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STUDENT HANDBOOK

STUDENT GOVERNMENT ASSOCIATION AND ALLOCATIONS

Located on the lower level of the Memorial Union, the Student Government Association (SGA) exists to serve, protect and promote the interests and rights of the students of Fort Hays State University. It is a representational form of government with Senate seats available by major. The SGA serves as a vehicle for students to examine, discuss and take action on campus issues.

SGA has a long history of being the central student organization on the FHSU campus. Its goal is to work as an advocacy group on behalf of students' concerns. SGA works with every student organization on campus and serves as the voice of FHSU students to the administration, faculty, staff and the Kansas Board of Regents. In addition, SGA oversees the distribution of student fee money to all student organizations and student services.

The SGA is structured as follows:

President

As the representative student spokesperson on campus, the president is responsible for student committee appointments and the appointment of student justices to the Student/Faculty Court. The president also carries out legislation enacted by the Student Senate.

Vice President

The vice president serves in the absence of the president, chairs Student Senate meetings and rules on expulsion of senators.

Senate

As representatives of FHSU students, senators act as a governing body to enact amendments of the constitution, confirm or reject presidential appointments, approve or reject appropriations requests and approve the final allocations bill. They also provide a constructive channel of communication between their constituents and the administration, faculty and staff. The senators are elected from nine academic areas that represent all university majors. The Student Government Association officers for the 2010-2011 academic year are:

President	Tyler Thompson
Vice President	Alex Hendee
Treasurer	Trisha Goetz
Legislative Affairs Director	Andrew Dempewolf
Admin. Asst.	Morgan Roberts

Student/Faculty Court

The highest student judicial body on campus, the Student/Faculty Court, is subject only to final appeal to the university president. Students may appeal campus judicial proceedings to the Student/Faculty Court. The court consists of seven justices, four of whom (including the chief justice) are students.

Student Fee Allocations to Student Organizations

Student activity fees are defined as all money generated annually by the per-hour tuition assessment for student activities. The purpose of this fee is to facilitate student activities and services at FHSU. The Student Government Association allocates student activity fees by two processes--allocations and appropriations. It is important to note that student activity fees may not be used for individual gain, parties, alcohol, dances, awards, individuals not enrolled at FHSU or other activities deemed unacceptable by the Appropriations or Allocations Committees of the SGA.

Allocations Process

The Allocations Committee will notify student organizations during the fall semester about the allocations process. By the first Monday in December, any organization seeking an allocation for the following year may submit a preliminary budget and a request to the Allocations Committee. The committee will then formulate questions, and these will be submitted to the organizations before the final day of classes of the fall semester. The final deadline for requests is the fourth Monday in January. This deadline is mandatory, and all figures submitted are binding.

In addition to its budget request, each applying organization is responsible for providing information concerning previous, present and anticipated income and expenditures. A standardized form has been developed to assist organizations in preparing requests. The form is available from the Student Government Association office on the lower level of the Memorial Union.

Appropriations Process

Appropriation funds may be requested for the purpose of assisting groups registered by the Student Organization Committee and other special events that serve the interests of the students of the university. Appropriation funds may be requested for a campus event, an organization trip or equipment that needs replaced and/or additional capital purchase. Appropriations and equipment request forms may be picked up at the Student Government Association office or copied from the SGA website and must be turned in no later than six weeks prior to the event. Requests from one organization may not exceed $1,000 per school year, and organizations receiving allocations are not eligible for appropriations for campus events and trips. For equipment funding, the purchase may be a single-year capital or repairs to existing equipment. Any equipment fund request above $1,500 shall be matched dollar-for-dollar by the organization seeking funds. No organization may be funded in excess of $10,000 for equipment from the appropriations process in any school year. Representatives from the organizations making requests must appear before the Appropriations Committee to explain the need for the appropriation and to answer questions. Requests are then forwarded to the Student Senate, and a decision is made in approximately three weeks.

Student Fee Structure

Undergraduate students and graduate students pay a per credit hour charge as follows:

- A resident student will be charged on-campus tuition and fees for on-campus courses and Virtual College tuition and fees for Virtual College courses.
- A non-resident student will be charged non-resident tuition and fees when taking both on-campus and Virtual College courses. A non-resident student taking Virtual College courses *only* will pay the Virtual College tuition and fees.
- Students who are residents of Colorado, Missouri, Nebraska or Oklahoma qualify for the contiguous state tuition and fees when taking both on-campus and Virtual College courses. A contiguous state student taking Virtual College classes *only* will pay the Virtual College tuition and fees.

All on-campus students will be assessed a $30 Pre-Enrollment/Orientation fee upon their first enrollment at Fort Hays State University. Virtual College students may contact the Virtual College office at (785)628-4291 (www.fhsu.edu/virtualcollege) or Student Fiscal Services at (785)628-4461 for course fees.

SGA/Student Organization Calendar of Events

One major feature on to the FHSU website is the Master Calendar, www.fhsu.edu/calendar/. This calendar replaces all other calendars on the website except the Athletics, Academic, Memorial Union and Beach/Schmidt calendars, which are linked from the master calendar page. However, those events also can be placed on the Master Calendar.

To get an item posted on the calendar, contact your departmental content manager.

The master calendar also is open for student organizations to use. If you want to use the calendar but need assistance in getting started, contact Suzanne at 628-5520 or e-mail sklaus@fhsu.edu.

We will make improvements to the calendar throughout the year, so please check with Suzanne for updates.

	Resident		Non-Resident		Contiguous States	
	Undergraduate	Graduate	Undergraduate	Graduate	Undergraduate	Graduate
Tuition	$101.15	$151.15	$381.05	$447.90	$151.73	$226.73
Educational Opportunity Fund	.39	.39	.39	.39	.39	.39
Student Health	4.08	4.08	4.08	4.08	4.08	4.08
Student Union	4.44	4.44	4.44	4.44	4.44	4.44
Student Union Bond Fee	6.00	6.00	6.00	6.00	6.00	6.00
Student Activity	5.18	5.18	5.18	5.18	5.18	5.18
Lewis Field Renovation Bond	1.00	1.00	1.00	1.00	1.00	1.00
Parking Fee	.83	.83	.83	.83	.83	.83
Student Athletic Fee	7.48	7.48	7.48	7.48	7.48	7.48
Wellness Center Fee	.85	.85	.85	.85	.85	.85
TOTAL (per cr. hr.)	$131.40	$181.40	$411.30	$478.15	$181.98	$256.98

NOTE: Tuition and fees are subject to change at any time by the Kansas Board of Regents.

CAMPUS SERVICES

This section is designed to help you locate the resources to assist you in succeeding at FHSU. All phone numbers are area code (785) unless otherwise noted.

ACADEMIC ADVISING

Academic Advising and Career Exploration Center, 311 Picken Hall, 628-5577, www.fhsu.edu/aace/

Academic advising is a connecting point for all Fort Hays State University students. We believe in the importance of academic advising, so each of our students has been assigned an advisor. An advisor is a faculty member or trained professional with whom you have the opportunity to meet and talk one-on-one about your academic program and your career/life goals--but you need to take the initiative. Your advisor assists you in:

• clarifying individual values, career goals and the challenges of life in the 21st century;

• developing suitable educational plans and programs of study;

• selecting appropriate courses and other educational opportunities;

• reviewing and evaluating progress toward established educational goals and completion of requirements within individual programs of study;

• developing awareness and understanding that decision-making in the advising process and life is based on a system of shared responsibility;

• encouraging you to utilize university support services and related resources as needed;

• clarifying and improving your knowledge of career options and potential for career change in the workplace of the 21st century; and

• addressing your individualized academic advising.

You should contact your advisor when you have academic-related questions or issues. Advisors may be reached during office hours by e-mail, phone or regular mail or you may check with the department office to see when your advisor is available. Faculty advisors also teach classes and work on academic research, so advisement hours may be limited.

Each semester before pre-enrolling for classes, you should do some thinking and planning. Review the online catalog to become familiar with your major, general education requirements and the policies and procedures of FHSU. Your advisor can guide you in decision making, but the choices are yours to make.

ACADEMIC SUCCESS PROGRAMS

Kelly Center, 111 Picken Hall, 628-4401
www.fhsu.edu/kellycenter/asp/

Academic Success Programs are designed to help all students acquire the skills necessary to develop good study habits and achieve educational and career success. Academic Success Programs offer FREE individual and group tutoring services for the majority of the classes in the General Education curriculum at FHSU. Academic counseling is available for personal time and semester management, textbook reading, lecture note taking, test taking, test anxiety and collaborative learning. Individual and group tutoring is available for the Pre-Professional Skills Tests (PPST) required for admission into the teacher education program. The coordinator of Academic Success Programs teaches a section of the Succeeding in College IDS 103 course, designed to help college students maximize their academic potential.

Services/Resources:

• One-on-one peer tutoring

• Individual sessions on time management, textbook reading, note taking, test taking and test anxiety

• PPST test preparation

• T.I.G.E.R.S. Series study skill workshops

• Semester-at-a-glance calendars

• Peer academic mentoring

ADMISSIONS

211 Picken Hall, 628-5666
www.fhsu.edu/admissions/

The Office of Admissions promotes FHSU and assists prospective students through the college search and application and enrollment processes. The office is responsible for maintaining/increasing new freshmen and transfer enrollments.

ALUMNI ASSOCIATION

Robbins Center, One Tiger Place
628-4430
www.fhsu.edu/alumni/

The Alumni Association is the major alumni support system of the university. Drawn together by pride, mutual concern and purpose, the association offers many services and programs for the university, community, FHSU students, alumni and friends. The FHSU Alumni Association, established in 1916, is dedicated to identifying and serving the needs of more than 48,000 graduates living throughout the United States and 73 foreign countries.

BUDGET AND PLANNING OFFICE

206 Sheridan Hall, 628-4513
www.fhsu.edu/adminfin/budget/

This office is responsible for budget preparation and analysis, statistical profiles and special studies on student, faculty and program characteristics as directed by the President and Vice President for Administration and Finance. The office also maintains the university's 20th-day archives.

CAMPUS OPERATOR

113 Tomanek Hall, 628-FHSU (3478), or "0" from any campus telephone.

See Tiger Info Call Center.

CAREER EXPLORATION SERVICES

Academic Advising and Career Exploration Center, 311 Picken Hall, 628-5577, www.fhsu.edu/aace/

The AACE Center allows all stu-

dents the opportunity to visit with career counselors to aid in discovering a major and career. Counselors will help students identify their interests, abilities, values and personality types to find majors that might best fit them. Identifying goals and available resources is a good starting place to think critically about the choices you will make regarding your major, minor, certificate program and career. The AACE Center utilizes various career guidance inventories, workshops, Web links and the Career Planning and Development Class, IDS 100, to aid students in career exploration.

CAREER SERVICES

214 Sheridan Hall, 628-4260
www.fhsu.edu/career/

Looking for employment opportunities? Need help refining your interviewing skills or job search strategies? Career Services offers all FHSU students and alumni assistance in conducting successful job searches for part-time and summer employment, an internship, and full-time employment opportunities. Additionally, Career Services assists those students seeking admission to graduate and professional schools.

Career Services offers job seekers assistance in preparing professional resumes and cover letters, developing successful interviewing techniques, and conducting successful job searches. Additionally, the office provides students and alumni online access to prospective local, regional and national employer contact information; on-campus interviewing opportunities; resume/referral program access; career fairs and lifetime services for FHSU alumni. The "Jobs for Tigers" program, accessible from our website, assists students and community residents in locating part-time jobs in the Hays area.

Information about Career Services' programs and services may also be accessed at our website. This site provides comprehensive resources for job searching including: Careers for Tigers (resume/referral program); online calendar of Career Services' events, workshops and on-campus interviews; and a comprehensive list of links for job searching and employment opportunities. In addition, this site provides guidance and information on writing resumes and cover letters.

CENTER FOR STUDENT INVOLVEMENT

Lower Level, Memorial Union, 628-4664
www.fhus.edu/csi

The Center for Student Involvement (CSI) represents an environment in the Memorial Union and on the FHSU campus where students and student organizations are afforded opportunities to participate in campus governance; plan and participate in co-curricular activities; develop leadership abilities; and accomplish specific learning outcomes. CSI houses the following offices: the Student Government Association, the University Activities Board, Student Organizations, Fraternity and Sorority Life, Diversity Affairs, and Special Events. CSI also provides offices for professional staff to interact closely with students to provide intentional support and assist them with organizational needs and concerns. CSI has a variety of services available for student organizations: computer work stations with printer, copy machine, mailboxes, limited storage, poster printing service, and use of the workroom and conference room (as available). Support for all students and student organizations are provided in an environment that enables students to develop their leadership potential and make a positive impact upon the community life of the campus.

CENTER FOR TEACHING EXCELLENCE AND LEARNING TECHNOLOGIES (CTELT)

060 Forsyth Library, 628-4194
www.fhsu.edu/ctelt/

The mission and role of CTELT is to improve the overal institutional effectiveness, quality and creativity of FHSU by fostering the growth and development of individual faculty and staff. CTELT recognizes that institutional change begins with the multiple roles and responsibilities faculty must fulfill in the constant remaking of the structure, culture and needs of the higher education community. Accordingly, CTELT's programs, resources, services and training have been shaped and continually adapt to not only advance the interests of individual faculty and communities of learning but also larger department, college and institutional needs.

COMMERCE BANK - UNIVERSITY BRANCH

Memorial Union, First Floor, Room 128, 625-1262
www.commercebank.com

The Commerce University Branch Bank provides banking services such as checking and savings accounts, CDs, loans, money orders, cashier's checks, etc., for the university community. Other services include direct deposit, instantly issued Visa check cards, online banking and PIN selection for the Tiger Card's ATM/debit function. See Tiger Card section for more information.

COMPUTING AND TELECOMMUNICATIONS CENTER (CTC)

101 Tomanek Hall, 628-4235
www.fhsu.edu/ctc/

The CTC is responsible for the central administrative systems at Fort Hays State University, including student, financial and human resources systems. In addition, the CTC maintains a repository of historical and current data in a data warehouse. Students, faculty, and staff interact with these systems through FHSU Online Services, located in the TigerTracks Web portal. The CTC also provides campus-wide e-mail systems for faculty, staff and students and maintains the backbone and infrastructure for campus networking services.

FHSU has a robust wireless network that supports mobile teaching and learning across campus. All new on-campus students should review FHSU's Mobile Teaching and Learning Policy Statement and Hardware/Software Specifications, located at www.fhsu.edu/computing/mobile-teaching-learning and www.fhsu.edu/library/tlc/specifications.

Wireless Internet access is available to faculty, staff and students in all academic buildings and in most non-academic buildings throughout campus. Ethernet (wired) Internet access is also available to students in residence hall rooms.

Various support groups exist within the CTC. The Systems, Programming and New Development groups create, maintain, configure and integrate many student and administrative systems. They also provide statistical consulting, optical mark recognition (mark sense) scanning, and test grading.

Telecommunication Services personnel support campus-wide voice mail, voice, and data communications on a copper, cellular, and optical network.

Mediated Classroom staff install and maintain equipment for mediated classrooms across campus.

Staff within the Infrastructure and Support Services group purchase, install, configure and maintain server and client software and repair desktop computers, laptops and peripherals for faculty and staff on campus. In addition, they set up and remove user accounts, administer security and provide user training and support for various systems. This group also includes the CTC HelpDesk, the Tiger Info Call Center and campus switchboard, and a Media Equipment Checkout service for faculty and staff for instructional purposes (located at the CTC HelpDesk).

CTC HELPDESK

113 Tomanek Hall, 628-5276
www.fhsu.edu/ctc/helpdesk/

The CTC HelpDesk is a service provided by the Computing and Telecommunications Center (CTC). It is the focal point for technical assistance, referral information and access to FHSU computing and telecommunication services.

The HelpDesk provides assistance with the TigerTracks Web portal, FHSU e-mail, on-campus Internet and wireless access, student Web pages, and many other technology-related tasks.

A variety of software products are available at volume discount prices through FHSU's online Software Center. Free scanning and use of a Windows or Macintosh customer workstation are some of the other services available in the HelpDesk office.

Faculty, staff and currently enrolled students may use HelpDesk services. The Tiger Info Call Center and faculty Media Equipment Checkout offices are also located inside the CTC HelpDesk.

We encourage you to become acquainted with the CTC HelpDesk staff. We look forward to assisting you with all of your computing activities. Let us help make your FHSU experience a successful one!

More information about these and other services provided by the CTC HelpDesk is available at www.fhsu.edu/ctc/helpdesk/.

DIVERSITY AFFAIRS

Center for Student Involvement
Lower Level, Memorial Union
628-4661

The Office of Diversity Affairs develops and implements programs, activities and procedures designed to enhance the academic success, retention and personal development of diverse student populations. It embodies a commitment to diversity/multiculturalism as expressed through ability, age, ethnicity, gender, race, religion, sexual orientation and socioeconomic differences.

DRUG AND ALCOHOL WELLNESS NETWORK

Kelly Center, 111 Picken Hall
628-4401
www.fhsu.edu/kellycenter/dawn/

As a state-licensed drug and alcohol treatment facility, DAWN provides assessment, counseling, education and referral services for members of the campus community with substance abuse problems. DAWN also engages in substance abuse prevention activities through its work with several student and community-based groups. DAWN helps students, faculty and staff make decisions to pursue healthy lifestyles and excellence in all undertakings. Resource material is maintained for people working on projects and classroom presentations.

