reasonable time, the student(s) involved shall be considered a trespasser(s) and shall be subject to such action as may be brought by proper law enforcement officials.
- Any student or others responsible for the disturbance or damage caused to the buildings

and property of the college by their actions (except police authorities and employees of the college in carrying out their assigned duties) shall be subject to civil and criminal action as the case may require for the recovery of damages inflicted upon the college. Butler students involved in such disturbances are subject to disciplinary action as outlined in the Student Code of Conduct.

Emergency Assistance

In the event of a medical emergency or violent crime in progress, 911 should be notified; then contact Butler Public Safety and Security. External defibrillators are located on all Butler campuses.

Emergency Numbers

Butler of El Dorado:
Butler Public Safety (316) 321-7657
Local Police (316) 321-9100

Butler of Andover:
Butler Public Safety (316) 323-6112
Local Police (316) 322-5177

Butler of McConnell AFB:
Butler Public Safety (316) 681-3522
Local Police (316) 6523976

All other Butler Sites: Dial 911

Parking

Parking is free at all Butler Community College locations. Vehicles parked in loading zones, no parking zones, or in handicapped spaces without proper documentation will be in violation of the parking regulations and may be fined.

Fines may be paid at the Student Accounts and Receivables Office. Unpaid fines may result in grades, enrollment, or other records being held.

Severe Weather Shelter Areas

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

El Dorado

Building	Shelter Room/Area	If Time Permits
100	Room 115-away from doors & windows. Restrooms.	2000 Bldg. Downstairs
200	Downstairs restrooms	
300	Room 314 or restrooms	500 Bldg. Lower
400	Men's restrooms (Not any shop or storage area)	500 Bldg. Lower
500	Downstairs	
600	Downstairs restrooms, AR interior offices	500 Bldg. Lower
700	Basement area	
800	Restrooms and lower level rooms 804A-C	
900	Vault and restrooms	500 Bldg. Lower
1000	Interior restrooms	700 Bldg. Downstairs
1100 and Apts.	Lower level restrooms/Stairwell	700 Bldg. Downstairs
1200/1700	Breakroom, Safety Room/Storm Shelter	800 Bldg.
1300	Lower lobby restrooms, north/south hallways/stairwells	700 Bldg. Downstairs
1400	Interior restrooms	
1500	Downstairs restrooms, hallways by 103-109 & 134-142	
1600	Classroom at the northeast corner of building	
1800	Lower level restrooms, east & west hallways/stairwells	700 Bldg. Downstairs
1900	Interior hallways office area	500 Bldg. Lower level
2000	Basement interior hallways and rooms	
2318 W. Central	Any interior office or room	

Andover

Building	Shelter Room/Area	If Time Permits
4500 and 5000	Interior classrooms/underneath mezzanine level	

Other Butler Locations

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

Crime Prevention

I. Reporting and Response

A. Reporting criminal activity: All persons who wish to report any criminal action occurring at any of Butler's educational locations need to be informed of the policies and procedures. IMPORTANT: All reported criminal incidents must be given to the Butler Public Safety Department.
   1. General guidelines of reporting: Any person who is on Butler property at any site, or any person who is attending a Butler sponsored activity may report criminal activity to the Butler Public Safety Department, Vice President for Student Services, or any other college official.
   2. Residence Halls: Anyone may report criminal activity to the Public Safety Department, the Residence Life Director, Assistant Director, Hall Professionals, or Resident Assistants.

II. Security of and Access to Buildings

A. General facilities and Residence Halls at El Dorado:
   1. All buildings including housing are patrolled by Public Safety Officers 24 hours a day; buildings are under the supervision of the institutional staff in each building. In many buildings, there are emergency phones connected to the Public Safety Department. At all other Butler community sites, an employee of the college or the owner of the facilities is assigned to secure the building according to the scheduled opening and closing hours. Residence Halls are locked 24/7 with the exception of East Hall where the Residence Life Office is located (it is locked Monday-Thursday 5PM -8AM and Friday at 5PM-Monday at 8AM). Students are issued "proxy" pass cards to enter the hall area their rooms are located.

