

FORT HAYS STATE UNIVERSITY

TIGERS

**YOUR
GUIDE
FOR
SUCCESS
AT FHSU**

TIGER PACT



I am a Tiger.

**I belong to a strong unique
family**

**Who strives for greatness
and success.**

**I instill integrity and
confidence within**

**Others as well as myself. I
incorporate**

**Honesty and responsibility
in all I do.**

I am the future.

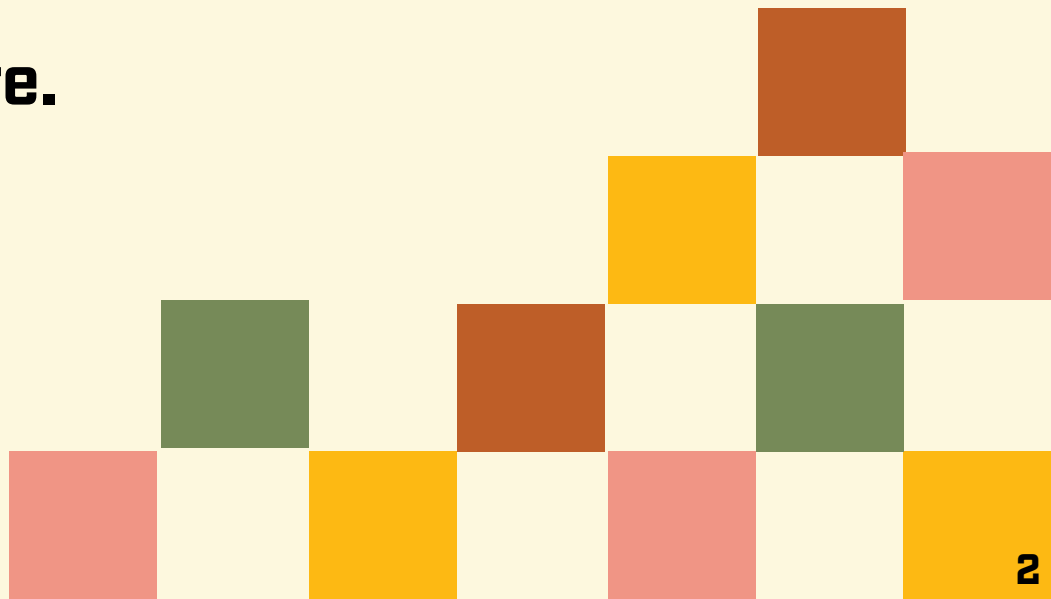
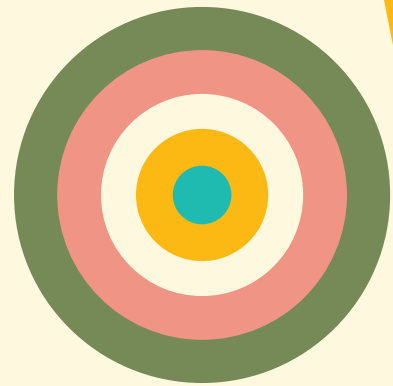
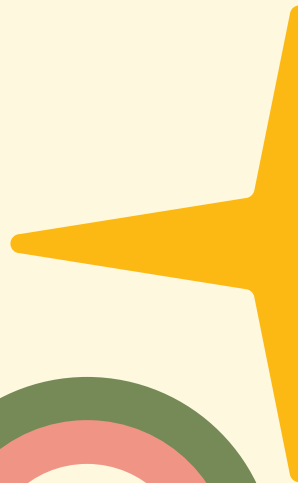


Table of Contents

Academics

5	<u>Departments & Colleges</u>
6	<u>Registrars Office</u>
7	<u>Academic Success Office</u>
8	<u>Career Development</u>

Resources

9	<u>Tiger Terms</u>
10	<u>Memorial Union</u>
11	<u>Food & Hunger Initiatives</u>
12	<u>Tebo Library</u>
13	<u>TigerTech</u>
14	<u>Financial Aid</u>
15	<u>Student Fiscal Services</u>
16	<u>University Police Department</u>
17	<u>Health & Wellness Services</u>
18	<u>Student Employment Office</u>

Extracurricular

19	<u>Study Abroad</u>
20	<u>Athletics</u>
21	<u>Tiger Fitness Center & Intramurals</u>
22	<u>Student Engagement</u>
23	<u>Student Government Association</u>
24	<u>Residential Life</u>

Policies

25	<u>Family Educational Rights and Privacy Act (FERPA)</u>
26	<u>[FERPA] Student Authorization for Release</u>
27	<u>Student Absence: Returning to Campus</u>
28	<u>Student Appeals</u>
29	<u>Student Conduct</u>
30	<u>Title IX</u>

Welcome to the Tiger Family!