FHSU FOUNDATION

Robbins Center, One Tiger Place
628-5620
www.foundation.fhsu.edu

The Foundation is committed to cultivating lasting relationships with alumni, friends, corporations and other organizations that have a passion for FHSU and want to continue its legacy of excellence. Our mission is to support and advance the university by actively seeking monetary gifts and bequests through annual giving appeals, capital campaigns and estate planning, and to receive and administer those contributions in a prudent manner in accordance with donors' wishes. The FHSU Foundation, established in 1946, is an independent 501(c)(3) non-profit organization with assets in excess of $47.5 million.

FINANCIAL ASSISTANCE

202 Picken Hall, 628-4408
www.fhsu.edu/finaid/

The Financial Assistance Office administers a wide range of financial aid programs available to FHSU students. These programs include grants, loans, scholarships, work-study, departmental employment and Veterans' Education Benefits.

FORSYTH LIBRARY

Administrative Office, 628-4431
www.fhsu.edu/forsyth_lib/

Forsyth Library is the information/research center for the university. It

provides access to information through books, periodicals, government documents, CD-ROMs, computer literature searches and public Internet connections.

Library faculty and staff offer a full range of reference, interlibrary loan, circulation/reserve, government documents and special collection services. The online catalog is accessible on and off campus. Photocopiers, microfilm reader/printers and typewriters are available for public use. Call the library about hours of operation, or visit www.fhsu.edu/forsyth_lib/.

GRADUATE SCHOOL

306 Picken Hall, 628-4236
www.fhsu.edu/gradschl/

The Graduate School is responsible for organizing and supervising FHSU's graduate instructional programs. It is also responsible for facilitating, encouraging and coordinating the research effort of the university. The Graduate School offers master of arts, master of business administration, master of fine arts, master of liberal studies, master of science in education, master of science in nursing and the master of science in various disciplines for a total of 19 master's degrees. The specialist in education is offered in two disciplines. The Graduate School provides application materials and information about degree, admission and graduation requirements.

HERNDON SPEECH-LANGUAGE-HEARING CLINIC

131 Albertson Hall, 628-5366
www.fhsu.edu/herndon-clinic

Students may schedule a free screening and/or a complete evaluation of speech-language-hearing at the Herndon Clinic. The clinic also provides treatment for articulation, voice, fluency, language, dyslexia and hearing disorders. In addition, services for accent modification, development of the professional voice and use of assistive technology for communication are available. For more information, visit our website or e-mail our office at infoslp@fhsu.edu.

INTERNATIONAL STUDENT SERVICES

208 Sheridan Hall, 628-4276
www.fhsu.edu/international/

This office provides services to international students in the form of personal counseling, general advising and advising related to U.S. immigration laws. The office also develops and facilitates programs on campus and in the community, which focus on cross-cultural orientation and exchange. Additional areas of responsibility include international admissions, record keeping and recruiting in order to develop and retain a substantial, globally representative international student population. This office is also responsible for providing advising for study-abroad opportunities with the International Student Exchange Program.

KELLY CENTER

111 Picken Hall, 628-4401
www.fhsu.edu/kellycenter/

The Kelly Center houses a broad range of services and programs designed to enhance student learning and personal growth. Kelly Center units include academic success programs, drug and alcohol treatment and prevention services/wellness promotion, personal counseling, services for students with disabilities, and testing services. Most services are free. Confidentiality is strictly maintained as provided by law.

MEDIA EQUIPMENT CHECKOUT

113 Tomanek Hall, 628-5521
www.fhsu.edu/ctc/equipcheckout/

The media equipment checkout service is available to faculty and staff for instructional and educational purposes. It is located at the CTC HelpDesk.

MEMORIAL UNION

Union Office – 208, 628-5305
www.fhsu.edu/union/

As the community center, the Memorial Union provides facilities, services and programs for the FHSU campus. The newly renovated Union has conference and meeting rooms, pool tables, Starbucks® coffee, Union Station food court, ballroom, program and activity spaces and several lounges. Newer facilities include Cody Commons, a dining and student activities space, and the Center for Student Involvement. The University Bookstore, Student Health Center, Student Government Association and University Activities Board are located in the Memorial Union. If you are interested in reserving space in the Union or need information concerning hours of operation, contact the Memorial Union Office.

Offices located in the Union include:

- Catering and Food Service (Chartwells), First Floor, 628-5396
- Center for Student Involvement, Lower Level, 628-4664
- Memorial Union Office, Room 208, 628-5305
- Student Government, Lower Level, 628-5311
- University Activities Board, Lower Level, 628-5355
- Student Health Center, Lower Level, 628-4293

Additional services and offices:

Call the number listed for information about hours of operation.

- Automatic Teller Machine - accessible during Union hours.
- Union Station, 628-5396 – Serving a broad menu for breakfast and lunch.
- Grab 'N Go – snack shop and coffee bar
- Mail Center, 628-4400
- Mondo Subs – deli, made-to-order sandwiches
- Student Service Center, 628-5306, offering ticket sales, notary, FAX services, payment center for Tiger Tots Nurtury Center, money orders, stamp sales and small packages postal services.
- University Bookstore, 628-5378
- Commerce Bank, 625-1262
- Tiger Card Center, 628-5308

PARKING PERMITS

112 Custer Hall, 628-5304

Appropriate parking permits are required for all motorized vehicles parked on campus during the university term.

ZONE 1: Parking permits are required from 7 a.m. to 4 p.m. during the university term, except in lots A1, A2 and D (in which student parking is open after 2:30 p.m.). Only those students living outside the Restricted Area (east of Fort Street and north of 12th street) will be eligible to purchase Zone 1 permits. Zone 1 permits are valid in Zone 2.

ZONE 2: Parking regulations will be in effect on a 24-hour basis, except in lots L and M (where student parking is enforced from 8 a.m. to 2:30 p.m.). Note that staff is enforced until 4 p.m. in lots L and M. Zone 2 permits will be required for all students (and other university personnel) living in the residential life area who have their vehicles on campus. Special permits are required for Wooster Place and Stadium Place residents. Zone 2, Stadium Place and Wooster Place permits are NOT valid in Zone 1.

ZONE 3: Zone 3 permits are required in lot K from 8 a.m. to 2:30 p.m.

FACULTY/STAFF: Faculty/Staff permits are required for all university personnel who park personal vehicles on campus. Faculty/Staff permits are valid in Staff, Zone 1, Zone 2 and Zone 3 parking stalls.

VISITOR: A visitor parking permit is required when someone is visiting the campus. These permits may be obtained free at the FHSU Police Office and front desks at the Residence Halls. A current Parking Rules and Regulations brochure (including map) may be obtained from the University Police Office located at 112 Custer Hall.

PERSONAL COUNSELING

Kelly Center, 111 Picken Hall
628-4401
www.fhsu.edu/kellycenter/personal

Short-term individual, couples and group counseling services are available for students, faculty and staff to address concerns such as depression, anxiety, managing stress, coping with transitions, relationship difficulties, eating disorders and sexual and physical abuse. Crisis intervention is available on a 24-hour basis for individuals living on campus. Psychological testing and referrals to local mental health providers are also available. Services are free of charge and strictly confidential.

PRINTING SERVICES

102 Brooks Building, 628-5310
www.fhsu.edu/printshop/

FHSU Printing Services offers a wide range of services to students, faculty, staff and all other members of the campus community including photocopying, color copying/color management, networking capabilities, various binding options, laminating, full-color printing, and wide-format printing.

RECREATIONAL FACILITIES

Cunningham Hall and Gross Memorial Coliseum, 628-4420
www.fhsu.edu/hhp/intramurals/
Intramural Office, 628-4373
www.fhsu.edu/hhp/intramurals/

A number of recreational facilities are available to students, faculty and staff, including an indoor pool, wellness center, four gymnasiums, five handball/racquetball courts, six-lane indoor track as well as more than 225 activities offered through the Campus Recreation and Intramural Office. Call for information about the hours of operation.

REGISTRAR

302/307 Picken Hall, 628-4222
www.fhsu.edu/registrar/

The Office of the Registrar provides a variety of services to FHSU students. These services include admission to the university, name changes, enrollment verification and official transcript issuance. The staff works with degree program analysis, transfer credit and the annual commencement ceremony.

RESIDENTIAL LIFE

126 McMindes Hall, 628-4245
www.fhsu.edu/reslife/

FHSU students are housed in three traditional residence halls (Custer, McMindes and Wiest) and two apartment complexes (Stadium Place and Wooster Place). Living on campus provides students with a wealth of experiences, many conveniences and opportunities to meet people from around the world. On-campus students have the opportunity to become involved and to make a difference. The Residential Life Viewbook, available from the Residential Life Office, lists a description of each community, or visit our website, www.fhsu.edu/reslife/.

SCHOLARSHIP SERVICES

222 Picken Hall, 628-4419
www.fhsu.edu/finaid/scholarships

The Scholarship Services Office provides students with university, community and state scholarship information through the online scholarship application and bulletin board. The staff processes applications and acceptance forms and provides personal assistance.

SEXUAL ASSAULT VICTIMS' ASSISTANCE

University Police, 112 Custer Hall, 628-5304, www.fhsu.edu/police/
Kelly Center, 111 Picken Hall
628-4401 www.fhsu.edu/kellycenter/
Student Health Center, 045 Memorial Union, 628-4293
www.fhsu.edu/studenthealth/

If you are the victim of a sexual assault, please contact one fo the above offices. They can help coordinate services you may need, including counseling, referrals for appropriate care and treatment through on-campus or off-campus providers, consultation regarding legal recourse, management of academic impact, and changes of residence. Confidentiality is strictly maintained as provided by law.

SEXUAL HARASSMENT VICTIMS' ASSISTANCE

Equal Employment Office
628-4033

FHSU policy prohibits any inappropriate sexual- or gender-based behavior that interferes with an individual's work or learning environment. The EEO Officer provides assistance for any person who believes he or she has been sexually harassed. Confidentiality is maintained to the extent possible. The university's policy on sexual harassment may be found in the Policies and Procedures section of this student handbook.

STUDENTS WITH DISABILITIES SERVICES

Kelly Center, 111 Picken Hall
628-4401
www.fhsu.edu/disability

This office ensures that persons with various disabilities have equal access to educational opportunities at FHSU. It also educates the campus community about issues impacting persons with disabilities. Services include pre-enrollment assistance, determination of reasonable accommodations and collaboration with faculty regarding student needs, linkage to support services, and advocacy. This office sponsors a student organization, Creating Access for Today's Students, and maintains resources for persons working on projects and classroom presentations.

STUDENT AFFAIRS

208 Sheridan Hall, 628-4276
www.fhsu.edu/studentaffairs

The Office of Student Affairs supports students by providing assistance, advice or advocavy in resolving problems, issues and challenges. The office also provides quality experiences for first-year students, judicial programs, exchange programs and international students.

STUDENT EMPLOYMENT

Student Employment Office
202 Picken Hall, 628-5227
www.fhsu.edu/finaid/student-employment
Jobs for Tigers, 214 Sheridan Hall
628-4260
www.fhsu.edu/career/jft

You may contact two offices to locate employment on or off campus. The Student Employment Office may inform currently enrolled or prospective students about eligibility for work-study and departmental job openings. Students may view available job openings in JobX by logging into TigerTracks. Jobs for Tigers is a free program that assists students in locating employment in the Hays community and surrounding area. Positions are listed in the Memorial Union, in 214 Sheridan Hall and at www.fhsu.edu/career/jft. Interested students must complete a job application card each semester. Jobs for Tigers is coordinated through Career Services.

STUDENT FISCAL SERVICES

317 Picken Hall, 628-5251
www.fhsu.edu/sfs

Student Fiscal Services (SFS) enrolls students and collects tuition and fees, residential life payments and other charges. SFS is responsible for applying financial aid and scholarship awards to accounts and remitting refunds to students. It issues and collects short-term loans and the Federal Perkins Student Loans and processes financial transactions such as deposits, cash boxes and Student Activity account credit card checkouts.

STUDENT GOVERNMENT ASSOCIATION

Memorial Union, Lower Level
628-5311, www.fhsu.edu/sga/

The SGA exists to serve, protect and promote the interests and rights of FHSU students. It is a representational form of government with Senate seats available by academic major and for first-year students.

The SGA is the central student organization on campus. Its goal is to work as an advocacy group on behalf of students' concerns. Student government works with every student organization on campus and serves as the voice of FHSU students to the Administration, Faculty, Staff and the Kansas Board of Regents. In addition, the SGA oversees the distribution of student fee money to all student organizations and student services.

STUDENT HEALTH CENTER

Memorial Union, Lower Level
628-4293
www.fhsu.edu/studenthealth

The Student Health Center is available for all students to promote health and treat illness., 8 a.m. to 4:30 p.m. Monday through Friday every day that classes are in session. Family nurse practitioners and registered nurses staff the office full time, and a physician is available from 10 a.m. to noon. Referrals may be made to other agencies, clinics and physicians in the community. Staff will also work with your private care provider if desired. A variety of over-the-counter medications are available from the center. Laboratory tests and prescription medications are available. In addition, a voluntary student health insurance plan is offered throughout the year. Members of the Student Health Center staff are also available to present educational programs to student organizations.

TESTING SERVICES

Kelly Center, 117 Picken Hall
628-4401
www.fhsu.edu/kellycenter/testing

Testing Services coordinates and provides information about college and graduate school admissions tests, select professional certification examinations and other national testing programs. These tests include ACT, CLEP, DSST, LSAT, MAT, KNAT, PCAT, PRAXIS, SAT and various other testing programs.

The FHSU Prometric Testing Center offers computer-based testing for academic, professional licensure and certification, and information tech-

nology certification examinations to students and members of the community. These tests include PRAXIS, GRE, TOEFL, MCAT, CPA, FINRA and MICROSOFT. Check the website at www.prometric.com for a complete list of exams available.

Information on test dates, test registration policies and procedures, and resources for contacting affiliated testing programs is available by contacting Testing Services.

TIGER CARD CENTER

Memorial Union, 208
628-5533
http://www.fhsu.edu/tigercard/

The Tiger Card serves as the official identification card for all FHSU students, staff and faculty and is required for the check-out of library materials and access to residential life meal plans, athletic events, cultural events and HHP recreational areas. It may also be a debit card with Commerce Bank. By choosing option 1 on Tiger Enroll, the student's excess financial aid or refund will be deposited to this account. Payroll checks may be direct deposited to this account. The card may also be used for flexi-cash in Union Station, Grab 'N Go and Mondo Subs. The cash-to-card services include laundry facilities in residence halls and Wooster Laundromat.

The Tiger Card includes a color photograph, a unique cardholder identification number, library bar code and the cardholder's name. Students may purchase the Tiger Card at the Card Center on the 2nd floor of the Memorial Union. The first card costs $5. A photo ID, such as a driver's license, passport or military ID, must be presented. Replacement cards cost $10.

Commerce Bank, University Branch, in the Memorial Union, provides banking services such as checking and savings accounts, CDs, loan applications, money orders, cashier's checks, etc. for the FHSU community. A PIN may be encoded to the Tiger Card at Commerce Bank, which enables the student to make ATM transactions and debit purchases provided there is money in the Commerce Bank Tiger Card account.

TIGER INFO CALL CENTER

113 Tomanek Hall, 1-800-628-FHSU
628-FHSU (3478), or "0" from any campus telephone

The Tiger Info Call Center provides general information to prospective, on-campus and Virtual College students, faculty, staff and other members of the FHSU and Hays community. Callers receive directory assistance and information on current events hosted on our campus. Tiger Info operators give front-line support in accessing course schedules and personal information with TigerTracks and TigerEnroll, applying for admission, ordering textbooks and offering assistance through various student processes. Visit our website to view our hours of operation, www.fhsu.edu/ctc/tigerinfo/.

TIGER TOTS NURTURY CENTER

109 Rarick Hall, 628-4101
www.fhsu.edu/tigertots/

The center provides a combination day care/preschool program for children ages 2 1/2 to 6. Hours of operation for the fall and spring semesters are 7:30 a.m. to 5 p.m. Monday through Friday. Summer hours are from 6:50 a.m. to 5:40 p.m. Monday through Thursday. Contact Abbie Wedel, Director, at akwedel@fhsu.edu.

UNDECIDED STUDENT ADVISEMENT

Academic Advising and Career Exploration Center, 311 Picken Hall
628-5577, www.fhsu.edu/aace/

The AACE Center provides advising for undecided students. It registers students for their classes and helps the student obtain academic success. Many resources are available for the undecided student to decide on a major.

UNIVERSITY POLICE

112 Custer Hall, 628-5304
www.fhsu.edu/police/

The university is committed to public safety and employs nine full-time certified officers who are responsible for a full range of public safety services 24 hours per day, 365 days per year. Services include crime prevention, patrol, criminal investigations, collection of data for the required statistical crime reports, motor vehicle accident investigations, civil commitments for person(s) in need of care, traffic and parking enforcement, emergency management, and physical security of FHSU's physical assets.

Campus Dispatch may be reached from 8 a.m. to 4:30 p.m. Monday–Friday during fall and spring semesters, and 7:00 a.m. to 5:30 p.m. Monday–Thursday during the summer semester. To call the police other hours or weekends and holidays, you may use any of the seven kiosk phones that are located throughout campus or contact the Hays Police Department at (785)625-1011. Dial 911 in the event of an emergency.

UNIVERSITY RELATIONS

204 Sheridan Hall, 628-4206
www.fhsu.edu/ur

The Office of University Relations gathers news about FHSU people, events and activities and distributes it to the media; produces numerous publications for FHSU offices and academic departments; provides consultation for writing and designing publications; manages the university website; manages licensing for FHSU's protected identity marks; and assists with planning special events.

