Salina Area Technical College
2023 Annual Security Report

SALINA TECH

Salina Area Technical College is committed to the safe and wellbeing of all individuals in the community and those involved in campus activities. In order to ensure that college students and employees are provided healthy education and work environments, Salina Area Technical College (SATC) is determined to provide a campus atmosphere free of violence for all members of the campus community. In accordance with federal Clery and Campus SaVE Acts, Salina Tech commits to providing all current and prospective students and employees with access to the annual security reports.

Salina Tech has historically had a low crime rate on campus. This Annual Security Report is in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Stations Act, or Clery Act. It provides students and families with the information they need to make informed decisions. Interested parties may access the purpose and requirements of this act online by going to the following website: https://www2.ed.gov/admins/lead/safety/campus.html. It provides students and employees the information about Salina Tech's security arrangements, policies and procedures, programs on drug and alcohol abuse, awareness of various kinds of sex offenses, prevention of crime, and procedures the college with take to notify the campus community in the event of an emergency. The crime statistics provided are a compilation of crimes reported to the college and Salina Police Department.

Notice of availability of the Annual Security Report is distributed to every member of the college by October 1 each year. Anyone interested in obtaining a paper copy of the report, can contact Student Services, 2562 Centennial Rd, Salina, KS 67401. Electronic copies can be found at https://www.salinatech.edu/admissions/consumer-information/.

Mission
Salina Area Technical College will meet employment needs of the region by providing a diverse community of learners with the technical and general education skills necessary for employment, personal growth, and lifelong learning.

Vision
Be the college of choice for the region where students are equipped to succeed in the dynamic world of business and industry.

Values
Collaboration: To build a stronger community, SATC values partnerships with K-12, business, and community organizations. Together, we can achieve more.

Lifelong Learning: SATC values supporting individual goals that encourage students to learn, grow, collaborate, and innovate throughout their life.

Diversity: SATC embraces the diversity of our students, employees, and community by promoting inclusion and access for all.

Excellence: SATC values its students and is committed to providing an education that encourages responsible, successful, and ethical employees.

Innovation: SATC values innovative technology and delivery methods to keep student learning relevant within a rapidly changing world.

2023 Annual Security Report for 2022, 2021, and 2022 Crime Statistics

The statistics in this report cover the previous three years on crimes that occurred on campus, in certain off-campus building (Kansas State Polytechnic campus dorms) or property owned, leased, or controlled by Salina Tech. The data covers a calendar year of January 1 through December 31 for each year.

The Vice President of Student Services prepares this report in cooperation with K-State Polytechnic's Associate Dean for Academics and Student Success, and Salina Police Department.

Criminal Offenses - On campus

Criminal offense	2020	2021	2022
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft	0	0	0
k. Arson	0	0	0

Hate Crimes - All

Reportable Criminal offenses	2020	2021	2022
a. Murder/ Non-negligent manslaughter	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft	0	0	0
k. Arson	0	0	0
l. Simple assault	0	0	0
m. Larceny-theft	0	0	0
n. Intimidation	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0

VAWA Offenses - All

Crime	2020	2021	2022
a. Domestic Violence	0	0	0
b. Dating Violence	0	0	0
c. Stalking	0	0	0

Arrests - On campus

Crime	2020	2021	2022
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	4*	0	0
c. Liquor law violations	1*	0	0

Disciplinary Actions - All

Crime	2020	2021	2022
a. Weapons: carrying, possessing, etc.	1*	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	3*	0	0

The data in the above tables is collected, updated, and reported each October. It is published immediately to www.salinatech.edu and is available in print at any time in Student Services office. If a crime or arrest occurred off campus (at any class location other than 2562 Centennial Road, Salina KS 67401, such as Kansas State Polytechnic Campus dorms, it is noted with an * and would be explained under the Campus Crime Reporting section below.

Campus Locations Included in Crime Statistics

Salina Area Technical College
2562 Centennial Road, Salina, KS 67401

Habitat for Humanity
(Construction program houses built in 2020)
721 Choctaw Ave., Salina, KS 67401
727 Choctaw Ave., Salina, KS 67401

USD 305 Salina Locations
(Allied Health, Fire Science and Police Science courses)
South High School - 730 E. Magnolia Rd., Salina, KS 67401
Central High School - 650 E. Crawford St., Salina, KS 67401

CAMPUS SECURITY AND SAFETY

Everyone has the right to attend Salina Tech in a safe and secure environment. While the College has no formal campus security personnel, it is the duty of the staff and instructors to uphold the Board policies on security as well as abide by college policies, as well as Local, State and Federal laws. The policies and procedures regarding security and safety on the College campus are briefly outlined in this brochure. For additional questions, please call 785-309-3100.