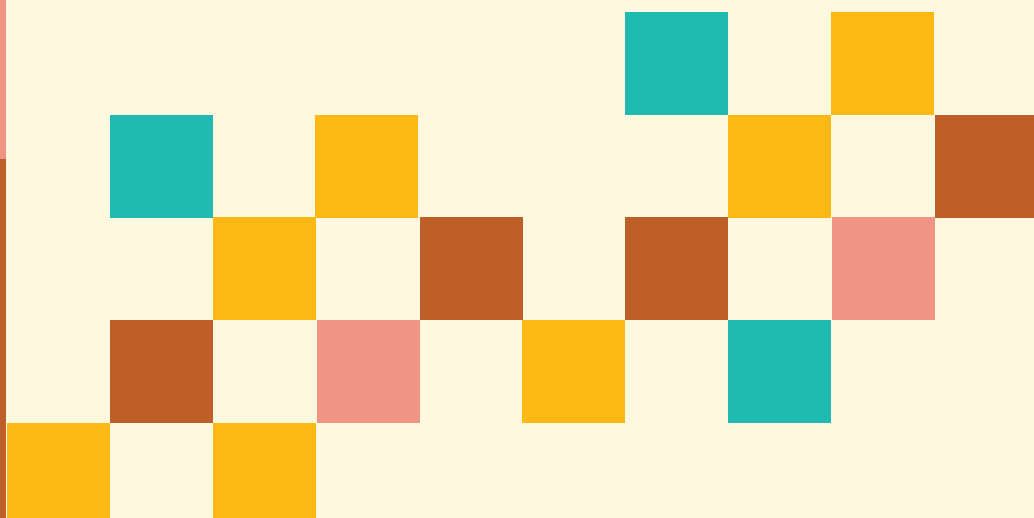
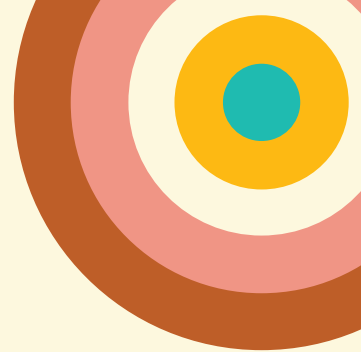
Fort Hays State University has been committed to helping students achieve their goals since 1902. Our mission is to provide accessible, high quality education through an innovative community of teacher scholars who prepare engaged global citizen leaders.

At FHSU, learning happens both inside and outside the classroom through research, hands on experiences, performances, leadership opportunities, and community engagement. *You Guide for Success at FHSU* is designed to support your transition to college and enhance your overall experience.

Our faculty and staff are dedicated to your success and believe every student has untapped potential. University services are here to guide you academically, personally, and professionally. With our proud alumni, we look forward to welcoming you as a Tiger and supporting you as you discover your path.

Thank you for choosing Fort Hays State University. We're excited to be part of your journey.

Brett Meyer
Director of Student Engagement & Belonging
btmeyer@fhsu.edu



Departments & Colleges

FHSU students can
choose from 56
undergraduate majors
and 51 minors.



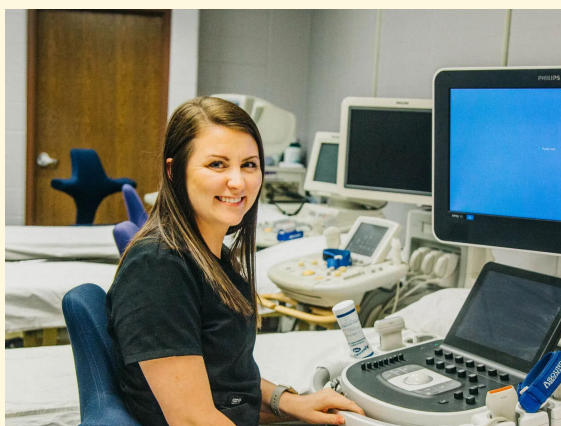
**College of Arts, Humanities,
and Social Sciences**



**Robbins College of Business
and Entrepreneurship**



College of Education



**College of Health and
Behavioral Sciences**



**Peter Werth College of Science,
Technology and Mathematics**

General Education Requirements

Registrar's Office

From admission to graduation, we are the gatekeepers of your academic records. We also provide a variety of other services/resources:

- Academic transcripts
- Enrollment verification
- Undergraduate application processing
- Course and facilities scheduling
- Degree summaries
- Determination of transferable credit
- University Commencement
- Determination of "residency for fee purposes" (in state vs. out-of-state)

Important Student Resources

[Workday Student Resources](#)

[Order FHSU Transcripts](#)

[Academic Calendar](#)

[Public Semester Course Search](#)

Once you have achieved sophomore status as an admitted student, a degree analyst will prepare your degree summary/review your academic progress. Degree analysts are currently assigned by the student's last name.

Registrar's Office Picken Hall - Room 302
registrar@fhsu.edu [785] 628-4222

Academic Success Office

Peer Tutoring

Get assistance from current students that have recently taken the classes you are in and want to help you reach your academic goals.

Academic Coaching

Customized recommendations and academic resource referrals available when you meet one-on-one with a Academic Success staff member.

Early Tiger Alert

Early Tiger Alert [Navigate 360] enables the FHSU community to refer students to appropriate campus support services and resources. The program helps students stay connected and engaged within the campus community. Navigate360 is here to support your student experience and is a way for the university faculty, advisors, administrators, and students to communicate.