All university-related promotional items and publications may be produced through UR. Call Mary Ridgway at 4521 for help. News items may be submitted by calling Kurt Beyers at 4480. UR also produces this Campus Directory/Student Handbook. Call Marcia Tacha at 4206 with additions or corrections or for more copies. For general website questions, contact Suzanne Klaus at 5520.

SPECIAL INTEREST GROUPS

Fort Hays State University offers students the opportunity to make a difference, gain valuable experience, meet interesting people and participate in activities that have a lasting effect on campus. There are many opportunities for you to get involved at FHSU -- university committee assignments, student/faculty panels, special interest groups, athletics, Intramurals and Recreation, or student organizations. Check out the following list of opportunities for involvement and see how you can make a difference.

NOTES:

BEYOND THE CLASSROOM

Anderson VIP Student Ambassadors

Sponsor: Lisa Karlin, 628-4232, President's Office

The VIP Ambassadors serve as representatives of the university at official campus events. These student leaders are selected in the spring for a one-year term and may serve as a VIP for a maximum of two years. They must have strong communication skills and demonstrate leadership qualities. VIP Ambassadors work with the president and other officials to assist in hosting events for FHSU guests. All undergraduate students who have completed at least one semester at FHSU or another post-secondary institution are eligible to apply for this service-oriented organization.

Creating Access for Today's Students (CATS)

Sponsor: Kelly Center, 628-4401

Creating Access for Today's Students promotes education of the general public in breaking down attitudinal and architectural barriers. In addition, the organization offers information, services and referrals to current and prospective students and social activities, campus accessibility checks and orientation for new students

Orientation Assistants

Sponsor: Shana Meyer, 628-5824, Student Affairs Office

Orientation Assistants work with new freshmen and transfer students in registering for fall classes during spring/summer Tiger pre-enrollment and in their transition to FHSU during New Student Orientation in the fall. These student leaders are selected in early spring. They must have a department/faculty recommendation, 2.5 GPA, have attended at least two consecutive semesters on the FHSU campus (including the current spring semester), and attend all training sessions. They must demonstrate good academic ability, communication skills and interest in working with new students.

Residence Hall Staff

Department of Residential Life
628-4245, 126 McMindes Hall
www.fhsu.edu/reslife/

Each year, 40 outstanding upperclassmen and women are chosen to serve as staff members in the University Residence Halls. These staff members develop skills in leadership and management as they provide support to our living/learning communities.

STUDENT ORGANIZATIONS

www.fhsu.edu/stuorg

Student organizations at FHSU are part of the total educational experience. With more than 100 recognized student organizations, there are many opportunities for you to become involved in college life and to encourage you to find the organizations that are right for you! Contact the advisor for information or check out the Student Organization website listed above. The following were recognized in the 2009-2010 academic year.

CAMPUS-WIDE ORGANIZATIONS

Action for Animals

Sponsor: Amanda K. Stinemetz, 628-5491, ESL

The purpose of AFA is to educate individuals about various animal rights issues, promote diets and habits that do not involve the exploitation and abuse of animals, and raise funds for local and national animal rights organizations.

Advanced Technology Student Organization (ATSO)

Sponsor: Kevin Shaffer, 628-4484

This organization unites students for the sharing of knowledge and the promotion of technological innovation and growth of the university.

Agribusiness Club

Sponsors: Dr. Mick Glaze, 628-5853

The Agribusiness Club seeks to develop the leadership and technical skills of those interested in agribusiness with emphasis on management and marketing. This organization is affiliated with two national professional organizations — the National Agri-Marketing Association and the American Agricultural Economics Association. Each provides opportunities for students to interact with professional people and provides members of the club with mentoring opportunities and employment contacts.

Aikido Club

Sponsor: Maxim Maximov, 628-5382, Modern Languages

Aikido is a martial arts based on the principles of direction and energy.

The focus is not on kicking or punching, but on redirecting and turning the momentum and energy provided by attackers against them. These principles make Aikido effective for both men and women. Aikido is also a philosophy of living that promotes peaceful resolution of conflicts. The FHSU Aikido Club is affiliated with the Aikido Association of America and the World Aikido Headquarters in Japan.

AMSA Pre-Med

Sponsors: Dr. James Hohman, 628-4504, Chemistry

The AMSA Pre-Med Club brings together all pre-medical, pre-dental and pre-optometric students. Members of this organization help one another prepare for various entry-level tests, stay focused on collegiate undergraduate objectives and stay on track for future success.

Astronomy Club

Sponsor: Dr. Paul Adams, 628-4538, Teacher Education, and Jack Maseberg, 628-4500, Physics

This organization encourages and assists faculty and student astronomers in developing observation skills, competence, enthusiasm and ability in astronomy; stimulates interest in advanced study and research in astronomy; develops friendships among astronomy faculty and students; promotes public awareness; and recognizes excellence and potential achievement among outstanding students of astronomy.

Black Student Union

Sponsors: George Jackson III, 628-4661, Office of Diversity Affairs, and Dr. Kayvan Aflatooni, 628-5357, Physics

This organization brings about unity among African-American students on the FHSU campus, promotes ethnic and social awareness of issues that impact them, brings about a better relationship between students and the administration and promotes a higher enrollment of African-American and minority students.

Block and Bridle Club

Sponsors: Dr. Brittany Howell, 628-4015, and Buddy Curry, 628-5880, Agriculture

Block and Bridle promotes all phases of agriculture to students with emphasis on activities involving farm livestock and the promotion of animal science.

Campus Recreation and Intramurals

Sponsor: Ron Haag, 628-4369, Health and Human Performance

The intramural-recreation sports department strives to provide a broad and competitive variety of physical and social activities designed to meet the diverse needs and interests of students, faculty and staff. It offers different activities ranging from basketball and softball to fantasy football and the annual Easter egg hunt. This organization also provides many opportunities for on and off campus jobs, from officiating to life guarding and others.

Campus Scouts

Sponsor: Loretta Dorn, 628-5321, Chemistry

This organization is open to all students who would like to be active mentors and volunteers for both the Boy Scouts of America and the Girl Scouts of the Kansas Heartland.

Chinese Academy

Sponsor: Dr. Keyu Jiang, 628-4684, Informatics

Want to learn about the Chinese language and culture? Then join Chinese Academy. It is devoted to helping the campus and community learn and understand the Chinese culture.

Chinese Student Association

Sponsor: Dr. Jian Sun, 628-4509, Political Science

This organization promotes fellowship, scholarship and the welfare of its members and promotes Chinese culture to all students.

Collegiate Association of Table Top Gamers (CATT-G)

Sponsor: Dr. Douglas Drabkin, 628-5838, Philosophy

CATT-G will provide a positive, relatively organized atmosphere for enthusiasts of pencil and paper role-playing games, war games, various collectible card games, strategic board games and other science fiction/fantasy games. Games are used as tools to promote critical and creative thinking; problem solving; social interaction; math, reading and logical skills; friendly competition; and as a social outlet.

Collegiate Farm Bureau

Sponsors: Brad Haynes, 628-5288, Athletics

The purpose of this group is to develop leaders and provide fellowship for students.

Creative Arts Society

Sponsor: Tobias Flores, 628-4247, Art & Design

This organization promotes interest and interaction for students who are interested in any of the creative arts. The club is involved with moneymaking projects, benefits, campus activities and various trips to explore a particular field of interest.

Fringe Theatre Club

Sponsor: Jenni Rajewski, 628-4449

The Fringe Theatre Company promotes the educational aspects of the theatre arts for campus and community, encourages participation in theatre, provides services on request to the theatre department, and fosters fellowship among persons interested in the theatre arts.

Gay/Straight Alliance

Sponsor: George Jackson III, 628-4661, Office of Diversity Affairs

A student-based organization focused on promoting equality of all people, regardless of sexual orientation. It is the purpose of the organization to educate both others and ourselves about issues surrounding sexual orientation.

Hispanic American Leadership Organization (HALO)

Sponsor: George Jackson III, 628-4661, Office of Diversity Affairs

HALO represents the Hispanic community by participating in university and civic events; acts as a support system for Hispanics who attend or who will attend FHSU; fosters and perpetuates their traditions, customs and culture; and assists FHSU in its efforts to promote its educational opportunities, in particular to prospective and current Hispanic students.

International Student Union (ISU)

Sponsor: Carol Solko-Olliff, 628-4276, International Student Services

ISU is a social and educational organization that promotes social events on campus and offers field trips for all students. Students involved with ISU also present programs in the community pertaining to their native countries and cultures.

Kotatsu

Sponsor: Lexey Bartlett, 628-5914, English

Join this organization to learn about the exciting and interesting Japanese culture and language. This group will provide students with study sessions, cultural activities and even some traveling opportunities.

Marketing/Management Club

Sponsor: Mike Martin, 628-5368, Management & Marketing

Provides educational opportunities through outside speakers, field trips to firms and networking opportunities for students and promotes the FHSU marketing and management programs.

Model United Nations

Sponsor: Curt Brungardt, 628-5592, CCL

Model U.N. provides an exciting way to examine world affairs through direct student involvement. Students run the annual fall conference and each spring participate in the Midwest MUN Conference in St. Louis.

Pre-Law Society

Sponsors: Dr. Bryan Bennett, 628-4466, Political Science

The Pre-law Society is an organization designed to prepare, inform and motivate the prospective law student. Membership is open to any FHSU student.

Rodeo Club

Sponsor: Dr. Garry Brower, 628-4366, Agriculture

This campus-wide organization provides opportunities for students interested in promoting rodeo and participating in intercollegiate competition.

Sabre Club

Sponsor: Zoran Stevanov, 628-5920, Art

The purpose of this organization shall be instruction in the proper and safe use of the sabre in a manner consistent with the standards of contemporary competitive fencing doctrine and the tenets of good sportsmanship.

Shooting Sports Club

Sponsor: Dr. Duane Shepherd, 628-4374, HHP

This club's purpose is to provide a venue for participation in shooting sports to any/all students/faculty/staff at FHSU. Members are afforded opportunities for skill acquisition that can be employed in recreation/leisure and/or competitive activity.

Society of Physics Students

Sponsor: Dr. Kayvan Aflatooni, 628-5357, Physics

SPS promotes physics, engineering and the physics department. SPS strives to provide opportunities for students to learn more about physics and engineering and encourage K-12 students to become interested in physics and engineering.

Spanish Club

Sponsor: Chita Espino-Bravo, 628-4263, and Rosa-Maria Casteneda, 628-5695

The purpose of this organization is to promote the Modern Language Department as we as to promote the Spanish languages and cultures.

Student Environmental Organization

Sponsor: Dr. Greg Farley, 628-5965, Biological Sciences

The Student Environmental Organization strives to stimulate interest in environmental issues on the FHSU campus and to promote fellowship among students with environmental interests. In addition it promotes sound environmental policy at FHSU and encourages greater environmental awareness and stimulates action towards the goal of environmental sustainability on the campus and in the local community

Student Feminist Organization

Sponsor: Christie Brungardt, 628-4473, Leadership Studies

The SFO's purpose is to educate those willing about the truths and stereotypes associated with the title of feminism. The organization also strives to create and promote an environment: where individuals are not determined by sex or gender but, instead, are recognized and respected by identity separate from sex and gender, and where there is equality for everyone

Student Government Association (SGA)

Sponsors: Dr. Tisa Mason, 628-4277, and Shana Meyer, 628-5824, Student Affairs

The SGA exists to serve, protect and promote the interests and rights of students. It is a representational form of government with student senate seats available by major. SGA serves as a vehicle for students to examine, discuss and take action on campus issues. It has a long history of being the central student organization at FHSU. Its goal is to work as an advocacy on behalf of students' concerns and works with every student organization on campus and serves

as the voice of students to the Kansas Board of Regents. In addition, SGA oversees the distribution of student fee money to all student organizations and student services.

Tiger CLAWS

Sponsor: Bob Duffy, 628-4401, Kelly Center

Tiger CLAWS (Campus Leaders Advocating Wellness for Students) shall actively promote safe and healthy lifestyle decisions concerning high-risk behaviors within the student body.

TigerComm

Sponsors: Amanda Fairbanks, 628-4358, Marcella Marez, 628-4337, Communication Studies

The organization strives to provide students with practical experience in the public relation, advertising and marketing industry, as well as provide networking opportunities for members with industry professionals.

TigerWild

Sponsor: Brad Haynes, 628-5288, Athletics

TigerWild promotes school pride at athletic contests, campus events and community activities. It aims to instill and uphold FHSU tradition. TigerWild collaborates with university and community groups in an effort to increase enthusiasm and involvement on campus and in the community. TigerWild represents FHSU positively while remaining consistent with university regulations and policies.

Tigers4Life

Sponsor: Charlene Nichols, 628-4527, Alumni Association

Tigers4Life promotes effective communication and networking between students and alumni. You can obtain a leadership role and help coordinate projects and events which involve collaboration and engagement with Alumni to instill pride and tradition on campus for students, faculty, staff and alumni.

Turkish Association

Sponsor: Mehran Shahidi, 628-5485, ESL Center

The purpose of the organization is to raise public awareness on contemporary issues and build a common understanding of Turkish culture.

University Activities Board (UAB)

Sponsor: Edie McCracken, 628-5801, CSI

UAB is a programming organization that initiates many of the activities that make FHSU the focus of community life for students, faculty, staff, administrators and invited guests. It offers events, educational programs and popular and diverse entertainment for students to complement classroom education and to educate, entertain and enlighten with programs responsive to students' wants and needs.

University Leader

Sponsor: Gretchen Fields, (785) 656-0981, Student Publications

The staff of The University Leader produces a weekly newspaper for the FHSU community. Membership is open to all students.

Up 'til Dawn

Please call 628-4664, CSI

This organization strives to help raise awareness and fundraise money for St. Jude Children's Research Hospital.

We-Speak

Please call 628-4664, CSI

Are you interested in expressing your emotions through poetry, singing or writing? If so, this group is for you. We-Speak gives students on-stage experiences as well as encourages all artists involved.

Young Democrats

Sponsor: Shala Mills, 628-5393, Political Science

This organization strives to educate students and the community about the philosophy of the Democratic Party, assist in the election of local, state and national Democratic candidates, and affect political change on the local, state and national level.

DEPARTMENTAL ORGANIZATIONS

Accounting Club

Sponsor: Dr. Charles Gnizak, 628-4328, Accounting and Information Systems

This organization furthers the professional development of students as they prepare to enter the field of accounting.

Agronomy Club

Sponsor: Dr. Robert Stephenson, 628-4010, Agriculture

The FHSU Agronomy Club promotes interest in the field of agronomy, leadership and self-worth among students, provides fellowship among students and faculty, and provides a forum for the presentation of innovative ideas to benefit the university community. The club sponsors the FHSU Crops Judging Team and attends regional and national agronomy meetings and trade shows.

Alpha Kappa Psi

Sponsors: Joan Rumpel, 628-4179, and Cole Engel, 628-5325, Economics, Finance & Accounting

Alpha Kappa Psi promotes interest in the fields of commerce, accounting and finance. Its objective is to further the individual welfare of its members; to foster scientific research in the fields of commerce, accounts and finance; to educate the public to appreciate and demand higher ideals therein; and to promote and advance college-rank courses leading to degrees in business administration.

American Society of Interior Design (ASID)

Sponsor: Charmion Arthur, 628-4310, Art & Design

Student Chapter Membership in ASID offers students the opportunity to prepare for rewarding careers in interior design. Students participate in

a wide variety of learning experiences which compliment academic training. Through interaction with the Society's contacts, members gain insight into the professional aspects of interior design. Through industry and professional interaction, students are introduced to new developments in the field and develop professional skills to be used throughout their interior design careers

Association of Radiologic Technology Students (ARTS)

Sponsors: Jennifer Wagner, 628-5972, and Denise Orth, 628-5675, Allied Health

This organization helps to develop and strengthen student contact with professionals within the health care field with emphasis in radiologic technology. Members promote and encourage participation in professional and educational opportunities and sponsor events to enhance social development among students majoring in pre-radiologic technology, radiologic technology and medical diagnostic imaging.

Athletic Training Club

Sponsor: Brady Ternes, 628-5823, Athletics

The organization strives to supply motivation and further the interest of current and prospective Athletic Training students and to conduct fund-raising events to financially assist the efforts of the club. In addition it informs the student body about the major and its components and responsibilities.

Biology Club

Sponsor: Jordana J. LaFantasie, 628-4269, Biological Sciences

This organization enriches understanding and knowledge of all aspects of biological sciences through club-sponsored seminars, field trips and other activities.

Chemistry/Pre-Professional Club

Sponsor: Loretta Dorn, 628-4032, Chemistry

This organization promotes professional development, scholarly excellence, practical education, and community service in the life sciences among FHSU students and the surrounding community.

Defensive Tactics Club

Sponsor: Kenton Russell, 628-5953, Justice Studies

The Defensive Tactics Club provides instruction of certified use of force and police combatives training programs to students entering the field of criminal justice (either directly or peripherally.)

Delta Tau Omega (Criminal Justice Club)

Sponsor: Martha Bray, 628-4468, Justice Studies

The purpose of this organization is to foster team-building and skill development for students majoring in the Justice Studies Program. This club provides an extracurricular asset as a student-governed, academic enhancement program.

English Club

Sponsors: Dr. Lexey Bartlett, Dr. Carl Singleton, and Dr. Steven Trout, 628-4285, English

English Club provides opportunities for all students who love literature, creative or academic writing, or any other aspect of English. Members may participate in activities such as writing workshops, publication of "Lines: A Journal of the Arts" (nationally acclaimed publication of fiction, poetry and art by FHSU students), service activities, a reading group and field trips.