III. Institutional Security Programs

A. Orientations are the main sources used to inform students and employees about safety and security on campus. The orientations cover the institution's safety and security policies and procedures. Safety information can also be found in MyButlerCC and in the GrizzlySAFE mobile app. In the event of a critical incident, relevant information (timely warnings) is announced in GrizzlySAFE and posted on the Butler web page.

B. Special Programs for students and employees encourage them to follow the crime prevention tips outlined by institutional security. In order to meet the needs of a diverse population at Butler, we have designed two different programs.
   1. Residence Halls: Programs have been designed to inform students of the rules and regulations on campus to help prevent crimes. Programs cover personal safety and proper security used in crime prevention.
   2. Commuter students and employees, orientation programs and published crime prevention tips are available and distributed.

IV. Monitoring and Recording Criminal Activity Through Local Police Agencies

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

V. **Prevention Programs & Resources** Effective July 1, 1987, the Higher Education amendments required institutions to certify that they have in operation a drug abuse prevention program that is determined by the institution to be accessible to any officer, employee, or student at the institution. In compliance with the regulations, Butler offers the CHOICES Program and individual assessment/counseling which are designed to educate students about the effects of alcohol and drugs and reduce substance-related risk and harm.

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

Other campus and community resources:

- **Butler Counseling Services**
  El Dorado Campus (316) 322-3162
  Andover Campus (316) 322-3164
- **SACK (Substance Abuse Center of Kansas)**
  940 N. Waco Wichita, KS 67203
  (316) 267-3825
- **South Central Mental Health**
  221 King St., Andover, KS 67002
  (316) 733-5047
- **South Central Mental Health**
  2821 Brookside Dr. Augusta, KS 67010
  (316) 425-0073
- **South Central Mental Health**
  524 N. Main El Dorado, KS
  (316) 321-6036

The Butler and city libraries have resources available in the area of substance abuse for use by anyone desiring information.

State and National Resources

- **Kansas Substance Use Treatment Services Statewide Referral Line**
  (866) 645-8216 option 2
- **SAMHSA national helpline**
  (800) 662-HELP (4357)
  via text message 435748 (HELP4U)
  TTY: (800) 487-4889

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

CRIME PREVENTION TIPS:

1. Always be aware of your surroundings.
2. Walk in lighted areas.

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

Student Life & Services

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

College Health Services

Butler College Health Services support the health needs of students and staff through health education, disease prevention, health promotion, health screenings, assessment, treatment, and referrals of accidental injuries. College Health is located in El Dorado in the West Dorm and at Andover in the 5000 building. Staff (nurse practitioners, RNs, and office managers) are available on both campuses, and a local physician is available to students each week. For more information, email collegehealth@butlercc.edu or call the El Dorado office at (316) 322-3371 or the Andover office at (316) 323-6282.

Counseling

Often students find themselves confronted with personal difficulties while attending college. Butler employs a professional counselor at El Dorado and Andover who assists students in coping with their life situations. Students are encouraged to consult a counselor to discuss personal concerns in a comfortable, confidential environment. Butler also offers drug and alcohol and mental health education and awareness programs. For more information, email counseling@butlercc.edu or call (316) 322-3162.

First Year Experience

The First Year Experience (FYE) Office at Butler Community College strives to help students identify the many ways in which they can be successful both personally and academically during their first year of college and beyond. The Office coordinates the Student Connect course for all new full-time students, as well as other programs to help students develop a good foundation for learning. The Office is responsible for Welcome Week, Lunch for Success Workshops, Parent/Family Weekend, and much more. It is very important for students to have access to leadership and involvement opportunities while they are a part of the Grizzly family. The Grizzly family includes students' family, because they are a very important part of students' transition to college. The FYE Office wants those extended family members to feel welcomed and included in the Butler community. The FYE Office is located in the Student Union on the Butler of Andover Campus. For more information email sconard@butlercc.edu or call (316) 323-6373.

Residence Life

On campus housing is available on the Butler of El Dorado campus. The residence halls accommodate 377 students with four different living arrangements. All rooms are equipped with beds (extra-long twin), desks, desk chairs, closets, air conditioning, and Wi-Fi. The Residence Life Office promotes an engaging, safe, and inclusive community in support of academic success and personal growth through student-centered programs and cost-effective facilities. The residence halls are monitored by Public Safety and a closed-circuit security system. To apply for on campus housing or for more information, please visit www.butlercc.edu/residence-life or email us at housing@bultercc.edu.