Features

- Appointment Scheduling
- Campus Resources
- Class Schedule
- Study Buddies
- Checklist: To-Dos & Reminders
- Hand Raise
- FHSU Knowledge Bot

Earlytigeralert@fhsu.edu

Career Development

The Career Development Office assists students with every stage of their career journey, from career exploration to building career-readiness competencies, to finding internship and employment resources. We also provide professional academic advising for exploratory students who have not yet committed to a specific major.

Resume & Cover Letter Reviews

Help students create and tailor their resumes and cover letters

Handshake

Access Handshake with your TigerNet ID to view nationwide job postings, schedule appointments with a Career Development staff member, and more.

Interview Practice

Use Big Interview to practice your interview skills 24/7 online.

Career Fairs

Connect with employers to learn about internship and job opportunities. Check our website or Handshake for a listing of upcoming fairs.

Tailored for Tigers

Select one free professional outfit from our clothing closet each year you are enrolled at FHSU.

Tiger Terms

Academic Advisor: Degree planning, course selection, degree requirements.

Admissions Office: Recruitment, campus tours.

ADP: American Democracy Project

CLE: Civic Learning and Engagement

Corq: App for connecting all students to what is happening on campus

Faculty Mentor: Career guidance and support, research opportunities.

FAFSA: Free Application for Federal Student Aid

FERPA: Family Educational Rights to Privacy Act

FHSU ID Number: Eight digit number found on the front of your TigerCard

FHSU Online: FHSU's accredited distance education unit

Financial Aid Office: Determines eligibility for grants, scholarships, and loans. Awards/processes federal and institutional aid, then applies aid to student accounts.

HIPAA: Health Insurance Portability and Accountability Act

Office of the Registrar: Manages all academic records and transcripts.

Registration: The process of acquiring a seat in a course thorough Workday. Registration should occur after consultation with your academic advisor.

SGA: Student Government Association

SFS: Student Fiscal Services - Billing, collecting tuition and fees, processing payments, issuing refunds, managing student financial records.

TIS: Tigers in Service

TigerCard: FHSU issued identification card

TigerLink: Student Organization Portal

TigerNetID: Unique username & password allowing access to all FHSU technology.

Third Party Access: Allows students to give another individual (such as a parent) permission to view information or perform tasks on their behalf. To designate a third party, the student must complete a two-part process

TLC: The Learning Commons, main level of Tebo Library, to learn, study, gather, and get help with using technology.

TMN: Tiger Media Network

Workday: Our cloud-based system for academics, financial aid, student employment, and student finance.

Academic Building Codes

AH Albertson Hall
AT Applied Technology
AD Art and Design Hall
CH Cunningham Hall
HMH Hammond Hall
MH Malloy Hall
MA Martin Allen Hall
MC McCartney Hall
PH Picken Hall
PSH Plymouth School House
RH Rarick Hall
STH Stroup Hall
TH Tomanek Hall

Administrative Building Codes

CT Custer Hall
CSS Fischli-Wills Center for Student Success
UN Memorial Union
RC Robbins Center (Foundation/Alumni)
SH Sheridan Hall
TL Tebo Library

Residential Life Building Codes

AG Agnew Hall
CT Custer Hall
HSH Dane G. Hansen Scholarship Hall
HH Heather Hall
MM McMIndes Hall
SP Stadium Place
TV Tiger Village
VV Victor E Village
WS1 Wooster Place No 1 (A, B, C, D)
WS2 Wooster Place No 2 (E, F)

Memorial Union

As the community center of Fort Hays State University, the Memorial Union serves students, faculty, staff, alumni, and guest. With space designed for everyone, we invite you to discover the Union, the hub of student life at FHSU!! Food, Meeting Rooms, Pool Table, Study Lounge, Student Activities, Gathering Space.....just some of the services and facilities offered in the Memorial Union. Make us your home away from home!

Victor E Apparel & Gift Co.

- “Your one stop shop for all things Tiger!” Shop in store or online!
- TGOF- Wear your Tiger Gear on Fridays for 20% off
- Graduation Regalia

Online Bookstore

- “Order your books online and have them shipped to your front door or pick them up at Victor E. Apparel & Gift Co.”

Book a Space

- “Booking a space for Student Events is Free
- Rooms are booked on a first come first served basis, reservations for the next year open the Monday after Spring Break.

Promote an Event

- Multiple good options to promote your event: tabling, poster route, digital signage and more! There are parameters to follow so please check out all this entails on the Memorial Union website!

Tiger ID Card

- Tiger ID Card is your access to campus from meal plans to athletics to access to your Residential Hall
- To obtain or replace a card go to MU 208.
- Replacement cards are \$15

Grab a Bite to Eat

- The Union Catering Co. offers multiple options to eat including Starbucks, Union Station, and Hoagies!
- Utilize your Dining dollars connected to your meal plan

Food and Hunger Initiatives

Tiger Pantry

Tiger Pantry offers readily accessible healthy food and nutritional information for students, faculty, and staff.

Location: Memorial Union, Chestnut Room

Victor E. Garden

Victor E. Garden provides healthy produce for members of the campus community and is available in the Tiger Pantry. All students, faculty, staff, and alumni are welcome to volunteer. Produce available in the Tiger Pantry.