Finance Club

Sponsors: Emily Breit, 628-5318, Finance, and Dr. Tom Johansen, 628-5867, Economics and Finance

The organization strives to assist in the professional, educational and social development of college students interested in finance, banking and investments; provide an association for college students actively interested in these fields; and encourage interaction between business executives, faculty and students of business and finance.

Fort Hays Association of Nursing Students (FHANS)

Sponsor: Kathleen Ward, 628-4660, Nursing

The purpose of FHANS is to assume responsibility for contributing to nursing education in order to provide for the highest quality health care; provide programs representative of fundamental and current professional interest and concerns, and aid in the development of the whole person and his/her responsibility for the health care of people in all walks of life.

Kansas National Education Association-Student Program (KNEA-SP)

Sponsor: Dr. Beth Walizer, 628-5579, Teacher Education

Provides information and assistance to teaching majors.

KFHS Broadcast Council

Sponsor: Stephen Schleicher, 628-5863, INT, www.kfhs.net

Provides a platform for meaningful dialogue and discussion related to the policies attached to running a professional radio and TV news operation. These policies focus on implementing the most effective learning environment for students interested in entering the electronic journalism field, concentrating on procedural decisions, hiring practices of newsroom employees, ethics, news policy and editorial judgment are the council's central theme.

MACS Club

Sponsors: Keith Dreiling, 628-5280 and Bill Weber, 628-5375, Math

This club strives to create an environment where the students can informally be challenged to think mathematically as well as develop lasting relationships with their peers and the faculty.

National Science Teacher Association (NSTA)

Sponsor: Dr. Paul Adams, 628-4538, Teacher Education

The purpose of NSTA is to promote the organization's mission, acquaint

pre-service teachers of science with the support resources available from NSTA, provide additional professional development in science education to pre-service teachers and acquaint pre-service teachers of science with others like themselves at FHSU and across the United States and Canada.

National Student Speech-Language-Hearing Association (NSSLHA)

Sponsor: Dr. Fred Britten, 628-5366, Communication Disorders

FHSU's NSSLHA chapter is to encourage professional interest among university students in the study of human communication sciences and disorders, provide continuity to the dissemination of professional information, and provide a vehicle for student representation in matters of professional concern.

Psychology Club

Sponsor: Kathryn Wallert, 628-5862, and Leo Herrman, 628-4195

This organization promotes the study of psychology and provides educational enrichment and social service to the community and club members.

Sigma Alpha Iota

Sponsor: Dr. John Huber, 628- 5328,

The purpose is to form chapters of women college students and alumnae who have a sincere interest in music, uphold the highest standards of music, further the development of music in America and throughout the world, give inspiration and encouragement to members, organize the cultural life of Sigma Alpha Iota members as a contributing factor to their educational growth. To support the ideals and goals of the member's Alma Mater and adhere to the highest standards of citizenship in school, community and fraternity life.

Social Work Club

Sponsor: Tim Davis, 628-5395,

This club allows students of all classifications a chance to get acquainted. The upperclass students assist the underclass students in their academic careers. The club is also involved in campus and community activities and hosts speakers to find more information about new ideas in the changing career of social work.

Society of Student Sonographers

Sponsors: Brenda Hoopingarner, 628-5674; and Christa Weigel, 628-5549, Allied Health

This group promotes a professional attitude, moral conduct, etc. which incur with the standards that will be expected of members upon becoming Registered Diagnostic Medical Sonographers.

Sociology Club

Sponsor: Brett Zollinger, 628-5881, Sociology

Sternberg Geosciences Club

Sponsor: Dr. Ron Schott, 628-5348, Geosciences

This club stimulates interest in scientific study and research in geology, geography and related fields while promoting Kansas Science and FHSU.

Technology Education Collegiate Association (TECA)

Sponsor: Kim Stewart, 628-4305, Technology Studies

TECA is dedicated to enhancing professionalism and promoting leadership among college and university students in Technology Studies. It is open to all students taking technology classes.

HONORARY ORGANIZATIONS

Alpha Lambda Delta

Sponsor: Shana Meyer, 628-5824, Student Affairs

Alpha Lambda Delta's purpose is to honor and recognize exceptional students for their freshman academic achievement.

Delta Tau Alpha

Sponsor: Dr. Jean A. Gleichsner, 628-4023, Agriculture

National agriculture honor society for students who rank in the upper 35 percent of their class and have completed 45 credit hours of which 9 hours have been agriculture courses.

Epsilon Pi Tau

Sponsors: Dr. Robert Howell, 628-4306, and Dr. Fred Ruda, 628-4306, Technology Studies

Honorary professional fraternity for students with an above average GPA in 16 hours of industrial education/ technology.

Fort Hays Honor Society

Sponsor: Matt Means, 628-4280, Music

The organization provides support, opportunity and recognition for accomplished students. It strives to create innovative programs, resources and activities that inspire students of all disciplines to explore their academic potential.

Kappa Delta Pi

Sponsor: Dr. Debbie Mercer, 628-5866, Teacher Education

Kappa Delta Pi is dedicated to scholarship and excellence in education. It recognizes scholarship and excellence in education, promotes the development and dissemination of worthy educational ideas and practices, enhances the continuous growth and leadership of its diverse membership, fosters inquiry and reflection on significant educational issues, and maintains a high degree of professional fellowship.

Kappa Mu Epsilon

Sponsor: Lanee Young, 628-5669, Mathematics

An honorary mathematics society for students with a 3.0 grade point average in math, a 2.75 overall GPA, and who are enrolled in or have completed the third semester of calculus.

Mortar Board

Sponsors: Sharla Hutchison, 628-5845, and Bryan Bennett, 628-4285

Mortar Board is a national honor society that recognizes college seniors for their achievements in scholarship, leadership and service, creates op-

portunities for continued leadership development, promotes service to the university and encourages lifelong contributions to the global community.

National Broadcasting Society

Sponsor: Mel Hanks, 628-4512

National Society of Collegiate Scholars (NSCS)

Sponsors: Dixie Balman, 628-4078, Financial Aid, and Carol Solko-Olliff, 628-4276, Student Affairs

The NSCS is an honor society recognizing the outstanding academic achievement among the first and second year college students with at least a 3.4 grade point average. NSCS encourages its members to develop leadership skills through community service.

Omicron Delta Kappa

Sponsor: Dr. Tisa Mason, 628-4277, Student Affairs

Omicron Delta Kappa Society is a national leadership honor society for college students, faculty, staff, administrators and alumni that recognizes and encourages superior scholarship, leadership and exemplary character. It was chartered at FHSU in the spring of 2003. It recognizes the development of the whole person as a member of society and the campus community. Achievement in five different areas is recognized by Omicron Delta Kappa: scholarship; athletics; campus/community service/religious activities and campus government; journalism, speech and the mass media; and creative and performing arts.

Phi Alpha Theta

Please call the History Department

Phi Alpha Theta recognizes and promotes a high level of scholarship in the study of history, a spirit of fellowship among individuals displaying an interest in history, an interest in history among FHSU student through organized events, and encourages interest in the advanced study of history among students.

Phi Epsilon Kappa

Sponsor: Dr. Duane Shepherd, 628-4374, Health and Human Performance

This National Honor Society encourages participation in the local, state and national health and physical education organizations and provides opportunities for leadership through involvement in campus, community and professional activities.

Pi Sigma Alpha (National Political Science)

Sponsor: Mike Tweed, 628-4467, Political Science

As the political science honorary society, Pi Sigma Alpha works toward the promotion of worthwhile extracurricular activities related to public affairs.

Sigma Tau Delta

Sponsors: Dr. Lexey Bartlett and Dr. Carl Singleton, 628-4285

FHSU's chapter of the International English Honor Society confers distinction for high achievement in the English language and literature in undergraduate and professional studies, promotes interest in literature and the English language, and fosters the discipline of English in all its aspects, including creative and critical writing. FHSU has had an active chapter since 1989.

SPURS

Sponsors: Carol Solko-Olliff, 628-4276, Student Affairs, and Maggie Denning, 628-4410, Kelly Center

SPURS is an Honor Society and community service organization for sophomores having a 3.0 grade point average in their freshman year.

RELIGIOUS/SPIRITUAL ORGANIZATIONS

Campus Crusade for Christ

Sponsor: Kenneth Rigler, 628-5812, Tech Studies

Campus Crusade for Christ provides regular opportunities to study and discuss the Bible, worship and pray, all in a group setting, providing opportunities for fellowship, encouragement and spiritual growth.

Catholic Disciples

Sponsor: Fr. Fred Gatschet, 625-7396, Catholic Campus Center

The mission of the Comeau Catholic Campus Center is to serve the spiritual needs of the students, faculty, staff and friends of FHSU by fostering student leadership and by providing opportunities for prayer, learning, service and social interaction for our entire community of faith.

Christian Challenge

Sponsor: Jeff Sadler, 628-4416, Math & Computer Science

Provides ministry and service to individuals in the FHSU community who would like to initiate or deepen their relationship with God and be a part of an active Christian community. Weekly meetings, "Challenge," are held each Tuesday at 8:30 p.m. at 13th and Harvest Road. Everyone is welcome.

Fellowship of Christian Athletes

Sponsor: Dr. Jeff Burnett, 628-4393, Health & Human Performance

The purpose of the Fellowship of Christian Athletes is to present to athletes and coaches and all whom they influence the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church.

Nurses Christian Fellowship (NCF)

Sponsors: Kim Riffel, 628-4517, and Carolyn Insley, 628-4514, Nursing

NCF is a ministry of Intervarsity Christian Fellowship/USA open to all nursing and pre-nursing students for establishment and advancement in nursing, within education and practice, witnessing communities of nursing students and nurses who follow Jesus as Savior and Lord:

growing in love for God, God's Word, God's people of every ethnicity and culture and God's purposes in the world.

RESIDENTIAL ORGANIZATIONS

Custer Hall Council

Sponsor: Alex Shaw, Custer Hall Director, 628-4690

Custer's council is an excellent opportunity for residents to have an active role in the hall they call home. It is very service oriented and provides a vast array of activities throughout the year that benefit the well-being of the residents, the university and the city of Hays.

McMindes Hall Council

Sponsors: Vinay Patel, Hall Director, and Ramin Zangenah, Asst. Hall Director, 628-4900

Provides an opportunity for McMindes residents to become involved with hall issues, policies and programming in a fun and exciting atmosphere with a special focus on a first-year experience program.

Stadium Place Community Council

Sponsor: Samantha Hett, 259-5241

The Council establishes and reviews policies governing residents of Stadium Place, provides social activities and residential life programming for residents, and represents the residents to constituencies of the university community.

Residence Hall Association (RHA)

Sponsor: Beth Steffen, Wiest Hall, 628-4899

The Residence Hall Association is open to any resident living in the halls. RHA engages in programming designed to enrich the lives of all residence hall students, acts as the official voice for students living on campus, and serves as a link between on-campus residents and the administration to provide input about the dining services and overall functioning of the residence halls. Members also attend state and national conferences.

Residence Life Judicial Board

Sponsor: Alex Shaw, 628-4690

Wiest Hall Council

Sponsors: Beth Steffen, 628-4899, and Regan Ochs, 628-4615, Residential Life

The Councils' purpose is to serve the residents of these two halls by stimulating, encouraging and coordinating their interests and efforts in matters affecting their social and academic education.

SOCIAL ORGANIZATIONS

Alpha Gamma Delta

409 W. 8th, 628-8117

Sponsors: Kathie J. Taylor, 628-3747

AGD is an international women's fraternity that promotes academic excellence, philanthropic giving, ongoing leadership and personal development and above all, a spirit of loving sisterhood. Guided by our Purpose, Alpha Gamma Deltas strive to attain a higher standard, thereby improving their lives, the lives of those around them and the communities in which they live. Together, we continually work to inspire the woman and impact the world.

Alpha Gamma Rho Colony

Sponsor: Buddy Curry, 628-5880, Agriculture

AGR's purpose is to foster personal and professional development for all men entering the field of agriculture. AGR prides itself on excellence in scholarship, service to others and a strong brotherhood.

Delta Zeta

410 W. 6th, 625-3719

Sponsors: Michelle Callahan, 650-4972, and Patricia Griffin, 628-5577, AACE

The purpose of Delta Zeta Sorority is to unite its members in bonds of sincere and lasting friendship, to promote the moral and social culture of its members, and to develop plans of guidance and unity in action; objects worthy of the highest aim and purpose of associated effort.

Interfraternity Council (IFC)

Sponsors: Vince Bowhay, 628-4664, Center for Student Involvement, and Chap Rackaway, 628-5391, Political Science

IFC is the governing body for the fraternities at FHSU. It promotes harmonious relations among member fraternities; governs and regulates interfraternity relationships; serves as a spokesman for the fraternity system in its relations with FHSU and the community; facilitates exchange of ideas and information; and encourages scholastic, social, athletic, community and university service interrelationships.

Panhellenic Council

Sponsor: Vince Bohay, 628-4664, Center for Student Involvement

Panhellenic is the governing body for all Greek women's sororities at FHSU. Panhellenic promotes superior scholarship and active service involvement and maintains high social standards. Each woman's sorority elects representatives to serve on the council.

Sigma Alpha Epsilon (SAE)

Sponsors: Maggie Denning, 628-4401, Kelly Center, and Steve Vance, sae_vance@hotmail.com

SAE prides itself on high scholarship, dedication to community service projects and building strong brotherhood bonds. It is the largest fraternity in the world and was founded in Tuscaloosa, Ala., in 1856. It is known as the fraternity of firsts: first with a national headquarters, with a leadership school, to become an international fraternity and to have a national magazine.

Sigma Chi

Sponsors: Bob Duffy, 628-4401, Kelly Center, and Brett Henry, bhenry@abbb.com

Founded in 1855, Sigma Chi is one of the oldest fraternities and can be found on more than 255 college campuses throughout the United States and Canada. It prides itself on untiring brotherhood and commitment to community service and promotes lifelong leadership, a positive atmosphere and an attitude of success.

Tau Kappa Epsilon

Sponsor: Michael Martin, 628-5368

A national fraternity that prides itself on its involvement with the campus and community.

ORGANIZED LIVING

University residence halls, fraternities and sororities offer students programmed opportunities for academic, cultural, social and physical growth. Students are encouraged to consider the advantages of living in an organized living environment. Single students who enroll within less than one year following the date their class graduated from high school are required to live in a university residence hall, a sorority or fraternity house, or in the home of their parents or legal guardian during the first year of enrollment. Exceptions to this policy are considered and allowed only under very compelling and extraordinary personal circumstances. Contact the Director of Residential Life at 628-4245 for more information.

Residential Life

FHSU students are housed in two traditional residence halls, (McMindes and Wiest) and two apartment complexes (Stadium Place and Wooster Place). Living on campus provides students with a wealth of experiences, many conveniences and opportunities to meet people from around the world. On-campus students have the opportunity to become involved and to make a difference. The Residential Life Viewbook, available from the Office of Residential Life, 126 McMindes Hall, lists a description of each community, or visit our website. For more information about our communities, call 628-4245.

Residence Halls

McMINDES HALL: Coed hall; freshmen and upperclassmen; houses FYRE program for first year students; accommodates approximately 525 students; traditional cafeteria.

WIEST HALL: Coed hall; freshmen and upperclassmen; accommodates approximately 300 students.

University Apartments

WOOSTER PLACE: 84 one- and two-bedroom units; available to all FHSU students (excluding single, first-time freshmen), staff, faculty and families.

STADIUM PLACE: 40 two- and four-bedroom condo units; available to all FHSU students. University staff, faculty and families may live in Stadium Place community as space is available

Greek Life

The Greek community at FHSU is comprised of two sororities and four fraternities. Membership in a Greek chapter provides opportunities for individual leadership development, emphasis on academic achievement and life-long friendships. Fraternities and sororities obtain new members through recruitment -- a time for students to get acquainted with Greek life at FHSU. The sororities, governed by the Panhellenic Council, hold a recruitment process at the beginning of the fall semester. Open recruitment then begins after recruitment ends and continues throughout the school year. The Interfraternity Council, governing body for the fraternities, also hosts recruitment events at the beginning of the fall semester. Open recruitment for fraternities continues during the entire academic year. Fraternity and sorority chapter housing is considered exempt freshmen housing; hence freshmen may live in chapter housing during their first academic year. For information about recruitment and/or specific organizations, contact the Center for Student Involvement, 014 Memorial Union, or visit the Greek life website at www.fhsu.edu/greek.

FHSU Fraternities

Alpha Gamma Rho Colony
Sigma Alpha Epsilon
Sigma Chi
Tau Kappa Epsilon

FHSU Sororities

Alpha Gamma Delta
Delta Zeta

The FHSU Master Calendar may be found at www.fhsu.edu/calendar.

SPECIAL EVENTS AND OPPORTUNITIES

CULTURAL EVENTS

ART: The Moss-Thorns Gallery of Art, located on the first floor of Rarick Hall, provides a year-round program of fine art exhibitions by guests, faculty and students. Faculty and students of the Department of Art select historical and contemporary shows and sponsor a number of exhibits, including the Student Honors Exhibition. The Fine Arts Committee of the University Activities Board (UAB) selects special exhibitions displayed in the Stouffer Lounge of the Memorial Union.