Student Union Services

The Student Union at the El Dorado campus contains a snack bar, commons/lounge area, open computers, printing access, meeting rooms, campus bookstore, and the cafeteria. The cafeteria serves meals every day of the week. Residence hall students and those on meal contracts are admitted with their Butler ID card with the proper marking. Other students, employees, and visitors can purchase meals on an individual meal basis.

The Student Union at the Andover campus contains the Student Life Center, a café (Butler Bistro), common lounge and study areas, meeting rooms, campus bookstore, the Game Cave game room, HD TVs throughout the union, open computers, printing access, and the Service Desk.

The Student Union is also the hub for student activities, events, and student organizations. The Student Government Association (SGA) can be found in these areas to answer any questions regarding upcoming events, campus activities or student organizations.

Student Groups & Organizations

Recognized Student Organizations

Groups that complete the registration process, which include submitting a Constitution or Bylaws, list of members (there must be at list 6) and the name of an advisor will receive official recognition from SGA each year. For more information regarding starting a group or organization, students can contact SGA at stugov@butlercc.edu. Following are the Recognized Student Organizations at Butler Community College.

Ag Ambassadors

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

BCC BioClub

The BCC BioClub is to recruit, support, nurture, and promote students with an interest in biological sciences for personal reasons, academic preparation, the betterment of society, and career opportunities by providing guidance, resources, and activities to meet these goals. For more information, contact Susan Forrest at sforrest@butlercc.edu.

BOND (Becoming One, Never Divided)
Dedicated to the principles of self-determination, self-awareness, and unity, the BOND, will strive to promote activities of common interest, as well as cultural and educational benefits for the Butler student body. Through community service and encouraging academic excellence, the BOND will develop students into active leaders not only at Butler Community College, but in the surrounding areas and local communities. For more information, contact Aletra Chaney-Profit at achaneyprofi@butlercc.edu.

Butler E-Sports and Gaming Club
The Butler E-Sports and Gaming Club is an opportunity for students to socialize and have fun together based on their hobby of playing video games. Butler students will have an opportunity to play multi and single player games and spend time discussing gaming strategies and preferences. For more information, contact Patrick Emery at pemery@butlercc.edu.

Butler Electronics Club
The Butler Electronics Club provides a place where students can explore the world of electronics, from basic circuits to complex microcontrollers. We tackle a variety of projects throughout the year, ranging from simple LED circuits to building robots. Our members are free to follow what interests them. Experienced members help new members learn the fundamentals of electronics, including circuit design, breadboarding, soldering, and programming. No experience necessary! For more information, contact Anne Gillis at agillis@butlercc.edu.

Butler Veterans Across Campus
If you have served, or are still serving, in any of the Armed Forces branches and are currently a Butler student, come join us! We also welcome student dependents of those have served. For more information, contact Amy Cyphers at acyphers@ butlercc.edu or Erika Gestring at egestring@ butlercc.edu.

Campus Crusade for Christ (CRU)
CRU is an interdenominational, student, Christian organization seeking to provide a spiritual environment for students. CRU meets on the Butler of El Dorado and Butler of Andover campuses. For more information, contact Ashley Busenitz at ashleybusenitz@gmail.com.

Collegiate DECA
Collegiate DECA is Butler's "Business Club". DECA prepares students by integrating skills learned in the classroom into real world experiences. It provides members opportunities for personal and professional growth through leadership development, community involvement, professional networking, travel, and competitive events. For more information, contact Jared McGinley at jmcginley@butlercc.edu.

Collegiate National Association for Music Educators (C-NAfME)
Acquaint students with privileges and responsibilities of the music education profession. Also, the goal is to provide members with the opportunity to become acquainted with leaders in the music education profession as gained from participation in programs and demonstrations. For

more information, contact Brett Martinez at bmartinez11@butlercc.edu.

Ctrl-Alt-Elite
Ctrl-Alt-Elite is here to provide educational opportunities, including guest speakers, field trips, capture the flag competitions, and internship opportunities to those interested in the cybersecurity/ information technology career field. For more information, contact Kevin Lann-Teubner at klannteubner@butlercc.edu.