Tebo Library

Online Library

- Search millions of articles, e-books, news sources, and research databases
- Request unavailable materials through Interlibrary Loan
- Explore Special Collections and University Archives for primary sources, photos, and historical documents

Research Help

- Get help finding, evaluating, and citing sources with Ask A Librarian
- Use Subject and Course Guides for research tips and resources
- Learn efficient research strategies through How-to Tutorials

Tebo Library
library@fhsu.edu
785-628-4434

Technology Checkout & Help

- Check out laptops, tablets, cameras, and other tech for 72 hours for FREE with your Tiger Card
- Record a video in the Media Lab equipped with a camera, green screen, lightboard, and studio lights

Writing Center

Our undergraduate and graduate consultants are trained to provide help with:

- Understand assignment guidelines and expectations
- Brainstorm and develop ideas for writing projects
- Organize points and strengthen content
- Research and evaluate credible sources
- Revise and improve drafts
- Learn citation styles, including MLA and APA
- Improve grammar, editing, and sentence structure skills
- Create and revise resumes, cover letters, and other professional materials

writingcenter@fhsu.edu
785-628-4106

Rarick Hall 157

TigerTech

TigerTech is your resource for accessing and using Fort Hays State University systems.

TigerNetID username
& password assistance

Directory Assistance &
General Information

TigerNet:
Internet / Wireless

MFA: DUO Security
and Authenticator

TigerPrint:
Student Print Server

Email: Student Gmail
@mail.fhsu.edu

We do not provide computer repair; we only support equipment that is owned by FHSU, but offer

★ **FREE SOFTWARE** ★

OFFICE 365

Blackboard is a Web-based learning management system (LMS). Most Blackboard questions can be answered by your instructor, with additional support available through Blackboard tutorials and LiveChat

[Submit a Ticket](#)

**TigerTech- Tomanek Hall Room 127
[785] 628-3478 or LiveChat**

Financial Aid

Complete the Cost of Attendance Worksheet to estimate how much total financial aid you will need for the academic year. You should include tuition and fees, books, supplies, equipment and course materials, housing and meals, transportation and personal expenses.

Information about your financial aid cannot be released to another person, including parents, without your Third Party Access. Request access for other individuals to perform tasks on your behalf.

Scholarships are awarded from a variety of sources and based on academic merit and/or need. Numerous FHSU scholarships are available through the online scholarship application. You must submit your application annually to be considered.

You must submit your FAFSA every year to be considered for federal financial aid. Apply early; the application is available after October 1.

**2026-2027 FHSU FAFSA Priority
Deadline: December 1
FHSU School Code: 001915**

**FHSU Scholarship
Application Priority
Deadline: November 15,
2026**

**FHSU Scholarship
Application Final Deadline:
February 15, 2027**

**Financial Assistance Office Picken Hall - Room 202
finaid@fhsu.edu (785) 628-4408**

Student Fiscal Services

★ View your account activity by selecting the "Financials" tab in Workday. ★

Payment Arrangements and Billing

After registering for classes, check your tuition and fees in Workday (Student Financials). Use the myFHSU Payment Portal or the Make a Payment task in Workday to pay your balance or enroll in a payment plan. Additional account charges are due on the 15th of each month after the initial tuition deadline.

Financial Aid Disbursement

Student Fiscal Services applies financial aid, scholarships, loans, and third-party payments to your student account. If your aid exceeds your current semester charges, the remaining balance will be refunded through your Student Refund Payment Election in Workday.

Community Scholarships / Tuition Assistance & Third Party Billing

Student Fiscal Services processes community scholarships and tuition assistance for students. Scholarships may be mailed or delivered to the office, and including complete student and scholarship information helps ensure timely processing.

Friends & Family Third Party Permissions

Parents or other individuals can be added to your student account by granting them permission via Friends and Family within Workday. Doing so is completely optional and adjustments can be made at any time.

Student Fiscal Services Picken Hall - Room 317
sfsmail@fhsu.edu (785) 628-5251

University Police Department

The University Police Department provides law enforcement and public safety services across campus. Officers have jurisdiction on all FHSU property and can also enforce laws within the City of Hays. UPD officers are commissioned by the State of Kansas and serve as Ellis County Sheriff Deputies.

Emergency & Safety Services

- Criminal investigations
- Law and ordinance enforcement
- Traffic accident investigations
- Emergency management
- Traffic and parking enforcement
- Civil commitments for persons in need of care

Student Assistance Services

- Safety escorts
- Vehicle jump starts
- Vehicle unlocks
- Small amounts of fuel
- Tire air assistance
- Airport transportation

Parking Permits

Off-Campus

- Zone 1
- Zone 2
- Cycle Permit

On-Campus

- Zone 2
- Cycle Permit

All motorized vehicles (including motorcycles, mopeds, and scooters) must display a valid parking permit.

Handicap Parking

When using an accessible parking space, display your handicap placard behind your FHSU parking permit to avoid a citation.

Temporary Permits

Temporary permits are available if you're driving another vehicle or forgot your permit. Permits are typically issued for up to one week unless extended by the Office Manager.