CONCERTS: The FHSU Special Events Committee sponsors the *Encore Series*, offering performances in music, dance and theatre at a reduced cost to students. The Music Dept. features faculty and student performances throughout the academic year. UAB also sponsors musicians, comedians, guest speakers and theatre groups, offered in various campus locations free or at a nominal cost to students. Watch for schedules in the University Leader or for poster announcements in campus kiosks and other locations. Contact the UAB at 628-5801 for information about programs. Contact the Department of Music at 628-4533 for information about its performance schedule.

LECTURES: A variety of guest speakers sponsored by FHSU departments and student organizations present lectures throughout the year. Like concerts and plays, these events are advertised in the University Leader, in campus kiosks and in other campus locations.

THEATRE: The FHSU Theatre and the Department of Communication Studies sponsor four stage productions during the academic year, two in the fall and two in the spring. Students can become involved in acting as well as in the production of plays. In addition, the department sells individual and season tickets to students at a very reasonable cost. Theatre productions are advertised in the University Leader and through posters in campus kiosks and other locations. For information, call the Department of Communication Studies at 628-5365.

EXCHANGE PROGRAMS

Fort Hays State University participates in the National Student Exchange (NSE) and the International Student Exchange Program (ISEP). Through NSE, students pay FHSU tuition and attend one of more than 140 colleges or universities in the U.S., Guam and Puerto Rico. The NSE program is designed for sophomores and juniors. Students who participate in ISEP have the opportunity to pay FHSU tuition, room and board while enrolling in a foreign university, located in more than 46 countries on six continents, for one semester or year of study. All graduate and undergraduate students are eligible to participate in ISEP. While on exchange, students may expand their educational horizons by experiencing a different climate, setting and culture. For more information about NSE and ISEP, contact the Office of Student Affairs at 628-4276 or visit the website at www.fhsu.edu/exchange.

STUDENT NEWSPAPER

The University Leader, the campus newspaper, is published at FHSU and is distributed to students free of charge. Paid student employee positions are available on staff. To keep up with what is happening at FHSU, students read The University Leader – written, managed and published by students. The Leader comes out once per week during the academic year. The Leader can be found at distribution points all over campus and several off-campus locations. The Leaders' online edition can be accessed at www.fhsu.edu/Leader.

VARSITY ATHLETICS

FHSU has a number of varsity athletic sports: women's volleyball, basketball, cross country, softball, tennis, golf, and track and field; and men's baseball, basketball, wrestling, cross country, football, golf, and track and field. Admission to all regularly scheduled athletic events is free to students enrolled in at least three on-campus credit hours. Students use their Tiger Cards to pick up tickets at the Student Service Center. Team schedules are available from the Athletics Department and from the Student Service Center and various other locations, on and off campus. For more information, contact the Athletics Department at 628-4050 or visit www.fhsuathletics.com on the Web.

POLICIES AND PROCEDURES

For additional information regarding FHSU policies visit www.fhsu.edu/policies/.

Preamble

Fort Hays State University exists for the transmission of knowledge, the pursuit of truth, the development of students and the general well being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the Fort Hays State University academic community, students shall be encouraged to develop the search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the Fort Hays State University academic community. FHSU has a duty to develop policies and procedures, which provide and safeguard this freedom. Such policies and procedures should be developed within the framework of general standards and with the broadest possible participation of the members of the academic community. The purpose of this statement is to enumerate the essential provisions for students' freedom to learn.

I. Freedom of Access to Higher Education

The admission policy of FHSU is a matter of institutional choice provided that requirements for admission are clearly stated and upheld. Under no circumstances will a student be barred from admission on the basis of race, creed, color, ancestry, national origin or political philosophy. Thus, within the limits of its facilities, FHSU is open to all students who are qualified according to admission standards, and its facilities and services are open to all of its enrolled students.

II. In the Classroom

The professor in the classroom and in conference will encourage free discussion, inquiry and expression. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters not related to academic standards.

A. Protection of Freedom of Expression

Students are free to take reasoned exception to the data or view offered in any course of study and to reserve judgment about matter of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

B. Protection Against Improper Academic Evaluation

Students have protection through orderly procedures against prejudice or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

III. Student Affairs

A. Freedom of Association

Students are free to organize and join associations to promote their common interests (with the stipulation that all campus organizations must be lawful). Such organizations must be registered by the Student Organizations Committee to be eligible for the allocation of student fee resources from the Student Government Association.

B. Freedom of Inquiry and Expression

1. Students and student organizations are free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They are always free to support causes by orderly means that do not disrupt the regular and essential operation of FHSU. At the same time, it is the responsibility of the students and student organization to make clear to the academic and larger community that in their public expressions or demonstrations; they speak only for themselves.

2. Students may invite and hear any person of their own choosing. The routine procedures required by FHSU before a guest speaker is invited to appear on campus are designed only to ensure that there is orderly scheduling of facilities and will not be used as a device of censorship. It is the responsibility of those sponsoring student organizations to make clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the view expressed, either by the sponsoring group or FHSU.

C. Student Participation in Institutional Government

As constituents of the academic community, students are to be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body has clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of the Student Government Association (SGA) and both its general and specific responsibilities are explicit, and the actions of the SGA within the areas of its jurisdiction are reviewed only through orderly and prescribed procedures.

D. Student Publications

Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration of the campus. They are a means of bringing student concerns to the attention of the faculty and administration and of formulating student opinion on various issues on the campus and the world at large.

In the delegation of editorial responsibility to students, FHSU must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and expression in the academic community.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of student publications, the standards to be used in their evaluation and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, attacks on personal integrity and the techniques of harassment and innuendo.

IV. Off-Campus Freedom of Students

Exercise of Rights of Citizenship

College students are both citizens and members of the academic community. As citizens, students shall enjoy the same freedom of speech, peaceful assembly and right of petition that other citizens enjoy, and, as members of the academic community, they are subject to the obligations that accrue to them by virtue of this membership. Faculty members and administrative officials will ensure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus.

V. Policy Statement on the Use of Controversial Material in Instruction, including the Use of Sexually Explicit Materials

Students are entitled to an atmosphere conducive to learning and to even-handed treatment in all aspects of the teacher-student relationship. Faculty members may not refuse to enroll or teach students on the grounds of their beliefs or the possible uses to which they may put the knowledge to be gained in a course. Students should not be forced by the authority inherent in the instructional role to make particular personal choices as to political action or their own social behavior. Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, whether personality, race, religion, degree of political activism or personal beliefs.

It is the mastery teachers have of their subjects and their own entitles them to their classrooms and to freedom in the presentation of their subjects. Thus, it is important for an instructor persistently to intrude material that has no relation to the subject, or to fail to present the subject matter of the course as announced to the students and as approved by the faculty in their collective responsibility for the curriculum.

ACADEMIC POLICIES/ PROCEDURES

ACADEMIC APPEALS

A procedure to resolve academic disputes is available through the FHSU Academic Appeals Committee. The Committee hears appeals from students who believe they have a serious and compelling reason for an exception to University Academic Policy that is not addressed by other procedures.

The student must file a written appeal within the semester/term in which there is an issue or within a reasonable time after the end of the semester/term if the issue arises at the end of the semester/term.

Any student may use the appeal procedure. Forms and descriptions of the Academic Appeals Committee procedures are available in the Office of the Registrar.

ACADEMIC HONESTY POLICY AND PROCEDURES

Policy

Membership in the FHSU learning community imposes upon the student a variety of commitments, obligations and responsibilities. It is the policy of FHSU to impose sanctions on students who misrepresent their academic work. Appropriate classroom instructors will select these sanctions or other designated persons consistent with the seriousness of the violation and related considerations.

Examples of academic dishonesty include but are not limited to: (1) Plagiarism, taking someone else's intellectual work and presenting it as one's own (which covers published and unpublished sources). Using another's term paper as one's own, handing in a paper purchased from an individual or

agency, submitting papers from living group, club or organization files, or using another's computer program or document are all examples of plagiarism. Standards of attribution and acknowledgment of literary indebtedness are set by each discipline. Members of the faculty are encouraged to include disciplinary or class-specific definitions in course syllabi. Students should consult with their department or with recognized handbooks in their field if in doubt. (2) Cheating is unacceptable in any form. Examples include consultation of books, library materials or notes during tests without the instructor's permission; use of crib sheets or hidden notes; intentional observation of another student's test; receipt of a copy of an exam or questions or answers from an exam to be given or in progress; substitution of another person for the student on an exam or another graded activity; deliberate falsification of lab results; submission of falsified data alteration of exams or other academic exercises; and collaboration on projects where collaboration is forbidden. (3) Falsification, forgery or alteration of any documents pertaining to assignments and examinations. (4) Students who (cooperate or in other ways promote) participate in promoting cheating or plagiarism by others (or who take credit for the work of others) will also be in violation of this policy.

Students participating in any violation of this policy must accept the consequences of their actions. Classroom instructors and/or university review/appeals committees and administrators will assess the sanctions for violation of this policy. The seriousness of the violation will dictate the severity of the sanction imposed.

Academic sanctions may include but not be limited to any of the following:

- Verbal or written warning
- Lowering of grade for assignment/activity
- Lowering of term grade
- Failure of class assignment

Administrative sanctions may include but not be limited to either of the following:

- Suspension from the university
- Dismissal from the university

Procedures

The university guarantees students the provision of due process. Students are first expected, however, to avail themselves of the university's established tradition of informal appeal. Steps 1-4 describe the informal process. Steps 5-7 describe the procedures designed to implement a formal appeal at the graduate/undergraduate levels.

Step 1: The faculty member decides whether a violation of the Academic Honesty Policy has occurred.

Step 2: The faculty member informs the student and the department chair that an alleged violation of the Academic Honesty Policy has occurred. It is the faculty member's obligation to select or devise an academic sanction consistent with the severity of the violation.

Step 3: The faculty member informs the student of the academic sanction and the process of appeal. If the sanction involves a lowering of a term grade, the faculty member informs the Registrar of the change.

Step 4: If the student disagrees with the faculty member's allegation and/or recommended sanction, the student pursues the university's longstanding tradition of informal appeal by consulting with the faculty member and, if the student still disagrees, by appealing to the department chair.

Step 5: If, after the informal appeal, the student still disagrees with the faculty member's allegation or recommended sanction, the student may appeal in writing to the academic department no later than the end of the first week of the following semester. The department chair will provide the student with formal (a) departmental appeal procedures for undergraduates and special students or (b) departmental graduate appeal procedures for graduate students. (See specific written departmental appeal process.)

Step 6: (a) Graduate students:

If a graduate student disagrees with the allegation(s) or recommended sanction in the informal procedure, the graduate student may formally appeal through the Graduate School's graduate student appeals procedures. This appeal procedure begins with a written appeal to the department chair no later than the first week of the following semester. The written appeal should state the specific reasons for the formal appeal to the department.

(b) Undergraduate/special students:

If the student is an undergraduate or special student and disagrees with the allegation or recommended sanction, the student may appeal in writing to the Provost no later than 15 working days following the decision.

Step 7: For undergraduate and special students, an administrative hearing panel will be formed by the Provost to hear the undergraduate or special student appeal. The administrative hearing panel will consist of an academic administrator, assistant vice president for student affairs (assigned to work with student judicial affairs), four faculty members and a student. The administrative hearing panel procedures for undergraduate and special students are available in the Provost's Office.

WITHDRAWING COURSES

Students may withdraw full-semester courses through 11:59:59 P.M. CT on the 35th day of the semester. Students withdrawing during this time period will not receive any notation on their transcript. Students who withdraw after this period and thru 11:59:59 P.M. CT on the 70th day of the semester will receive a notation on the transcript of withdrawal (W). No withdrawals after the 70th day of the semester. Students who withdraw completely will receive a notation on their transcript of the date withdrawn. Students receiving financial aid have additional responsibility and should contact the Office of Student Financial Assistance.

Procedure for Course Withdrawal

Log into your TigerEnroll account:

1. Select the semester.
2. Click on the "Pre-Enroll/Schedule Changes" tab
3. Select the course you would like to drop and place a check in the box to the left of the course
4. Click on the "Remove/Drop Selected" button.

Your request will then be sent to your Academic Advisor for approval prior to processing.

For refund information or drop deadlines refer to the Academic Calendar.

It is important to check with the office of Financial Assistance prior to dropping or withdrawing from a course to verify how it will affect your Financial Aid status.

Procedure for Totally Withdrawing from the University. Students who desire to totally withdraw from all semester or term courses should review the "Withdrawal Policy Statement" and follow procedures for course withdrawal. Students who leave the university without officially withdrawing are considered to be enrolled to the end of the semester and subject to a grade of unsatisfactory "U." Financial aid recipients who totally withdraw may be responsible for federal repayment of aid based on the last date of attendance and/or academic participation.

DEANS HONOR ROLL

All undergraduate students, including those enrolled in continuing education classes and those enrolled in a second undergraduate degree program, are eligible for the Deans Honor Roll distinction subject to enrollment and successful completion of 12 or more undergraduate credit hours (excluding pass/no credit hours and incompletes) with a GPA for that academic term of at least 3.60. Second undergraduate degree candidates should have declared a second major and have a degree summary on file in the Registrar's Office.

GRADES

Mid-semester grade reports for the fall and spring semesters are available to students on TigerTracks. Final grade reports are available to students on TigerTracks. Faculty members are responsible for entering mid-term and final grades by the deadlines posted on the on-line Academic Calendar. The following chart lists each grade and notation, its definition and, where appropriate, the point value assigned to the grade.

Grade	Definition	Grade Points
A	Superior Achievement	4
B	Good Achievement	3
C	Average Achievement	2
D	Minimum Passing Ach.	1
U	Unsatisfactory Ach.	0
P	Pass (D or above)*	
NC	No Credit* (not used in calculating GPA)	
CR	Credit	
AUD	Audit**	
I	Incomplete (assigned at the discretion of the instructor when work is otherwise of passing quality but incomplete, usually for reasons beyond the student's control)	
W	Withdrawal	
WF	Withdrawal Failing (not used in calculating GPA) (effective Fall 1997 through Fall 2008)	
WP	Withdrawal Passing (effective Fall 1997 through Fall 2008)	
WC	Cancellation (non-payment of fees)	

* To learn about taking a course Pass/No Credit, please consult the University Catalog.

** To learn about auditing a class, please consult the University Catalog.

The grade point average (GPA) is calculated by dividing the total number of points earned by the total number of credit hours in which grade points were recorded. The GPA is carried out to two digits past the decimal point (example: 2.98). No rounding shall be done to arrive at the GPA.

If a student feels that a grade on the final report is inaccurate or unfair, he/she may appeal the grade through the university's prescribed appeal process. That process is described in greater detail in the "Policies and Procedures" section of this handbook and also in the University Catalog.

UNDERGRADUATE STUDENT GRADE APPEALS PROCESS

Membership in the FHSU learning community imposes upon the student a variety of commitments, obligations, and responsibilities (e.g., preparation for class, attendance, completion of reading assignments, participation in the governance of student affairs, etc.). One of these responsibilities includes the appropriate and prescribed use of the grade appeals process. Students are expected to first avail themselves of the university's established tradition of informal appeals which may involve one or more consultations with the instructor(s) involved. The reciprocal obligations which bind the members of the university learning community to one another require that all grade disputes must be initially addressed and discussed at this level. Failure to recognize this obligation to the instructor(s) on the part of the student must bring into question the appellant's commitment to the learning community and seriously prejudice further petitions for a resolution of the problem. If a grade dispute is not informally resolved at this level through consultation with the instructor, the department chair, or the college dean, the student is obliged to consult next with the appropriate department chair who will inform the student in writing of formal departmental appeal procedures and the student's entitlement to formal university-level appeals procedures and options.

OTHER UNIVERSITY POLICIES/ PROCEDURES

CRISIS MANAGEMENT PLAN

Guided by our paramount concern to protect and preserve human life, Fort Hays State University follows policies and protocols that are designed to deal with crises of all types, and also to head off crises before they occur.

The Crisis Management Team depends upon every member of the FHSU community to support these policies and procedures. If you have been involved in an incident or witnessed an incident that might be considered a crisis, call 911 immediately. Let the trained professionals decide what action, if any, should be taken. In addition to dealing with actual events, university personnel are trained to prevent crises. If you believe a faculty member, staff member or student may pose a threat to himself or herself or to others, contact University Police, the Kelly Center, the Office of Student Affairs or any other university official to express your concerns. Your confidentiality will be protected, and professional steps will be taken to deal with the situation.

A major feature of the FHSU Crisis Management Plan is an emergency notification system. Please keep your information current so that you will be notified in the case of an emergency.

To provide your contact information, go to TigerTracks (http://tigertracks.fhsu.edu), log in, and go to the Contact Information page under the Online Services tab. Enter your emergency telephone number and e-mail address. If you have never activated your TigerTracks account, see the CTC HelpDesk website (www.fhsu.edu/ctc/helpdesk) or call them at 628-5276 for assistance.

For a quick and easy introduction to the Crisis Management Plan, please see the Crisis Flow Chart at http://bigcat.fhsu.edu/crisis/flowchart.php.

The entire Crisis Management Plan is available online at http://www.fhsu.edu/crisis/.

ETHICAL USE OF COMPUTING RESOURCES POLICY

Introduction

Fort Hays State University (FHSU) provides computing resources and worldwide network access to its faculty, staff, and students for legitimate administrative, educational, and research efforts. As a member of the FHSU electronic community it is your responsibility to use computing resources ethically and responsibly. Members of the FHSU electronic community are expected to exercise reasonable care in the utilization of FHSU information systems or their components.

Privacy

There are limitations on the amount of privacy that can be expected for individuals utilizing computer resources. Complaints or exceptional circumstances may result in investigation. The Electronic Communications Act of 1986 provides no protection for employees using company online systems.