Hispanic American Leadership Organization (HALO)
Butler's Hispanic American Leadership Organization (HALO) provides students the opportunities to better serve fellow students through leadership development, student recognition, fostering traditions, serving as a support system, and representing the Hispanic Community and Butler student body. For more information, contact Monica Zavala at mzavala2@butlercc.edu.

International Student Association (ISA)
ISA is open to international students, resident aliens, as well as all students interested in promoting cross-cultural understanding. Members are often invited to visit with elementary classes and community groups. The ISA participates in the campus-wide Spring Fling, sharing their various cultures with students and community members through music and dance, traditional clothing, flags and exhibits. All monthly social activities are planned by members. For more information, contact international@ butlercc.edu.

Philosophy Club
The Butler Philosophy Club meets monthly to engage in discussions regarding various political, ethical, and philosophical principles within our culture and society. For more information, contact Dr. Terry Sader at tsader@butlercc.edu.

Phi Theta Kappa (PTK)
PTK is the International Honor Society for the two year college. PTKs are recognized for their academic achievement as well as their community service, fellowship, and leadership. The four hallmarks of PTK, our guiding principles for programming, include: Scholarship, Leadership, Service, and Fellowship. Our many traditions and customs make this society a "Fellowship of Scholars." For more information, contact Chrissy Gifford at cgifford1@butlercc.edu.

Pickleball Club
The Butler Community College Pickleball Club aims to bring together students who share a passion for Pickleball, providing a fun and competitive environment for players of all skill levels. Meetings are held on the El Dorado campus residence halls basketball court and offer an opportunity for members to engage in tournament-style play, while fostering a sense of fellowship and sportsmanship. For more information, contact Alison Trammel at atrammell2@butlercc.edu.

RICA Student Ambassadors
The Redler Institute of Culinary Arts (RICA) Student Ambassadors is open to all students in the Culinary Arts/Hospitality program. The objective of the organization is to enhance educational opportunities outside of the classroom but still focusing on having fun. The group will gather for

school, community, and social activities while gaining insight into the real world experiences that our industry offers. For more information, contact Les Padzensky at lpadzens@butlercc.edu or Chef Ethan Moulds at emoulds@butlercc.edu.

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

Spanish Club
The Butler Community College Spanish Club creates and supports a fun community of learners and enthusiasts of the Spanish language. Our club seeks to enrich the Butler experience by offering opportunities for language practice and cultural exchange. We aim to promote a sense of global citizenship, support academic growth, and encourage participation in events promoting Spanish language proficiency. The club welcomes all students regardless of their Spanish language proficiency. For more information, contact Dr. Kelsey Harper at kharper3@butlercc.edu.

Student Government Association
The Butler SGA serves as the voice of the student body throughout the college. The SGA is composed of an Executive Board and at-large senators made up of diverse students from various academic departments, campus locations, and student groups/ organizations of Butler. Members also help lead students to engage in purposeful curricular and co-curricular activities, promote goodwill and make positive contributions to the college and the community at large. For more information, email stugov@bulercc.edu.

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

Student Activities

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

Athletic Program
An athletic program of national prominence is supported by the Board of Trustees, the community, the student body and the College administration. Volleyball, basketball, track and cross country, soccer and softball are provided on an intercollegiate level for women. Football,

basketball, baseball, track and cross country are offered for men. The college holds membership in the Kansas Jayhawk Junior College Conference and the National Junior College Athletic Association. For more information, email athletics@butlercc.edu.

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

Butler Spirit Squad
This group is composed of a 16 member squad and one Grizzly Bear mascot. Individuals are selected during the spring semester. Applicants should contact the Athletic Department for information concerning interviews and auditions no later than March 1
for the following academic year. The Spirit Squad represents Butler in all sports and enthusiastically supports other clubs, organizations and activities in the community and on campus. College credit is available for participation. For more information, contact Teri Rinkenbaugh trinkenbaug1@ butlercc.edu.