Bicycle Registration

- Bicycles must be secured to designated bike racks.
- Improperly parked bicycles may be impounded and require a \$25 release fee.
- Bicycle registration is free and available for added security.

Health and Wellness Services

Counseling Services

Confidential counseling services are available to support a wide range of mental health concerns, including stress, anxiety, depression, college transition, grief, relationship issues, and substance use. Licensed counselors provide support and help students develop problem-solving skills for personal well-being and college success.

Medical

Student Health Center provides affordable, compassionate healthcare right on campus. Most major insurance plans are accepted. Visit our website to learn about available services, schedule an appointment, and find resources to support your personal wellness.

Student Accessibility

FHSU offers reasonable accommodations to students with documented learning, physical, and/or psychological disabilities. We are here to help support your needs.

Student Employment

The Student Employment Office (SEO) helps students find on-campus employment opportunities, including work-study and departmental jobs.

Departmental Jobs: Jobs that are not subsidized by federal workstudy funds and are open to all students in at least six credit hours regardless of financial aid status

Federal Work Study: A form of federal financial aid based on the amount of financial need determined by the Free Application for Federal Student Aid (FAFSA). Work Study does not mean that you will be paid to study

The Student Employment Office (SEO) assists students with:

- ✦ Finding on-campus job opportunities
- ✦ Determining eligibility and connecting students with openings
- ✦ Completing employment paperwork and updates
- ✦ Processing student payroll and maintaining records

Benefits of On-Campus Employment:

- Flexible schedules and a supportive work environment
- Connect with the FHSU community
- Gain skills for future careers
- You are a student first!

Apply for an on-campus job!

- Login into Workday
- Navigate to the Career worklet
- Click on Find Student Jobs

Study Abroad

Study abroad opportunities are available for students of all majors. Credits can transfer to FHSU with guidance from your advisor.

Affiliated Study Abroad Providers

offer programs worldwide with courses, excursions, and cultural experiences. Many programs include tuition, housing, meals, activities, visa assistance, academic advising, and on-site support. Use the Guided Questions form to find the program that best fits your goals.

FHSU Faculty-led Short-term Study Abroad Programs

combine travel, academics, and cultural experiences at international destinations. Programs are offered during intersession, spring break, and summer terms.

International internships

allow students to earn academic credit while gaining global work experience. Opportunities are available worldwide through affiliated providers.

Schedule an advising session with the FHSU Study Abroad Coordinator to learn more.

Signature Program: FHSU Alnwick

Live and learn in Alnwick, England! This faculty-led program is open to all majors and includes a 4-week summer course with 3 weeks spent abroad. Students enjoy lodging, meals, and unforgettable cultural excursions.

Timing is key!

Freshmen:

Attend a study abroad information session and start planning your study abroad experience early.

Sophomores:

Schedule your advising session during your sophomore year to plan for studying abroad as a junior.

Juniors:

Schedule your advising session as soon as possible –your last opportunity to study abroad is the fall of your senior year.

Study Abroad
(785) 628-4176

Memorial Union - Room 014
studyabroad@fhsu.edu

Athletics

Men's

- Football
- Baseball
- Basketball
- Track & Field
- Soccer
- Wrestling
- Cross Country

Women's

- Volleyball
- Softball
- Basketball
- Track & Field
- Soccer
- Wrestling
- Cross Country
- Tennis

Student Loyalty Program

Students can earn points by attending FHSU home games that enter them into win prizes and scholarships.

**All FHSU students get into
FHSU Athletics events for FREE!**

Tiger Fitness Center

The Tiger Fitness Center supports your physical health with resources to help you stay active, build strength, and support your overall well-being while at FHSU.

Group Fitness Classes

- Fit-30
- TRX Total Body
- HIIT Me Up
- Fit Factor
- Body Basic Circuits
- Boot Camp
- Yoga

Semester in Session Hours

Monday-Thursday: 6:30AM-10PM

Friday: 6:30AM-8PM

Weekends: 10AM-5PM

Tiger Fitness Center Cunningham Hall - Room 132
(785) 628-5908 **fitness@fhsu.edu**

Intramurals

300+ Activities

Basketball
Bowling
Softball

Volleyball
Mud Volleyball
Sand Volleyball

Football
Fantasy Football
Flag Football

Easter Egg hunt
Paint a tiger!
Non-Competitive/
Recreational activities

Intramurals **Cunningham Hall- Room 111**
intramurals@fhsu.edu **(785) 628-4373**

Student Engagement & Belonging

We are dedicated to providing opportunities for students to learn, serve, and lead throughout their time at Fort Hays State University!

Fraternity &
Sorority Life

Campus
Events

Educational
Programming

Organization
Leadership

First Gen
Support

Community
Engagement

Community
Service

Student Engagement & Belonging is your ultimate resource for finding your place at Fort Hays State University! With more than 115 recognized student organizations to choose from, you're sure to find one that interests you!

Download the Corq App or visit
TigerLink to stay connected
with what is happening on
campus!

Fischli-Wills Center for Student Success - Room 204
engage@fhsu.edu (785) 628-4664

Student Government Association

SGA is a great way to get involved on campus, meet new people, and make a difference. We represent the student body to Fort Hays State University administration, the Kansas Legislature, and the Kansas Board of Regents.