The College policies are designed to ensure students, staff and all property are always protected from possible damage or injury, outside intrusion or disturbances occurring on campus grounds or in campus buildings.

Clery Act and the Campus Sexual Violation Elimination Act

Salina Tech is committed to providing an atmosphere free of violence for all members of the campus community. In compliance with the Jeanne Clery Act and the Campus Sexual Violence Elimination Act (SaVE Act), Salina Tech does not tolerate stalking, sexual assault, domestic violence or dating violence.

Salina Tech will pursue the perpetrators of such acts to the fullest extent of the law. Students or employees who are responsible for such acts of violence will be subject to disciplinary action through the Student Services Office or Office of Human Resources. This can

include expulsion or termination and criminal prosecution simultaneously.

Salina Tech is also committed to providing safety and support services to victims of stalking, sexual assault, domestic violence or dating violence. This policy applies equally to all members of Salina Tech's community: students, faculty, staff, contract employees, volunteers, and campus visitors.

Victims and accused perpetrators of such crimes have legal rights and options available to them. Any member of the Salina Tech community (students, faculty, staff, contract employees, volunteers, or campus visitors) who has experienced or knows of another member of the community who has experienced stalking, sexual assault, domestic violence or dating violence should immediately contact the Vice President of Student Services (785-309-3120) or the Office of Human Resources (785-309-3183). Both offices are located in Building A, first floor, 2562 Centennial Rd., Salina, KS 67401.

Salina Tech's full policy on stalking, sexual assault, domestic violence or dating violence, legal definitions, rights, and options of victims and accused perpetrators is available on the Salina Tech website: https://www.salinatech.edu/wp-content/uploads/SATC-Campus-SaVE-Act-Policy.pdf

CLERY CAMPUS SECURITY AND CRIME STATISTICS ACT

Statistics on criminal incidents, as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, are available at college offices, as well as on individual campus websites. Data for the last three years, along with general information, can be found at this site: http://ope.ed.gov/security/. This informational service is provided by the Office of Postsecondary Education of the U.S. Department of Education.

CAMPUS CRIME REPORTING

Except in extreme circumstances, including but not limited to reporting stalking, sexual assault, domestic violence or dating violence, students and staff should notify a College administrator if the police department needs to be contacted. The administrator will place the call to the proper authorities. Once a College administrator has been contacted regarding suspicious acts, criminal actions or other emergencies occurring on campus, a warning report will be issued to members of the campus community in a timely fashion if administration and the appropriate authorities believe that the

suspicious acts, criminal actions or other emergencies could place the campus community in danger:

A. No later than the next scheduled day of classes if there is no immediate danger to the campus community or
B. As soon as possible if there is imminent danger to the campus community.

Appropriate action may include notification to students and staff about the availability of on and off campus counseling, mental health, or other student services depending on the situation.

From 2018-2020 Salina Tech staff and students, including its Salina campus, at any other location where classes were held, on any adjacent public properties (including Salina Tech students living at or utilizing Kansas State Polytechnic Campus did not experience any murders, arson, aggravated assaults, or hate crimes. In 2018, Kansas State Polytechnic Campus had a weapons possession violation referral, at their residential facility, and in 2019, they had one drug abuse violation arrest on campus in the residential facility. During 2020, K-State Polytechnical Campus' residential facilities reported disciplinary action on one case of weapons: carrying, possessing, etc. and 3 cases of liquor law violations. Salina High School South reported four drug abuse violation arrests during 2020. In addition, Salina High School Central had one liquor law violation arrest in 2020. During this three-year period there were no forcible or non-forcible sex offenses, nor were there any reports of motor vehicle thefts.

Information is prepared annually and reported to the Department of Education in an annual security report. The three-year findings are compiled and published by mid-October each year. After the publication is updated, it is distributed to all Salina Tech staff and students during student or staff orientation processes. Salina Tech also electronically distributes this information and any updates through our learning management system and via student and staff email. The report is also available for anyone to obtain in Student Services or online at https://www.salinatech.edu/admissions/consumer-information/ under Campus Security. Please see or contact the Vice President of Student Services for more information. The Kansas State Polytechnic's Annual Campus Security and Fire Safety Report for 2020 can be located at https://www.k-state.edu/report/clery/

SAFETY

All College employees shall make all reasonable efforts to provide a safe environment for students, staff, and visitors. These efforts may include but are not limited to cooperation with law enforcement agencies and/or emergency response personnel.

The College Board and the President will cooperate with local governmental officials, emergency preparedness authorities and other related state and federal agencies to maintain adequate disaster warning systems and procedures. Applicable staff and/or maintenance personnel shall periodically inspect each building and other appropriate areas to see that they are adequately maintained. Written records of these inspections shall be maintained.