Users should exercise extreme caution in using e-mail to communicate confidential or sensitive matters, and should not assume that e-mail is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the "reply" command during e-mail correspondence.

Because the contents of such e-mail are subject to laws governing public records, Users will need to exercise judgment in sending content that may be deemed confidential. Furthermore, e-mail transmissions may not be secure, and contents that are expected to remain confidential should not be communicated via e-mail. Common examples of confidential contents include: student grades, personnel records, individual donor gift records, and data subject to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Family Educational Rights and Privacy Act (FERPA) regulations, and the Gramm Leach Bliley Act (GLBA).

Responsibilities

In making appropriate use of the FHSU computing resources, users must accept the responsibility for their behavior and:

- Protect their user IDs and passwords from unauthorized use, recognizing that individuals are responsible for all activities on his/her user IDs.
- Access only files and data that they own, they have been given authorization for, or that are publicly available.
- Use only legal versions of copyrighted software in compliance with vendor license requirements.
- Be considerate in their use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data (spamming), and wasting computer time, connect time, disk space, printer paper and toner, and other computing resources.
- Be cautious about e-mail messages because the information is public and may be retrieved and used in a court of law.
- Comply in all respects with any request by the University to retain certain information, recognizing that information stored on the University's network is ultimately the responsibility of the University.

Individuals Will Not …

In making appropriate use of computing resources, individuals should avoid:

- Accessing another person's files or data without permission.
- Using computer programs to decode passwords or access control information.
- Engaging in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating viruses, worms, trojan horses, or disrupting services, spam-

ming or damaging files.

• Making or using illegal copies of copyrighted software or other copyrighted materials (such as digitized artistic productions and music or video files), store such copies on FHSU systems, or transmit them over FHSU networks.

• Using e-mail or message services to harass, intimidate, threaten, or otherwise annoy another person by use of sexual or bigoted content or content which poses an imminent threat to the life or safety of the person or persons receiving the communication.

• Disclosing their passwords or using another person's user IDs or passwords.

• Using FHSU systems for commercial use, such as performing work for profit or advertising in a manner not authorized by FHSU.

• Posting web pages that contain material that is illegal or promotes illegal activity (e.g., gambling or child pornography).

• Masking the identity of an account or machine. This includes sending mail that appears to come from someone else.

• Using computer and telecommunications systems for personal use (as regulated by Kansas law and regulations on misuse of state property; see KSA 75-2949 F(d) and the State Department of Administration policy on Internet use).

Use of E-mail for FHSU business

The official Fort Hays State University e-mail account is the only electronic mail platform for communicating university business. Official e-mail communications are intended only to meet the academic and administrative needs of the campus community. All electronic notifications from the university are transmitted through this e-mail account and are not forwarded to other non-FHSU e-mail accounts. Users are expected to read, and shall be presumed to have received and read, all FHSU e-mail messages sent to their official FHSU 3-mail accounts. The university expects such communications will be received and read in a timely fashion.

Assignment of Student E-mail

Official university e-mail accounts are available for all enrolled students. The addresses are all of the form [Name]@e-mail.fhsu.edu. These accounts must be activated before the university can correspond with its students using the official e-mail accounts. An account website available through the TigerTracks portal has been designed for this purpose. Students' official e-mail addresses will be included in directory information. As with other directory information, any student may request that access to his or her official e-mail address be restricted.

Expectations about Student use of E-mail

Students are expected to check their e-mail on a frequent and consistent basis in order to stay current with FHSU-related communications. Students have the responsibility to recognize that certain communications may be time critical. Failure to check e-mail, error in forwarding mail, or e-mail returned to the university with "Mailbox Full" or "User Unknown" are not acceptable excuses for missing official university communications via e-mail.

Educational uses of E-mail

Faculty will determine how electronic forms of communication such as electronic mail will be used in their classes, and will specify their requirements in the course syllabus. This will ensure that all students will be able to comply with e-mail-based course requirements specified by faculty. Faculty can therefore make the assumption that students' official FHSU accounts are being accessed.

Redirecting of E-mail

If a student wishes to have e-mail redirected from their official FHSU address to another e-mail address such as @aol.com, @hotmail.com or an address on a departmental server, they may do so, but at their own risk. FHSU will not be responsible for the handling of e-mail by outside vendors or by departmental servers. Having e-mail redirected does not absolve a student from the responsibilities associated with official communication sent to his or her FHSU account.

Authentication for Confidential Information

It is a violation of FHSU policies for any user of official e-mail addresses to impersonate a university office, faculty/staff member or student. To minimize this risk, some confidential information may be made available only through the password-protected TigerTracks portal. In these cases, students will receive e-mail correspondence directing them to the appropriate TigerTracks portal link, where they can access the confidential information only by supplying their student ID and personal identification number (PIN). The confidential information will not be available in the e-mail message.

Consequences of Misuse

Misuse of FHSU computing resources is unacceptable, and users will be held accountable for their conduct. The staff of the FHSU Computing and Telecommunication Center handles student infractions in an informal manner. Those that cannot be resolved in an informal manner will be referred to the Office of Student Affairs for disciplinary processing. Furthermore, student infractions that are considered serious in nature may be reported directly to the Office of Student Affairs. Students found to have committed infractions of this policy may lose FHSU computing privileges, and additional sanctions may be imposed.

LICENSING PROGRAM

Fort Hays State University operates a licensing program to provide legal protection for its identity marks. To protect the university's image, and to protect the university from liability, FHSUhas implemented a program that establishes ownership and regulates the use of its name and other identity marks.

Students and student organizations receive special treatment in regard to the use of FHSU's protected identity marks. They are, however, subject to the university's identity standards. See www.fhsu.edu/is. **All must contact the Office of University Relations, 204 Sheridan Hall, for prior approval before producing or commissioning any products**.

Although the university once charged royalty fees for the use of its protected identy marks on commercial products, all royalty fees have been discontinued in order to encourage wide dissemination of our image. However, all businesses are required to become licensed by submitting an agreement and paying an annual $50 fee, acknowledging FHSU's ownership of its marks.

All uses of the university's protected identity marks must be presented to the Office of University Relations for approval prior to manufacture. This approval is required for all uses, commercial or otherwise, including for students and student organizations. Call Mary at 4521 for further information about the FHSU licensing program.

CAMPUS POSTING POLICY

The intent of this policy is to provide Fort Hays State University students, faculty and staff with maximum opportunity and space to advertise approved events, products, services, and at designated locations throughout the campus on bulletin boards, outdoor kiosks, and other posting areas, within the guidelines set forth in this policy.

Advertising of events at Fort Hays State University is limited to events approved by FHSU, including but not limited to events sponsored or organized by registered student organizations, students involved in campus campaigning, and university divisions, departments, and offices that are conducting university business, in accordance with separate university guidelines governing the use of campus facilities.

General Guidelines for Posting

The Center for Student Involvement (CSI) in the Memorial Union must approve all indoor and outdoor postings on campus, including postings on or in kiosks, bulletin boards, table tents, etc. and will do so under the terms and conditions set forth in this policy. If the intended poster is denied by the CSI, a written explanation for the denial will be issued. Any person or group wishing to appeal this decision shall submit a written request along with the denial by the CSI, to the director of the Memorial Union, who will issue a decision on the request.

Items to be posted on academic departmental boards require permission from the appropriate academic department. Bulletin boards in classrooms fall under the jurisdiction of academic departments and are not intended to be available for posting by the general public. It is intended that bulletin boards in academic areas will be reserved for academically related postings.

Posters/flyers, table tents, etc., should be posted for a period not exceeding three weeks. Posters/flyers or table tents will be cleared by CSI staff after event dates have passed, or three weeks following the posting date. Any flyers/posters or table tents will be removed that do not comply with these guidelines. The CSI will not accept the responsibility for any flyers/posters or table tents taken or removed. Please refer to the CSI's "Poster Route" policy for more information regarding posting deadlines.

All posters and flyers to be displayed on the FHSU campus must conform to the university's Student Code of Conduct and not contain any obscene and demeaning sexual content, and any racial or other discriminatory reference.

Postings may not be misleading, promote the excessive use of alcohol or the use of illegal drugs; or promote the engagement in illegal activities.

All posters must clearly indicate the full name of the registered student organization and /or department sponsoring the event, activity, etc., as well as the date, time and location of the event printed clearly.

The posting of paper with tape on sidewalks or using any kind of paint on sidewalks is not permitted.

No handbills exclusively used to advertise a product or service not related or beneficial to the mission of the university or its students are permitted.

Placing flyers, posters, etc., under windshield wipers of cars parked on campus is not permitted.

No posting is allowed on windows, doors, walls, floors, trees, trash cans, lamp posts, building markers, bridges or other surfaces that are not designated for such purposes unless given permission by the assistant director of the Memorial Union.

Specific Guidelines Related to the Form, Location, Method and Manner of Posting

Subject to the other provisions of this policy relating to posting, the following is intended to provide guidelines for the specific location and form of posting allowed.

Memorial Union

The Memorial Union provides space for on-campus groups to display information on bulletin boards, sign holders, and table tents. Commercial businesses may not use the Memorial Union space for posting notices without prior approval from the director of the Memorial Union. Permissible posting is that which is in all respects in compliance with this policy and those which is in some way related to the union's general purpose and function as a student service and support center. Any person or group seeking to utilize the Memorial Union for posting purposes should submit a request to the CSI. Utilizing the guidelines contained in this policy, as well as other univer-

sity guidelines regarding the use of campus facilities, the assistant director of the Memorial Union will determine the request, and if the request is denied, provide written explanation of the denial. Any person or group whose request to utilize the Memorial Union for posting purposes is denied may then submit the request along with the denial to the director of the Memorial Union, who will determine the request in accordance with the guidelines of this policy.

The bulletin boards on the first floor across from Union Station are the designated location in the Memorial Union for displaying posters and flyers. The bulletin boards are identified with laminated signs at the top of each board as follows: BUY, SELL, RIDE AND RENT, AND EVENTS AND NOTICES.

The BUY, SELL, RIDE AND RENT board is intended to display notices of items for sale or rent or to buy, or notices for people wanting rides or riders. The EVENTS AND NOTICES board displays notices of events or information of local interest.

Postings are limited to one (1) flyer/poster per heading. The size of the posting is limited to no larger than 11" x 17." Groups should place the flyer/poster under the appropriate heading on the bulletin boards.

Larger signs advertising campus events may be posted in the display signs both inside and outside the Memorial Union. The size of the inside sign holder is 22" x 28", and the size of the outside sign holder is 24" x 43." Signs for these holders must be taken to the CSI, Lower Level, Memorial Union, in advance for approval and posting.

No flyers/posters or signs shall be posted on the exterior of the Memorial Union, nor on walls, doors or glass anywhere on the interior or exterior walls of the Memorial Union without special approval by the director of the Memorial Union.

Flat Screen Monitor Advertising is available in the Memorial Union for on-campus groups. Please refer to the CSI's "Union Flat Screen Monitor Advertising" policy for more information.

Table tents may be placed only in the seating areas of Union Station and Cody Commons, and must be taken to the CSI, Lower Level Memorial Union, in advance for approval and posting. Table tents are not allowed in any lounges or other spaces in the Memorial Union.

Table tents can be no larger than a 4" x 6" or quarter sheet of flat letter paper (4" x 5 ½"). Only flat flyers in the approved plastic holder may be placed onto a table. Only eight table tents, each with a different message, are allowed per table. A maximum of 48 table tents (12 sheets of letter paper) may be displayed (approximately 28 in Union Station and 20 in Cody Commons). Space is limited – first come, first serve.

Posters/flyers or table tents will be cleared by CSI staff after event dates have passed, or three weeks following the posting date. Any flyers/posters or table tents will be removed that do not comply with these guidelines. The CSI will not accept the responsibility for any flyers/posters or table tents taken or removed.

During Homecoming king and queen candidate elections or Student Government Association elections, a separate bulletin board will be placed in the Union Station lobby. Each candidate may post one flyer or poster, no larger than 8 ½ by 11 inches.

The posting of paper with tape on the Union floor is not permitted unless given special approval by the director of the Memorial Union.

Permission or exceptions to any of the above guidelines must be requested in writing to the director of the Memorial Union.

Organizations that violate the notices, signs and tent card guidelines will be notified and asked to comply with the policy. If a violation occurs a second time, the organization may lose the privilege of posting notices, signs, or tent tents in the Memorial Union.

Bulletin Boards

The use of bulletin boards within campus classrooms is restricted to instructional information, as defined by the instructors who use each room.

Posting on campus is limited to one poster/flyer per event per bulletin board. Student candidates campaigning for an office or position or Homecoming king and queen on campus will be limited to one poster per candidate/campaign per designated bulletin board. Campaign posters may not be larger than 8 ½ by 11 inches.

Posters are not to exceed 11" X 17" in size on bulletin boards inside buildings.

Posters should be attached with tacks whenever possible. Staples and tape are not appropriate as they are difficult to remove.

All posters must be submitted to the CSI for approval and posting.

Kiosks

Posters are not to exceed 11" x 17" in size in Kiosks.

Posters will be stamped with the earliest date that they may be placed in the kiosks and the date for removal from the kiosks.

Posters will be placed and removed by the CSI staff.

One poster per kiosk is allowed for each organization and event.

Posting is permitted only on the kiosk corkboards, not on the Plexiglas that protects them. Posters must be attached to the corkboards using tacks. Taping or stapling posters to the boards is not permitted.

All posters must be submitted to the CSI for approval and posting.

Lawn signs

Lawn signs may be permitted for special events or occasions where appropriate, depending only upon the size of the sign and whether any physical damage to the campus will occur as a result of use of the sign. Requests can be brought to the CSI. Final approval for lawn signs will be made by the CSI staff in conjunction

with the Physical Plant, after considering the size of the sign and the method of affixing the sign to the campus. The permissible content of the sign is governed by other portions of this policy.

Banners

Banners are allowed in some locations, but must be approved by the CSI. The permissible content of the banner will be governed by other provisions of this policy. Special care must be taken not to damage or injure trees. Banners are to be no larger than 5' X 7'.

Banners must be of material that will stand wind stress. A twin size sheet is the preferred size using twine or clothesline rope to hang the banner. Metal wire or chains are not allowed.

Registered student organizations are responsible for hanging and taking down banners.

The university reserves the right to remove any form of advertising which does not comply with any provision of this policy.

Chalking

Using chalk on sidewalks to promote campus events is allowed, provided all other provisions of this policy are adhered to. Chalking must be approved by the CSI.

Specific areas are designated as no chalking areas. These areas include walls, trash cans, landings of buildings, steps, bricks and all vertical surfaces. Groups will be charged for clean-up if chalking occurs in a prohibited area.

Posting in the Residence Halls

Posting in the residence halls must be approved in advance by the Director of Residential Life, who will determine the request in accordance with this policy and the provisions of any policy applicable to residence halls in general, or any specific hall in particular. In the event that the Director of Residential Life denies a request for posting in the residence halls, the director shall issue a written explanation for the denial. In the event that the requested use of the residence halls for posting is denied, the person or group submitting the request may submit the request and the Director of Residential Life's denial to the Vice President of Student Affairs who will determine the request in accordance with the terms of this policy. Residence halls are not intended to be available for posting by the general public.

Door-to-door solicitation of products or services in the halls is not allowed. Printed advertising material may not be affixed to or placed under students' doors.

Student rooms are not to be used for advertising of goods or services by outside persons or entities.

Original policy adopted by President's Cabinet 07/01/98

This revised policy adopted by President's Cabinet 10/12/05

Revision approved by Student Affairs 03/07 and President's Cabinet 09/05/07

FHSU: A PLACE TO BE ALCOHOL & DRUG FREE

I. Philosophy

Fort Hays State University has long since recognized that an academic community is harmed in many ways by the abuse of alcohol and the use of other drugs. This high-risk behavior is exemplified by decreased productivity of members of the community, mental health problems, strained social interactions as well as forms of vandalism. Problems associated with the illicit use and abuse of substances have a pervasive impact upon our academic community and are not associated with a singular socioeconomic group or age level. The processes of education and learning are especially impaired by alcohol abuse and the use of illegal drugs.

FHSU subscribes to the basic philosophy of the network of colleges and universities committed to the elimination of alcohol and drug abuse. It states:

1. The institutional establishment enforces clear policies that promote an educational environment free from the abuse of alcohol and other drugs.
2. The institution will provide education for its members for the purpose of preventing alcohol and other drug abuses as well as educating them about the use of legal drugs in ways that are not harmful to self or others.
3. FHSU will create an environment that promotes and reinforces healthy, responsible living; respect for community laws; campus standards and regulations; the individual's responsibility within the community; and the intellectual, social, emotional, spiritual or ethical and physical well being of its community.
4. The institution will provide for a reasonable level of care for alcohol and drug abusers through counseling, treatment and referral.

The foundation of the philosophy concerning alcohol and drug abuse for FHSU is the firm commitment to an educational program which provides adequate information and counseling to help all members of the academic community to make informed and responsible decisions concerning the use of any controlled substance. The institution is committed to a healthy environment for living and learning.

The FHSU Faculty Senate has adopted a statement to support the membership guidelines and standards of the network of drug-free colleges and universities and its commitment to the elimination of drug and alcohol abuse.

II. Health Risks

These examples are not intended to be all-inclusive. It is recommended that you consult your physician for more extensive information.

A. Alcohol and the Body

Mouth and Esophagus – Alcohol irritates the delicate linings of the throat and esophagus. Consequently, it causes a burning sensation as it goes down the throat.