Your Voice On Campus

Finding Your Senator(s)

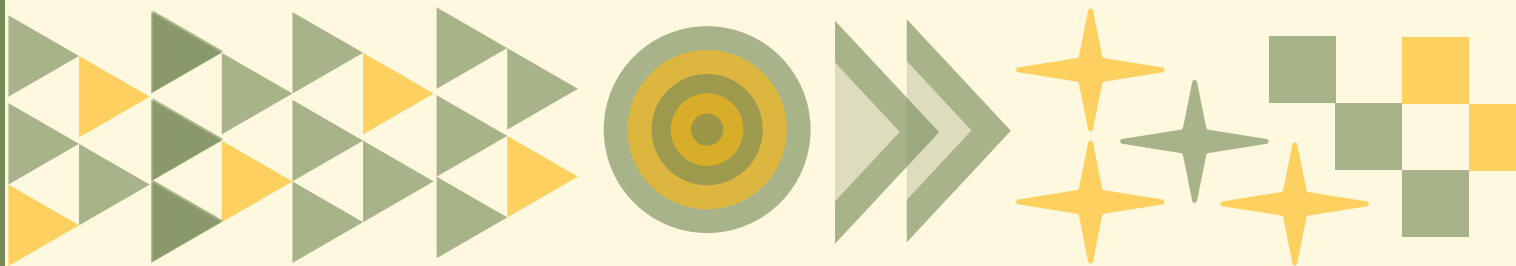
The main goal of all student senators is to provide an impactful student voice and to ensure fairness in all Student Government activities.

Services

- Student Emergency Assistance Fund
 - Educational Opportunity Fund
 - National Voter
 - Registration Day

Funding

- Appropriations
 - Equipment
 - Allocations



Residential Life

Forms

Find Residential Life forms for requests such as work orders, meal plan changes, and other housing needs.

Get Involved

- FHSU students and staff have free access to a variety of movies through the FHSU Movie Channel.
- Get involved with Res Life through a variety of opportunities designed for students.

Safety Tips

- Always lock your door—even when you're sleeping or stepping away for a few minutes.
- Do not prop open exterior residence hall doors or allow unescorted visitors to enter.
- Report lost or stolen residence hall keys to your residence hall staff immediately.
- Let a roommate or friend know if you'll be away for more than a few hours.

Meal Plans

All students within two years of high school living on campus are required to have a meal plan:

Swipes: Use in
McMindes Cafe

Dining Dollars:
Victor E & Union

Family Educational Rights & Privacy Act – FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a Federal law designed to protect the privacy of educational records, to establish the rights of students to inspect and review their education records; and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings. The law applies to any individual who is or has been in attendance at an institution and regarding whom the institution maintains educational records.

Once students have matriculated to Fort Hays State University, i.e., registered in course work, FERPA rights transfer to the student, regardless of the student's age.

Primary rights under FERPA:

To inspect and review educational records.

To seek to amend educational records through informal and formal hearings.

To have some control over the release of information about educational records.

Educational records contain information that is directly related to a student and are maintained by an educational agency or institution, or by a third party acting on behalf of the agency or institution.

Examples include—handwritten notes, computer files/generated information, printed information, video or audio tapes, film, microfilm or microfiche, and any information maintained in any way about a student.

Directory information may be shared, unless restricted. Fort Hays State University defines directory information as:

1. Student name
2. Current mailing 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

Unless covered by an exception, FHSU may not release:

1. Social Security number
2. Student identification number
3. Race/ethnicity/nationality
4. Gender
5. Grades
6. Other non-directory information from student records without written consent of the student

Students have the right to notify the institution they do not want FHSU to disclose directory information about them. To prevent release of ANY student directory information, students must authorize full privacy to prevent disclosure of even their names in publications, programs, honor rolls etc. Request for Confidentiality of Directory Information must be completed and submitted to the Registrar's Office. The Privacy Request form can be found on the Registrar's Office webpage—<http://www.fhsu.edu/registrar/FERPA/>.

Student Authorization for Release - FERPA

The Family Educational Rights and Privacy Act of 1974 ("FERPA" or the Buckley Amendment) is a federal law that affords students certain rights with respect to their education records (which include, but are not limited to, the following examples – academic records, financial aid and billing information, meal plan records, residence hall/life information, advising conference notes, internships and field placement records, student employment records).

One part of FERPA focuses on confidentiality of education records. School officials (e.g., instructors, administrative and department staff, field placement coordinators and supervisors, and other full-time and part-time university employees) must protect the privacy of education records and shall not disclose personally identifiable information about a student or permit inspection of the student's records without his or her written consent or as permitted by law. The student's written signed consent must contain three elements, as described below:

- (1) Specify the records to be released
Ex: academic advising, class registration, grades, and FHSU employment
- (2) Identify the party or class of parties to whom the records should be released
Ex: parent, prospective employer, non-FHSU school official, scholarship committee member
- (3) Indicate the reason for the release
Ex: to authorize the university to disclose/release information to a parent; as part of an application for employment or admission into a graduate program; application for a scholarship or grant

Directions for Students:

It is the student's obligation to complete, sign, and present in-person a separate Student Authorization for Release of Education Records Information form to any FHSU individual who may be called upon to disclose education records about you or your performance (e.g., registrar, financial aid counselor, student accounts/billing director, ID/meal plan administrator, academic advisor, professor, internship supervisor, or cooperating teacher in a field experience).