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

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

Livestock Judging Team
Livestock Judging at Butler helps young people interested in the agricultural industry become more proficient at selecting livestock. A judging team is selected from those students interested in college competition on a local, state and national level. During the year, the team has a rigorous workout schedule to prepare for competition. These young men and women are

ambassadors for Butler's Agriculture program. The team travels to a number of contests within the United States. For more information, call (316) 323-6859.

Radio/Television/Film

Butler Community College's radio and television stations offer students the opportunity to experience a "hands-on" approach to the broadcast industry. Mass Communications students gain experience as technicians, directors, producers and broadcast announcers in the College's station. For more information, call (316) 322-3194.

Resident Assistants

Resident Assistants are student staff positions in the residence halls. This position is a job, and the salary is full room and board. Resident Assistant responsibilities include programming, assisting residents with transition to college life, enforcing hall policies, and being on-duty specific nights and weekends. For more information, email housing@butlercc.edu.

Theatre/Delta Psi Omega

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

Vocal Music

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

Student Publications

The Lantern

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

The Grizzly

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

The Quill & Scan

The Quill & Scan publishes academic work, including essays, poetry, and fictional work, as well as literary and visual arts and other projects undertaken as class assignments. The Quill & Scan is published once a year with deadline dates in October. Butler students, faculty, staff and alumni may submit work for the publication. For more information, call (316) 322-3281.

BUTLER GLOSSARY OF KEY TERMS

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

BOA—Butler of Andover

BOE—Butler of El Dorado

ATB—Ability to benefit

Butler Bookstores—Locations on both the Andover and El Dorado campuses. The Bookstore is your one-stop shop for everything you need to be a Butler Grizzly – books, supplies, clothing, and fits are sold. All faculty-approved textbooks and course materials are available at affordable prices as well as any supplies or computer software you may need. For more information on locations and hours, visit https://wwww.butlercc.edu/student-experience/student-services/bookstore.

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

Computer Access—To meet ever increasing student needs for computer and Internet access, the Information Services Division maintains up to date open computer labs and access at various college sites which contain state-of-the-art hardware and the latest word processing, databases and spreadsheet software. The El Dorado open lab is in the 1500 Building. Butler of Andover's open labs are located in the 5000 Building corridors and at the Student Union. The Dennis Martens Computer Lab in the L.W. Nixon Library, Building 600, offers Internet access and Microsoft Word during library hours. Other El Dorado labs are located in Buildings 100, 200, 300, 600, and 1000 and at Butler of Marion, Butler of Rose Hill, and at resource centers in Council

Grove are under the supervision of site directors and academic deans and may be available, with permission, to students when classes are not scheduled.

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

Drop/Add—Students who want to drop or add a course must complete the required action either online or in person before the drop/add deadline. A schedule of deadlines is available at the Registrar's office or by going to butlercc.edu/calendar.

Enrollment Deadlines—Butler is committed to helping all students succeed. Students are more successful when they attend the first class meeting and maintain their attendance throughout the semester. Students may enroll online by adding classes up to the day the class begins. Students may enroll through an advisor after the start date but must be enrolled before the second class meeting. No online registration will be available after the class start date. After the registration deadline, late enrollment will only be allowed under extraordinary circumstances if approved by the dean of the academic division for the class.

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

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

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

MyButlerCC – This is Butler's electronic communication tool for personalized access to services and information. It is also used for e-mail, enrollment and final grades.

MyDegree@Butler – This Butler's degree audit system that tracks progress toward graduation based on a student's major, course history, and current enrollment. It is meant to be used in conjunction with an academic advisor.

Online Writing Lab (OWL)—Butler students can receive free revision and editing advice on papers, including research papers, resumes and cover letters. This service is totally online, provided by Butler English faculty, and has a quick turnaround.

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

Probation, Academic—Students earning a cumulative grade point average (GPA) of less than 2.0 will be placed on academic probation. Probation is a warning that the student is failing to make sufficient academic progress. Students placed on academic probation are limited to twelve (12) credit hours per semester, unless approved by an academic advisor. The student will remain on academic probation until the cumulative GPA improves to a 2.0 or higher. At that point, the student will return to academic good standing. At the close of the probation semester, students whose cumulative GPA has not improved to at least a 2.0 will be placed on Academic Suspension.