Stomach and Intestines – Alcohol also affects ability of the male and female to climax during intercourse.

Brain – The most dramatic and noticed effect alcohol has is on the brain. It produces lack of coordination, confusion, disorientation, stupor, anesthesia, coma and, finally, death.

B. Marijuana/Other Illegal Drugs and the Body

Eyes and Skin – Marijuana smokers may have inflamed watery eyes and develop wrinkled skin due to irritants present in smoke. Cocaine users have increased sensitivity to light, may have blurred vision, see "floaters," and have double vision or image distortion.

Mouth, Larynx and Esophagus – Marijuana contains 50 percent more tar than tobacco as well as 400 other identified chemicals. Using three to five marijuana joints a week equals smoking 16 cigarettes daily. Smoking is associated with gum disease; loss of teeth; and cancer of the cheeks, gums, palate, tongue, lips, larynx and esophagus.

Heart – Smoking one marijuana joint may cause increases in heart rate and blood pressure by as much as 50 percent. Cocaine increases the heart rate and arteries constrict. Restricted blood flow to the heart may cause a heart attack.

Bladder and Kidneys – Concentration of tars, carcinogens and chemicals from marijuana in the kidneys and bladder is associated with cancers in these organs. Cocaine use causes inflammation and breakdown of small and medium arteries in the kidneys and gastrointestinal tract.

Bronchial and Lungs – Marijuana is a respiratory irritant that causes sore throats and chronic coughs. Use of crack/cocaine may cause the respiratory system to fail.

Reproduction – Tetrahydrocannabinol chemical (THC) is a substance present in marijuana that causes and creates mood-altering effects. The gonads are high fat organs that absorb and hold more THC than most other cells of the body. Males experience lowered testosterone levels, and testosterone is essential for development of secondary male characteristics. Females may experience infertility, pregnancy complications and changes in sexual characteristics. Cocaine users have babies addicted at birth.

C. Tobacco and the Body

Mouth, Larynx and Esophagus – Smokers have three times as many

cavities as nonsmokers. Tobacco, both smoked and smokeless, is the leading cause of cancers of the cheeks, gums, palate, tongue and lips. Smokers lose their teeth at a rate three times greater than nonsmokers. A one-pack-a-day smoker increases his/her chance of cancer of the esophagus by as much as 500 percent.

Stomach and Heart – Peptic ulcers are twice as high in smokers as in nonsmokers. Nicotine from any source causes secretion of excessive amounts of gastric acids and delays healing of ulcers. Nicotine is a powerful constrictor of small arteries. Insufficient oxygen supply to the heart is a cause of heart attacks.

Pancreas, Bladder and Kidneys – Smokers have a 100 percent increased risk of developing cancer of the pancreas, three times the risk of bladder cancer and a 50 percent greater rate of kidney cancer. Carcinogens absorbed from cigarette smoke and smokeless tobacco are concentrated and excreted in the urine. The bladder and the kidneys are in constant contact with cancer-causing chemicals.

Bronchial and Lungs – Smoking causes the lungs and bronchioles to be inflamed and congested. Chronic bronchitis predisposes smokers to emphysema and incurable lung disease. Stretching and breaking of the tiny air sacs of the lungs, making them useless for breathing, characterize emphysema. Cigarette smokers are ten times more likely to die of lung cancer than nonsmokers.

Reproduction – Smoking more than one half of a pack of cigarettes daily is associated with higher incidence of infertility in women. Babies born to women who smoke are lighter and smaller than those born to nonsmokers. This is important because birth weight is a predictor of infant health. Women who take birth control pills and smoke are at greater risk of cancer.

Brain – A combination of high blood pressure and smoking is associated with stroke, the third leading cause of death in the United States. Nicotine from any source constricts blood vessels and restricts oxygen supply.

III. Policy

A. Students

FHSU does not permit or condone the consumption of alcoholic beverages by any individual under the age of 21. All laws, local, state and federal, concerning the possession or use of illegal drugs by any student, faculty or staff member will be strictly enforced on the campus and at any event sponsored by the university.

Liquor may only be served at luncheons, dinners or receptions honoring individuals that occur in connection with official university events and/or fundraising activities for university programs. The serving of the alcohol at such events must be approved, in advance, by the chief executive officer of the institution.

The 3.2 beer law, which went into effect on July 1, 1985, makes it illegal for persons younger than 21 to buy and consume 3.2 beer. The FHSU policy reflects compliance with this law and the university's stance on the use of alcohol.

Specific points of the FHSU Policy are:

1. No alcoholic or cereal malt beverages will be sold, served or consumed on FHSU property pursuant to the policy without the approval of the President.
2. Student organizations are prohibited from using organization funds to purchase beer or alcoholic beverages.
3. Alcoholic and cereal malt beverages may not be consumed on campus by anyone under the age of 21.
4. Canned 3.2% beer may be possessed and consumed by students living in the residence halls, Wooster Place and Stadium Place if they are of legal age. Living groups may develop rules that prohibit drinking.

B. Employees

It is the policy of FHSU that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in the workplace. Any full/part-time officer or employee of the university, including faculty, other unclassified staff, classified staff and students found to be illegally manufacturing, distributing, dispensing, possessing or using controlled substances at the university workplace shall be subject to disciplinary action in accordance with applicable policies of the State of Kansas, the Kansas Board of Regents and FHSU. Officers and employees are reminded that illegal manufacture, distribution, dispensing, possession or use of controlled substances may also subject individuals to criminal prosecution.

As a condition of employment, all employees of FHSU shall abide by the terms of this policy statement and will notify FHSU of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. For purposes of this policy, "conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal and State criminal statutes.

The term "controlled substances" means those substances included in Schedules I through V of section 202 of the Federal Controlled Substances Act and as further defined by regulations under 21 CFR 1308.11 through 1308.15 (a listing of controlled substances will be maintained in the campus Personnel Office and other appropriate locations on campus). The term does not include the use of a controlled substance pursuant to a valid prescription or other uses authorized by law.

This policy statement is an integral part of the FHSU drug-free awareness program. This policy will be given to all affected employees.

IV. Legal Sanctions

Students and employees are reminded that local, state and federal laws provide for a variety of legal sanctions and penalties for the unlawful possession or distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines.

The Federal Controlled Substances Act provides penalties of up to 15 years imprisonment and fines of up to $25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of controlled substances, a person is subject to up to one year of imprisonment and fines of up to $5,000. Any person who unlawfully distributes a controlled substance to a person under 21 years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law.

Kansas law provides that any person who violates the criminal statutes on controlled substances by possessing, offering for sale, distributing or manufacturing opiates and narcotics (such as cocaine and heroine) is guilty of a Class C felony. For a conviction of a Class C felony, the court may sentence a person to a term of imprisonment of a minimum of three to five years, a maximum of 10 to 20 years and a fine of up to $15,000. Unlawful possession of a depressant, stimulant or hallucinogenic drug is punishable as a Class A misdemeanor, with a penalty of up to a year in jail and a fine of $2,500. Depressants include barbiturates, Valium and barbital. Hallucinogens include LSD, marijuana and psilocybin. State law classifies amphetamines and methamphetamines as stimulants.

Article 7 of the Kansas Liquor Control Act provides for punishments ranging from up to six months imprisonment and fines of up to $1,000 for violation of statutes relating to the possession and distribution of alcohol.

The local ordinances of Hays also provide for prohibitions relating to illicit drugs and alcohol. Generally, these local ordinances are similar in content to state law.

Further information about these local, state and federal ordinances and statutes will be maintained in the Office of Student Affairs and the Kelly Center and will be available to students and employees. Students and employees are encouraged to obtain copies of this information.

V. University Sanctions for Students

Procedures described earlier in this handbook with regard to discipline will be followed if a student violates the stated university policy.

When a student admits to being or is found to have been in violation of the FHSU alcohol policy, the following responses and sanctions are possible:

Reprimand – Official censure

Restitution – Repayment of any monetary damages

Specifically Defined Sanction – Specific conditions or assignments given to the student; examples include but are not limited to:

- Community service
- Research papers/personal essays
- Workshop attendance
- Loss of privileges and exclusion from activities
- Exclusion from specified areas of campus
- Special projects or assignments

Disciplinary Probation – Period of review and observation during which the student is warned that the misconduct was very serious and that further violations of the code of conduct may result in more serious sanctions

Deferred Suspension or Dismissal – Denial of enrollment, attendance and/or privileges for a specified period of time

Permanent Suspension – Dismissal from the university

Expulsion – Immediate and permanent removal from the institution. (Used only when it is believed that the presence of the student will have a detrimental impact on the university community.)

All sanctions may be imposed singularly or in combination. Sanctions are designed to promote the educational mission of FHSU. It is also the university's belief that all disciplinary sanctions should provide the opportunity for personal growth and, to that end, counseling and referral for individual assessment may be included as one of the terms of any sanction. The severity of the sanction(s) imposed is intended to correspond with the severity or frequency of violations, as well as the student's willingness to recommit him or herself to good citizenship through behaviors that fall within the conduct regulations of the institution.

VI. Referral Sources

These drug and/or alcohol related services are available through the Kelly Center: The Assessment Counseling Education and Referral Service (ACERS) program is a state-licensed, outpatient assessment, counseling, education and referral service. ACERS provides chemical dependency evaluations, counseling and referral services and a court-mandated alcohol information seminar. Students and employees may use these services. In addition, DAWN provides, upon request, Sixteen Free Shots, an educational seminar on responsible use of alcohol and the ramifications of alcohol to residence halls and campus organizations.

These drug- and/or alcohol-related services are available through the Student Health Center:

On Campus

- Kelly Center – 628-4401
- Student Health Center – 628-4293

Off Campus

- High Plains Mental Health Center – 628-2871
- Smoky Hill Foundation for Chemical Dependency – 628-5521
- Adult Children of Alcoholics, Alateen, Alanon – 625-9860
- Alcoholics Anonymous – 625-9860
- Narcotics Anonymous – 625-9368 or 628-3976

State of Kansas

Alcohol and Drug Abuse Section, Department of Social and Rehabilitation Services – 785-296-3925

FOR YOUR INFORMATION

This section of the handbook has been developed in compliance with the National Drug Control Strategy. This measure, issued in September 1989, proposed that the Congress pass legislation requiring schools, colleges and universities to implement and enforce firm drug prevention and education programs as a condition of eligibility to receive federal financial assistance. On December 12, 1989, the President signed the Drug-Free School and Communities Act Amendments of 1989 which require that institutions of higher education implement a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by its students and employees on school premises or as part of any of its activities.

This law, in addition to the Drug-Free Workplace Act (41 USC 701), which requires applicants for federally funded grants and contracts to certify that they will institute affirmative steps to prohibit the unlawful manufacture, distribution, possession and use of controlled substances in the workplace, established the legal requirements of FHSU.

POLICY CONCERNING USE OF TOBACCO

FHSU recognizes the health and safety hazards of tobacco products and therefore prohibits the use of tobacco products within all university buildings, facilities and vehicles owned by the university, as well as other designated exterior spaces.

Policy

Smoking and the use of tobacco products are prohibited in all FHSU buildings and facilities. Smoking is only permitted in designated parking lots on the FHSU campus proper, Sternberg Museum, Kansas Wetlands Educational Center, and the University Farm, Pavilion and Rodeo Grounds (collectively referred to as "FHSU's campus"). A map showing the parking lots that have been designated as smoking areas is available at www.fhsu.edu/policies/manual and is incorporated herein. Smoking is prohibited in all other areas on FHSU's campus that are not clearly marked as a designated smoking area.

Complaints concerning violations of these regulations will be submitted to the University Police Department (UPD). The UPD shall have the authority to remove flagrant violators of this policy or any rude or insolent person who is in violation of this policy from campus. If such person is a student, the matter will be referred to the Division of Student Affairs for handling in accordance with the Student Code of Conduct. If such person is an employee, the matter will be referred to the employee's supervisor and, in the case of classified employees, the Director of Personnel Services.

By this policy, the entire university community is encouraged to communicate this policy, and the location of the designated smoking areas, to all other university community members and visitors.

In support of this policy, the Student Health Center offers free office visits for smoking cessation and free smoking cessation medication while supplies and funding last.

This policy became effective September 1, 2010.

The provisions of K.S.A. 21-4009 through K.S.A. 21-4014 and amendments thereto are fully incorporated herein and will be enforced pursuant to the provisions of those statutes.

Adopted by President's Cabinet 03/05/08

Revisions Adopted by President's Cabinet 07/27/10

POLICY RELATIVE TO HARASSMENT:

- On the basis of race, religion, color, national origin, gender or age
- On the basis of sexual orientation, veteran status, or physical or mental disability

FHSU is committed to an environment in which students, faculty, administrators and academic staff (both classified and unclassified) can work together in an atmosphere free from all forms of harassment, exploitation or intimidation.

It is the policy of FHSU to prohibit harassment of individuals on the basis of their status, which includes race, color, religion, gender, national origin, sexual orientation or a physical or mental disability. The protection afforded by this policy applies equally to all segments of the university community (i.e., students, unclassified personnel, classified personnel and employees of associated corporations).

Definition of Harassment

Harassment includes, but is not limited to, verbal, physical or written behavior directed toward or relating to an individual or group on the basis of their

status and has the purpose or effect of:

(1) Creating an intimidating, hostile or offensive work or educational environment;

(2) Interfering with an individual's work, academic performance, living environment, personal security or participation in any university-sponsored activities;

(3) Threatening an individual's employment or academic opportunities.

This definition also applies to harassment of persons because of their association or support of members of a protected class.

Harassment on the basis of gender is further defined as any behavior that through inappropriate sexual content or disparagement of members of one gender has the same purpose or effect as items 1, 2 or 3 above.

Any behavior, whether verbal or physical, constitutes sexual harassment if:

(1) Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature (e.g. uninvited touching) are made a term or condition of an individual's employment or education;

(2) Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature are used as a basis for employment or academic decisions affecting that individual (e.g. grades, evaluations, promotions, letters of recommendation);

(3) Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature have the purpose or effect of unreasonably interfering with an individual's academic work or performance or creating an intimidating, hostile or offensive working or learning environment.

Any reprisals taken against an individual reporting, objecting to or serving as a witness about harassment will be considered a separate and distinct act of harassment.

While some examples of harassment, such as physical and verbal assaults, are easily identified, more frequent and generalized instances, such as blatant and subtle graffiti and insensitive use of language, including epithets and "humor," often go unacknowledged. All of the above instances are demeaning and violate the spirit of this policy.

Under Title VII of the Civil Rights Act of 1964, employers are responsible for the actions of their agents. Supervisors and employers are accountable for actions of employees if those supervisors and employers are aware or should have been aware of any harassment.

Resolving Harassment and Other Affirmative Action Complaints

Students who believe they have been the object of harassment or discrimination (whether from a faculty or staff member or from another student) should meet with the university's Equal Employmnt Officer who will help the student understand and initiate the appropriate process for dealing with the complaint. Both informal and formal resolutions are available. Other campus offices where the student might seek assistance include the Office of Student Affairs and the Kelly Center.

FHSU reserves the right to investigate and take appropriate action in those situations where the complainant chooses not to file a formal grievance but the institution, in its discretion, believes the matter cannot be ignored.

The procedures for resolving grievances are available from the Equal Employment Officer. They are also available at www.fhsu.edu/judicial.

PRIVACY RIGHTS

Notification of Rights under the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the university receives a request for access.

Students should submit to the Registrar, dean, head of the academic department or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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

Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for an amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs

to review an education record in order to fulfill his or her professional responsibility.

Upon request, the university discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Fort Hays State University to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

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

Student Directory Information

The following types of personally identifiable information are designated as student directory information by FHSU. They include the student's:

1. Name
2. Address
3. E-mail address
4. Telephone number
5. Date and place of birth
6. Major field of study
7. Participation in officially recognized activities
8. Weight and height of athletic team members
9. Dates of attendance
10. Degrees
11. Awards received
12. Most recent previous educational institution attended

The Vice President for Student Affairs is designated as the Student Privacy Officer. Students have the right to notify the institution they do not want any or all of the types of information listed above to be designated as directory information. Notification must be in writing and must be received by the Student Privacy Officer prior to the beginning of the academic semester. Notification forms are available in the Office of the Vice President for Student Affairs, Sheridan 208.

SEXUAL ASSAULT POLICY

Sexual assaults violate the legal rights of individuals and undermine the university as a civil and caring environment within which to learn and work. To address the myriad issues presented by sexual assaults, the university will: (1) provide educational information about the nature of sexual assaults and how they can be prevented; (2) offer support and assistance for those who have been sexually assaulted; and (3) administer appropriate consequences to those who have been adjudged responsible for sexually assault acts.

Definition of Sexual Assault

A sexual assault is an act of rape, forcible sodomy and forcible sexual penetration, however slight, of another person's anal or genital opening with an object. Touching an unwilling person's private intimate parts (defined as genitalia, groin, breast, buttocks or clothing covering them) or forcing an unwilling person to touch another's intimate parts is also assaultive behavior. When committed either by force, threat, intimidation or through the use of the victim's mental or physical helplessness of which the perpetrator was aware or should have been aware, these acts constitute sexual assaults.

Policy

No form of sexual assault will be tolerated at FHSU. This policy prohibits acts defined as sexual assaults as well as attempts to coerce an unwilling person to engage in sexual activity.

In order to implement this policy, the university will engage in timely educational activities to inform members of the community about the types of sexual actions deemed unacceptable and how assaultive situations can be prevented and/or avoided. The university will also take action against those who violate this policy.