Third Party Access allows students to designate another person access to some of their information. Currently, students can grant third party access to their Undergraduate Academic Standing, Financial Aid and Scholarships, Residential Life, and Student Financials.

Questions regarding FERPA should be directed to the Student Affairs Office.

To access the 'Student Authorization for Release of Education Records Information Form' and the 'Student Privacy Request Form', go to: <http://www.fhsu.edu/registrar/FERPA/>.

Student Absence: Returning to Campus

Office of Student Affairs:

If a student will be absent from class for medical reasons, death in their family, or due to other extenuating circumstances, the Student Affairs Office will send a professor notification to their professors. The Student Affairs Office will send a notification to their professors to let them know that they will be absent from class and the reason why. Students are asked to provide documentation to the Student Affairs Office of their absence, especially if the absence is longer than three school days, to support their absence.

Medical Withdrawals:

Students may initiate a withdrawal from the University for medical, psychological, or due to a family emergency (for self or immediate family). The Medical Appeal is used to request a waiver of University Policy. Medical appeals to withdraw late or obtain a tuition refund may be granted only for severe, extenuating circumstances, such as hospitalization, psychological reasons, or a death in the immediate family, etc.

Medical appeals for late withdrawal must be submitted with documentation within one term of your enrollment in the class(es) for which you are appealing. If you have extenuating circumstances to withdraw from a course(s), you must explain how these circumstances did not affect your performance in any course(s) you would like to keep on your schedule.

To request a medical withdrawal, the following documentation must be submitted to the Student Affairs Office:

- Completed Medical Appeal for Late Withdrawal Drop form
- A typed explanation outlining the nature of the medical/psychological/family emergency and how the situation created challenges for successfully completing the class(es). Any assertions you make in your explanation must be documented.
- The date(s) of last attendance in on-campus class/classes and the last date(s) of participation in virtual class/classes.
- Documentation verifying the medical/psychological/family emergency (e.g., a letter from a physician/therapist, medical records or obituary, etc.), listing specific dates relevant to the appeal. Copies of medical bills or prescriptions should be not submitted. Appeals submitted without sufficient documentation will be denied.

Submit appeal in person, by mail, email, or fax as follows:

In Person: Chris Gist, Student Affairs Office, Sheridan Hall, Room 208

Mail: Chris Gist, Student Affairs Office, 600 Park St., Hays, KS 67601

Email: cgist@fhsu.edu

Fax: (785) 628-4113

Student Appeals

Appeal for Academic Reinstatement

Students placed on Academic Restriction are not eligible to continue enrollment at FHSU due to continued low academic performance. Students placed on Academic Restriction are encouraged to take time to reflect on their academic experiences and commitment to returning to FHSU to continue their education. Students who believe they are ready to return and successfully pursue their degree will complete and submit an Appeal for Academic Reinstatement by the deadline for the semester they wish to resume enrollment. Students request the appeal form by emailing reinstatementsupport@fhsu.edu. Each appeal undergoes a holistic review by the Reinstatement Committee. If the student enrolls at another school during the period of academic restriction, the student must transfer back hours that achieve a minimum of a 2.00 cumulative GPA. Contact reinstatementsupport@fhsu.edu with questions or for more information regarding Academic Standing and Academic Reinstatement at FHSU.

Appeal for Late Withdrawal/Drop

A procedure to appeal for late withdrawal/drop of classes is available to FHSU students. A committee hears appeals to withdraw late or obtain a tuition refund for severe, extenuating circumstances, such as a natural disaster, military active-duty activation, a death in the immediate family, etc. The student must file a written appeal no later than one term following enrollment in the class(es). Any student may use the appeal procedure. The forms and descriptions of the Academic Appeals Committee procedures are available in the Office of the Registrar.

Financial Aid Suspension Appeal

Students may appeal financial aid suspensions to the Financial Aid Appeals Committee unless they have been dismissed from the university or have not been academically reinstated by the Academic Reinstatement Committee. Satisfactory Academic Progress for Financial Aid Eligibility should not be confused with the university's academic policy. All appeal decisions addressed by the committee are final and not subject to further review. Reinstatement of any aid originally awarded to a suspended student is at the committee's discretion. A Financial Aid Suspension Appeal Form must be completed and submitted online. Contact the Financial Aid Office for questions regarding Financial Aid Appeals.

Grade Appeals

There is a long-established tradition of informal grade appeal at FHSU. Students are strongly encouraged to initially discuss a disputed grade with the instructor(s) responsible for determination and assignment of the grade. It is assumed that informal student-instructor interaction at this level will correct any errors in recording or arithmetical computation and provide the setting for a resolution of any disagreement between a student and instructor(s) involving evaluation and credit for work completed. If this level of interaction, however, fails to result in a satisfactory agreement regarding the assigned grade, it is the policy of FHSU to provide an informal appeal to the department chairperson and dean plus the opportunity for a formal appeal process.