Warning, Financial Aid— Occurs when a student in Good Standing no longer meets the overall GPA or Completion Rate (CR) for Good Standing at the evaluation point. Warning lasts for one semester. At the end of the Warning semester, students must have an overall GPA of 2.0 or higher and overall CR of 67% or higher.

School Calendar – The full academic year school calendar is available to view on the Butler website at butlercc.edu/academics/academic-calendar.

School Colors—Purple and Gold

School Mascot—Grizzly Bear

Suspension, Academic—At the close of the probation semester, students on academic probation earning a cumulative GPA of less than 2.0 will be placed on academic suspension and will remain on suspension until the cumulative GPA improves to a 2.0 or higher. Students on academic suspension must complete an appeal with an Academic Success Coach and will be allowed to enroll if the appeal is approved. Students on appeal will complete a Student Success Contract, and future appeals may be denied if students do not adhere to the requirements as agreed. If an appeal is approved, an academic advisor will assist the student with enrollment. Suspension students are limited to six (6) credit hours per semester until the cumulative GPA improves to a 2.0 or higher.

Suspension, Financial Aid— Suspension means that a student is not eligible to receive any Federal Financial Aid, including student loans, and must act to re-instate their financial aid eligibility. All suspended students will receive a suspension notification letter with an appeal form at the end of the term. An appeal form is also available through the Financial Aid Office or on MyButlerCC. Students on suspension for Maximum Time Frame will be required to submit a separate Pace Appeal Form. Suspension occurs when:

- A student on Warning or Probation does not meet the criteria for Good Standing at the evaluation point.
- A student on Academic Plan does not meet the criteria of the Academic Plan Contract.
- A student exceeds the Maximum Time Frame allowed for program completion.

Tutoring Labs—Tutoring labs are located on the Andover and El Dorado campuses. The labs are open to all Butler students who want to utilize a peer and/or faculty tutor. Schedules can be found on the Butler website under Tutoring.

IMPORTANT BUTLER INFORMATION

Accreditation

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

North Central Association of Colleges and Schools
30 North LaSalle Street Suite 2400
Chicago, IL 60602

Board of Regents
700 SW Harrison, Suite 1410
Topeka, KS 66603-3760

The Nursing Program is accredited by the Accreditation Commission for Education in Nursing.
3390 Peachtree Road NE, Suite 1400
Atlanta, Georgia 30326
(404) 975-5000
info@acenursing.org
www.acenursing.org

Notice of Nondiscrimination and Equal Opportunity Employment

Butler Community College is committed to nondiscrimination on the basis of race, color, religion, sex, national origin, age, disability, veteran status, genetic information, marital status, pregnancy, or other legally protected category. This includes, but is not limited to admissions, employment, financial assistance, placement, recruitment, and educational programs or activities, as required by applicable laws and regulations. Lack of English language skill is not a barrier to admission and participation in educational programs and activities. Any person having inquiries regarding disability support services or Butler Community College's compliance with the regulations implementing Title VI, Title VII, Title IX and the Americans with Disabilities Act of 1990 is directed to contact the coordinators who have been designated to coordinate the educational institution's efforts to comply with the regulations implementing these laws.

Equal Employment Opportunity (EEO) Compliance Officer
Melanie Houston Owens, Chief Human Resources Officer
El Dorado Campus – 900 Building, Office 913
mowens24@butlercc.edu • (316) 322-3152

Title IX Coordinator
Sherri Conard, Director of First Year Experience
Andover Campus – 5000 Building Student Life Center, Office 5002C
sconard@butlercc.edu • (316) 323-6373

Section 504 Coordinator
Kathy Brownlee, Director of Disability Service
El Dorado Campus – 600 Building Hubbard Center, Office 603E
kbrownlee2@butlercc.edu • (316) 322-3321

Title VI, Title IX and Section 504 ADA complaints may also be filed with the Regional Office for Civil Rights. Address correspondence to:

U.S. Department of Education, Region VII Office for Civil Rights
1 Petticoat Lane
1010 Walnut Street, 3rd floor, Suite 320 Kansas City, MO 64106
Telephone: (816) 268-0550
FAX: (816) 268-0559
TDD: (800) 877-8339
Email: OCR.KansasCity@ed.gov

Disclaimer Statement

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

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