Procedure

Any individual can report an incident that he/she perceives to be a sexual assault. However, university staff, including residence hall assistants, is required to report incidents of which they become aware to the Director of Student Support Services in the Kelly Center. Victims of sexual assaults will be encouraged and assisted to report assaults to civil authorities. The university has established procedures for investigating and administering sanctions in instances of sexual assaults.

A. Reporting Procedures

(1) University Police should be notified immediately after an incident. The purposes of this initial contact are to render immediate assistance to the victim, to protect evidence associated with the assault and to protect others who may be assaulted.

(2) The person who has been sexually assaulted should seek immediate medical attention from the Student Health Center, a hospital or a personal physician. The medical examination is important. The physician will collect specimens and make detailed notes about the physical evidence such as bruises, cuts and traces of semen. The victim of sexual assault can decide later whether or not to pursue legal action against the attacker. However, evidence can only be collected immediately after the assault. It cannot be retrieved later. The healthcare professional can test later for sexually transmitted diseases and pregnancy.

(3) As soon as possible, University Police should contact the Kelly Center on-call psychologist to provide psychological support to the victim. The goals of this intervention are to stabilize the victim's condition, to present to the victim alternatives for continued support and to present options for redressing the assault through administrative and/or civil procedures.

(4) The Kelly Center on-call psychologist will notify the Director of Student Support Services in the Kelly Center (campus sexual assault coordinator) that a sexual assault has occurred. The university will make changes to a student's academic and living situations after an alleged sex offense, as long as the victim requests those changes and they are reasonably available. A report

of the incident will be filed in the Kelly Center and a copy of all documents associated with it forwarded to the Assistant Vice President for Student Affairs in charge of campus judicial procedures in the Office of the Vice President for Student Affairs.

B. Administrative Review Procedures

The Assistant Vice President for Student Affairs will follow the procedures described under the section "Student Discipline," found later in this handbook.

SOLICITATION POLICY

It is against university policy for anyone to solicit, peddle, canvass or otherwise engage in contacting faculty, staff or students for any purpose not specifically approved in advance by university authorities. Campaigners, salespeople and others desirous of solicitation activities should be reported immediately to the Office of Student Affairs. The sales of products and services by individuals, partnerships, corporations or such other entity not associated with or related to the university is prohibited. In addition, sponsorship of sales of products and services by individuals, partnerships, corporations or other such entities not associated with or related to the university is also prohibited. Requests for exceptions to this policy may be made in writing to the Vice President for Student Affairs.

STUDENT DISCIPLINE

Student Code of Conduct

As stated in Article VI of the FHSU Bill of Student Rights and Responsibilities, the university has a duty to establish the rules and policies that all students are required to follow. Students have a right to expect enforcement of these rules and policies. FHSU also has a right to expect students to abide by them as befits responsible students as members of the learning community.

For the purposes of this code of conduct, a "student" is any person who is enrolled at FHSU for any academic period. A person shall be considered a student subject to this code of conduct when attending any university activity prior to or after an academic term, such as residence hall check-in, new student orientation and fraternity or sorority recruitment.

The following statements constitute the official record of all general conduct policies at FHSU. Students shall abide by these policies and administrators, faculty and staff are expected to enforce them. These policies should be read broadly and are not designed to limit the definitions of prohibited conduct to the examples described. Note that if any infractions of the Student Code of Conduct are found to have an element of malice, the resulting sanctions may be more severe. FHSU reserves the right to make a case-by-case determination as to whether conduct of a serious nature which occurs off of the premises of the university but has an impact on the university community may be addressed under this policy. For more information about procedures regarding the enforcement of this code of conduct, consult the section of this Student Handbook immediately following this one titled "Discipline Procedures."

1. Compliance with General Laws

Students, upon registration at FHSU, shall abide by all regulations, federal and state laws and city of Hays ordinances. Enrollment as a student in no way exempts any person from penalty in case of violation of local, state or federal laws. Any disciplinary action taken by the university may be taken independently of any action taken by an off-campus authority.

2. Vandalism/Damage of Property

Willful, intentional or negligent vandalism or damage to and/or destruction of property is strictly prohibited.

3. Firearms and Other Deadly Weapons

The unauthorized possession or use of firearms or other deadly weapons of any kind is prohibited. The use or display of any object or instrument in a dangerous or threatening manner is prohibited.

4. Flammable Materials and Fireworks

The ignition or detonation of an incendiary device which could cause damage by fire, explosion or similar means to persons or property, or possession of anything in the nature of fireworks or explosives is prohibited on any property owned or operated by FHSU unless the student receives express permission to participate in an event sanctioned by the university.

5. Arson

No person shall start a fire that causes or may cause damages or injury on university property without university authorization and willful damage to property (as described in conduct regulation 2 above) will be prosecuted as arson when appropriate.

6. Fire Alarms and Fire Equipment

Making or causing a false fire alarm or emergency report of any kind is prohibited. No person shall tamper with, damage, disable or misuse fire safety equipment.

7. Theft or Misappropriation

Theft of any kind, including seizing, receiving or concealing property with knowledge that it has been stolen or reasonably should have known that is stolen, is forbidden. Sale, possession or misappropriation of any property, including FHSU property, without the owner's permission, is also prohibited. This includes sale of a textbook by any student who does not own the book unless the owner has given express prior written authorization.

8. Disorderly Conduct

Individual or group behavior that disturbs individuals or groups is prohibited. Such conduct includes (but is not limited to) assault, threats to the personal safety of one's self or others,

throwing objects to create a danger, making excessive noise, unwelcome physical contact, hazing and any other type of interference with the normal operations of the university or its activities or any type of conduct that interferes with the ability of those who attend, visit or work at the university to enjoy the benefits of the purposes for which the university exists.

9. Misuse of University Documents

Forgery, alteration or misuse of any university document or record is forbidden, including furnishing false information or withholding material information from the university.

10. Fraud or Lying

Lying or fraudulent misrepresentation in or with regard to any transaction with the university, whether oral, written or by other means, is prohibited, including misrepresenting the truth before a hearing of the university or making a false report or statement to any university official.

11. Student Identification

Using fake identification or falsely identifying oneself is prohibited. This includes furnishing false identification to the university or to any university employee or agent, including campus law enforcement or security officers, acting in good faith and in the performance of their duties.

12. Official Requests

Students must comply with the reasonable and lawful requests of university officials acting in the performance of their duties. Students shall appear at disciplinary hearings to respond to allegations or testify as a witness when reasonably notified to do so. Failure to appear at a scheduled hearing is a violation of this student code of conduct and will not necessarily prevent the hearing from taking place, nor will it preclude a determination. A failure to properly comply with or complete a sanction or obligation resulting from a disciplinary hearing or adjudication may be considered a violation of an official request and may be treated as an independent violation.

13. Presence In and Use of University Facilities

Unauthorized entry into, presence in, or use of university facilities, equipment or property, which have not been reserved or accessed through appropriate university procedures, is prohibited.

14. Misuse of Keys

No person may use or possess any university keys or access codes without proper authorization. No student is allowed under any condition to have a university key duplicated.

15. Misuse of Telephones

Making or assisting in making annoying or harassing telephone calls, unauthorized use of long distance phone privileges or otherwise misusing or abusing FHSU telephone equipment is prohibited.

16. Alcoholic Beverages

Students must comply with the published regulation concerning the transport, provision and consumption of beer, wine and other alcoholic beverages on campus or university property. (For more details, see "Drug and Alcohol Policies" under Administrative Policies and Procedures.)

17. Drugs

The unauthorized possession, use, manufacture, sale or distribution of any counterfeit, illegal, dangerous, "designer" or other controlled drug or other substance is prohibited. (For more details, see "Drug and Alcohol Policies" under Administrative Policies and Procedures.)

18. Misuse of Computer Equipment

Use of computer equipment and resources, including account numbers, interactive terminals, data storage media, other peripherals, local, state, national and international computer networks, mainframe and microcomputer systems and software for computing activities other than those authorized by the law and the university constitutes misuse and is strictly prohibited.

For further information concerning regulations in effect for use of university computer equipment and accounts, consult the Ethical Use of Computing Resources Policy found in this handbook.

For further information concerning regulations in effect for students living in university Residence Halls, contact the Department of Student Residential Life, 114 Agnew Hall, or the Residence Hall Director.

Attempting, abetting or being an accessory to any act prohibited by these Student Code of Conduct Regulations will be considered a violation.

For further information concerning university policies and procedures in effect for sexual harassment, consult the policy in this student handbook.

DISCIPLINE PROCEDURES

The disciplinary process at FHSU strives to provide students with positive reinforcement for living within the guidelines for acceptable behavior. The standards of behavior are set forth in the Student Code of Conduct. The intent is to make discipline educational and not punitive.

The encouragement and development of self-discipline is a primary goal of the educational process. The judicial system established hereby is designed to further this process and, therefore, is not comparable to or a substitute for jurisprudence under the criminal code. Only under extreme circumstances will the process be viewed as a method of terminating the student's relationship with FHSU.

Students facing possible disciplinary actions are assured that due process will be provided. This means they are told how the disciplinary process of the university functions, they will be made aware of the conduct alleged to have been in violation, they will have the opportunity to defend themselves

by having witnesses appear on their behalf, they may have an advisor help them, and they may appeal the decision. Appealing a disciplinary action must be done within a defined span of time, but usually the disciplinary action will not go into effect until the appeal is heard. The exception to this practice occurs only when delaying action until after an appeal would significantly compromise the safety and well being of the university community.

Procedurally, discipline is handled as close to the level of the problem as is possible and reasonable. In other words, residence hall behavior concerns are normally handled by the Residence Hall staff and/or Residence Hall Judicial Boards; Greek conduct questions are handled by the chapter of which the accused is a member, Interfraternity Council, Panhellenic Council, Greek Standards Review Board, etc. Local law enforcement authorities generally handle off-campus law violations. The university reserves the right to make a case-by-case determination as to whether some conduct which occurs off of the premises of the university may be addressed under this policy.

The Office of Student Affairs normally handles violations of the Student Code of Conduct that do not fall under the jurisdiction of the judicial bodies listed above. This office also serves as the appellate body for Residence Hall Boards and the Greek Standards Review Board. The Assistant Vice President for Student Affairs is responsible for the coordination of administrative judicial programs and proceedings as later described.

In extraordinary circumstances having a detrimental impact on the university community, the Vice President for Student Affairs or his/her designee may determine that summary administrative suspension or dismissal is appropriate. If such a determination is made, the student will be so informed and provided with the opportunity to meet with the Vice President or his/her designee. After investigation and consideration of information presented by the student, if any, the vice president or his/her designee will decide whether a sanction is warranted. This decision can be appealed to the President or his or her designee, whose decision will be final.

1. Reporting Violations

Incident reports describing the alleged violation will be sent to the Assistant Vice President for Student Affairs, a designee of the Vice President for Student Affairs. (The Assistant Vice President is hereafter known as the Administrative Officer). The Administrative Officer will review and investigate the complaint in order to make a determination concerning whether the university will charge the student(s) with a Code of Conduct violation.

2. Student Conference

If a student is charged with a Code of Conduct violation, he or she will be sent a notice (or called when necessary) to report to the Administrative Officer in order to discuss the charge and the disciplinary procedures. If the Administrative Officer and the charged student can agree upon the facts and sanctions concerning the charges, the matter will be considered initially settled. The matter will be considered resolved once the terms of the sanctions have been completed. The terms of the sanctions may range from dropping all charges to suspension (see Sanctions on the following page). The Administrative Officer will follow up the student conference with a letter to the student.

In all cases where the facts and sanctions concerning the charges cannot be agreed upon, the Administrative Officer will determine whether the student(s) facing possible disciplinary action will have their case heard by a Student Hearing Panel or an Administrative Hearing.

3. Administrative Hearing or Student Panel

a. Student Hearing Panel

The Administrative Officer will assemble the Student Hearing Panel, which consists of five students and a panel chair. A committee comprised of representatives from the Office of Student Affairs and the Student Faculty Court selects members of the Hearing Panel and the chair at the beginning of the fall semester. The Administrative Officer will serve as an advisor to the panel. The hearing will consist of the following procedures:

(1) The hearing will be closed, and all proceedings will be confidential. An exception will be allowed if both the charged student and the complainant agree to an open hearing.

(2) The student charged may bring an advisor or legal counsel for assistance but must speak for himself or herself. The role of the advisor or legal counsel will be restricted solely to advising the student.

(3) The complainant and the charged student will have the opportunity to call and examine witnesses and to present and question other evidence. The student is responsible for having his or her witnesses at the hearing. The university can assist in obtaining the attendance of students and university personnel.

(4) The panel chair will exercise control over the hearing. Rules of evidence as used in courts will not be applied in this type of hearing. Any person who disrupts the hearing may be asked to leave the hearing. Repetitious or irrelevant evidence may be excluded.

(5) The standard of proof that will be used is the preponderance of evidence standard. In other words, a student will be found in violation of the Code of Conduct only when the evidence demonstrates it is more likely than not the student committed the violation.

(6) The Student Hearing Panel will deliberate in closed session in order to render a decision.

(7) Witnesses (other than the accused) will be present only during the time they are testifying.

(8) The panel chair will be responsible for rendering the decision in writing to the accused student. The decision shall

include a summary of the findings and the sanctions imposed.

(9) The decision of the Student Hearing Panel shall be final unless the student files an appeal as provided in this handbook.

b. Administrative Hearing

The Administrative Officer will be the hearing official and may invite student(s), faculty, staff or other experts whose knowledge may be beneficial to serve as the hearing panel. The hearing will consist of the following procedures:

(1) The hearing will be closed, and all proceedings will be confidential. An exception will be allowed if both the charged student and the complainant agree to an open hearing.

(2) The student charged may bring an advisor or legal counsel for assistance but must speak for himself or herself. The role of the advisor or legal counsel will be restricted solely to advising the student.

(3) The university and the charged student will have the opportunity to call and examine witnesses and to present and question other evidence. The student is responsible for having his or her witnesses at the hearing. The university can assist in obtaining the attendance of students and university personnel.

(4) The hearing official will exercise control over the hearing. Rules of evidence as used in courts will not be applied in this type of hearing. Any person who disrupts the hearing may be asked to leave the hearing. Repetitious or irrelevant evidence may be excluded. Witnesses (other than the accused) will be present only during the time they are addressing the panel.

(5) The standard of proof that will be used is the preponderance of evidence standard. In other words, a student will be found in violation of the Code of Conduct only when the evidence demonstrates that it is more likely than not that the student committed the violation.

(6) The hearing official panel will deliberate in closed session in order to render a decision.

(7) The hearing official will be responsible for rendering a decision in writing to the accused student. The decision shall include a summary of the findings and the sanctions imposed.

(8) The decision of the hearing official shall be final unless the student files an appeal as provided below.

4. Appealing a Decision

An administrative action of a decision of an Administrative/Student Panel Hearing may be appealed to the Student/Faculty Court by delivering a letter of appeal to the designated representative of the court within the time period specified in the decision (no less than five class days). The procedures of the Student/Faculty Court are available on request from the Student Government Office in the Memorial Union.

The decision of the Student/Faculty Court is final unless the student files an appeal to the President of FHSU. The procedures for filing an appeal with the President are available upon request.

SANCTIONS

When a student admits to being or is found to have been in violation of the FHSU Student Code of Conduct Regulations, the following responses and sanctions are possible:

Reprimand – Official censure

Restitution – Repayment of any monetary damages

Specifically Defined Sanction – Specific conditions or assignments given to the student; examples include but are not limited to:

- Community service
- Research papers/personal essays
- Workshop attendance
- Loss of privileges and exclusion from activities
- Exclusion from specified areas of campus
- Special projects or assignments

Disciplinary Probation - Period of review and observation during which the student is warned that the misconduct was very serious and that further violations of the code of conduct may result in more serious sanctions

Deferred Suspension or Dismissal - Denial of enrollment, attendance and/or privileges for a specified period of time

Permanent Suspension - Dismissal from the university

Expulsion - Immediate and permanent removal from the institution (used only when it is believed that the presence of the student will have a detrimental impact on the university community)

All sanctions may be imposed singularly or in combination. Sanctions are designed to promote the educational mission of FHSU. The severity of the sanction(s) imposed is intended to correspond with the severity or frequency of violations, as well as the student's willingness to recommit him or herself to good citizenship through behaviors that fall within the conduct regulations of the institution.

GREEK HOUSES

FHSU sororities and fraternities are located off campus and fall under the jurisdiction of the Hays City Police Department. Student and student organization criminal activities are included in, but not limited to, the Hays Police Department's annual crime analysis report submitted to the Kansas Bureau of Investigation.

The FHSU Student Handbook should be consulted for information regarding the following policies:

- FHSU: A Place to be Alcohol and Drug Free
- Policy regarding the possession, use and sale of alcohol beverages and enforcement of state underage drinking laws
- Policy regarding the possession, use and sale of illegal drugs and enforcement of federal and state drug laws
- FHSU Sexual Assault Policy

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

In compliance with 20 USC Sec. 1092 (The Students Right-To-Know and Campus Security Act), universities are required to publish an annual security report.

Fort Hays State University's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. A copy of this report may be obtained by contacting the Office of Student Affairs (208 Sheridan Hall, 628-4276) or by visiting http://www.fhsu.edu/judicial/security.

Issued incompliance with 20 USC Sec. 1092 (The Student Right-to-Know and Campus Security Act), universities are also required to publish the persistence and graduation rates of their students. The persistence and graduation rates report for Fort Hays State University may be obtained by contacting the Office of Student Affairs (208 Sheridan Hall, 628-4276).

NOTES