Medical Appeal for Late Withdrawal/Drop

Students may request a withdrawal from classes for medical, psychological or family emergency (for self or immediate family). The Medical Appeal Form is used to request a waiver of University Policy. Medical appeals for a late withdrawal must be submitted with documentation within one term of your enrollment in the class(es) for which you are appealing. If you have extenuating circumstances to withdraw from a class(es), you must explain how these circumstances did not affect your performance in any classes(s) you would like to keep on your schedule. Contact the Division of Student Affairs for questions regarding Medical Appeals.

FHSU: Student Conduct

Mission Statement

Promote student safety, success, and citizenship.

Process violations of the Student Code of Conduct to facilitate education and student development.

Goals of the Office

1. Encourage appropriate standards of individual and group behavior;
2. Foster ethical standards and engaged citizens;
3. Create and maintain an environment that is conducive to the intellectual, cognitive, moral, spiritual, and psychosocial growth of all community members;
4. Promote accountability and responsibility for students;
5. Provide opportunities for community members to acquire knowledge and skills that will improve their chances of future success;
6. Resolve alleged violations of expectations in a way that is fair, developmental, and expedient.

Campus Crime Statistics: Clery

In 1990, U.S. Congress passed the Student Right-to-Know and Campus Security Act, which requires all post-secondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics and campus security information and policies. The Act was amended in 1992, 1998 and 2000. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Higher Education Opportunity Act of 2008 (Public Law 110-315) further created campus safety requirements in the following areas: hate crime reporting and emergency response, evacuation procedures, missing student notification, and fire safety issues. In December of 2024, the act was

updated to reflect changes in the name, now the Jeanne Clery Campus Safety Act, and an inclusion of Hazing to the types of offenses reported in the crime statistics.

The Clery Act requires institutions to disclose three general categories of crime statistics:

1. Types of Offenses – Criminal Homicide, including: (a) murder and non-negligent manslaughter; and (b) negligent manslaughter; sex offenses including: a) forcible, and b) non-forcible; robbery; aggravated assault; burglary; motor vehicle theft; and arson.
2. Hate Crimes – Disclose whether any of the above-mentioned offenses, or any other crimes involving bodily injury, were hate crimes
3. Arrests and Referrals for Disciplinary Action for illegal weapons possessions and violation of drug and liquor laws.
4. Hazing

The Clery Report can be found at: <https://www.fhsu.edu/judicial/security-report/>

Campus Resources for Student Victims of Incidents

1. University Police Department (785)628-5304, 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. A report should also be submitted to the Compliance Officer, Laurie Larrick, at 785-628-4175 or lelarrick@fhsu.edu.
2. The person who has been assaulted should seek immediate medical attention from Health and Wellness Services, a hospital, or a personal physician.
3. The university may make changes to a student's academic and/or living arrangements after an alleged offense, as long as the victim requests those changes and they are reasonably available.

What Students Can Expect of FHSU Conduct Hearings

- Students will be treated with fairness and respect and as independent adults.
- Students will receive timely notification of charges, hearing information, and decisions.
- Students will have their questions (regarding the conduct process, possible outcomes, sanctions, etc.) answered completely and in a timely manner.
- Students will be referred to other campus offices or community agencies as needed.
- Information regarding a student's conduct history will be kept confidential, with information released only to those with a legitimate right to know such information.

Title IX

WHAT IS TITLE IX?

- I. Title IX is a federal law that prohibits discrimination on the basis of sex.
- II. "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal funding." II. Office for Civil Rights enforces that Title IX includes all forms of sex discrimination including:
 - A. Sexual assault
 - B. Sexual harassment
 - C. Stalking
 - D. Intimate partner/dating violence
 - E. Pregnancy
- III. Under Title IX, individuals are guaranteed the right to education free from sexual violence and harassment.

IMPORTANT FACTS TO KNOW

- 1. Title IX is a landmark federal civil rights law that prohibits sex discrimination in education.
- 2. Title IX protects all individuals.
- 3. Schools must be proactive in ensuring that the campus is free from sex discrimination.
- 4. Schools must have an established procedure for handling complaints of sex discrimination, sexual harassment, and sexual violence.
- 5. Schools must take immediate action to ensure an environment free of ongoing sex discrimination, sexual harassment, or violence.
- 6. Schools must prevent retaliation to any involved party, and any acts of retaliation are separate and distinct acts of harassment.
- 7. Schools can issue a "no contact" directive to prevent the accused-respondent student from the complainant-victim approaching or interacting with one another.
- 8. Schools cannot discourage the complainant-victim and accused-respondent from continuing their education since they have a right to education under Title IX.

RESOURCES

Fort Hays State University handles incidents of gender-based violence seriously. If you or someone you know is a victim of gender and/or relationship violence, there are resources available.

Non-Confidential Reporting

University Police Department (785)-628-5304

Residential Life Employees

Hays Police Department—911

Confidential Reporting

FHSU Health and Wellness Services
(785)-628-4401

University Compliance Officer/Title IX Coordinator
(785)-628-4175