Inspection of the College facilities for hazardous waste shall be conducted on a regular basis. Written records of these inspections shall be maintained. Hazardous waste that is discovered will be reported to the President and its removal and disposal shall be handled in accordance with applicable local, state, and federal rules and regulations. When hazardous waste material is produced in a shop or any location within the College, its disposal shall be in accordance with state and federal rules, regulations, and current law.

The College policies are designed to ensure students, staff and all property are always protected from possible damage or injury, outside intrusion or disturbances occurring on campus grounds or in campus buildings.

SECURITY

The College shall attempt to ensure that employees, students, visitors, and property are protected from possible injury or damage. Security devices may be installed at locations deemed appropriate. Other measures may be taken to prevent intrusions, trespassing, or disturbances from occurring on the College property. Outside lighting shall be installed at each building and other locations on campus to provide illumination. The College shall cooperate with law enforcement in security matters.

The College prohibits the possession and use of firearms, explosives, and other weapons on campus, with certain limited exceptions, as provided below. This policy is in accordance with the Kansas Board of Regents ("Board") Policy and state law, K.S.A 75-7c01, et seq.

The College seeks to maintain a safe and secure environment in which to conduct educational, research, and training activities. Carry Concealed Handgun (CCH) is a handgun that a person who is not prohibited from possessing a firearm under either federal or state law may carry in a concealed fashion, except whereas prohibited in certain locations as detailed in state law (KSA 75-7c10). CCH laws refer to firearms defined as handguns, (not Rifles or SBR's) that meet the states requirements (Pistols and/or Revolvers).

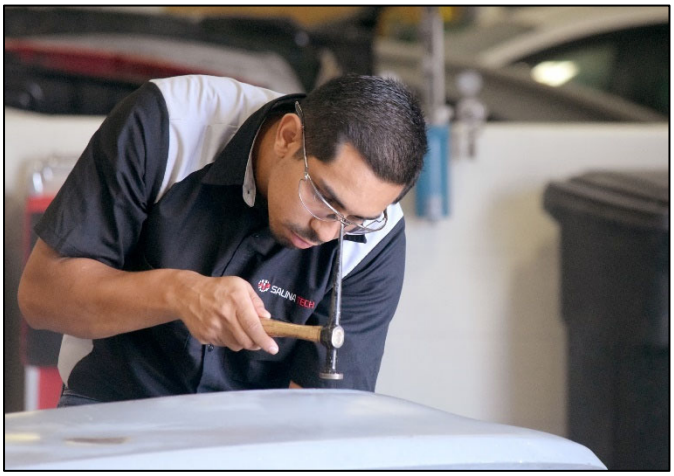
The display or "open carry" of any firearm is strictly prohibited in any College building or on the College campus by college policy except for in defense of oneself or by law enforcement. Display is defined as the intentional showing, presenting, exhibiting and or drawing of a handgun from a position of concealment on one's person. Except in those instances where necessary for self-defense

or transferring to safe storage, it shall be a violation of college policy to openly display any lawfully possessed concealed carry handgun in any campus building at all times.

CCH individuals who carry a handgun on campus must always carry it on or about their person or secure their handgun in a locked, privately-owned or leased motor vehicles. A CCH individual may not carry a partially or wholly visible handgun on campus premises or on any College driveway, street, sidewalk, or parking lot. With respect to this policy, concealed means completely hidden from view from any angle and not revealing the weapon in any way, shape, or form.

There are no College locations that have been designated as prohibiting concealed carry with permanent adequate security measures. The College may from time to time designate a specific location as temporarily prohibiting concealed carry and use temporary adequate security measures as defined and required by law. Appropriate notice will be given whenever this temporary designation is made.

CCH may be prohibited in areas where the discharge of a firearm might cause great harm, such as laboratories with dangerous chemicals, biologic agents, or explosive agents, and areas with equipment that may snag, catch, or make contact the weapon, and with equipment that is incompatible with metallic objects.
Any person may be held responsible to disciplinary action including but not limited to dismissal from the college and/or criminal



prosecution. The College's Weapons/Conceal Carry Policy can viewed on the website here.

ACCESS TO CAMPUS FACILITES

Campus facilities are restricted to those who have a legitimate purpose for being on campus. Other people will be asked to leave. Facilities will be secured and locked when classes are not in session. Locks and other security equipment to buildings and their contents are checked regularly. Door keys are issued sparingly to college personnel to maximize security.

The College will attempt, through its staff, to ensure that students, patrons, and all property owned by the College are protected at all times from possible damage or injury, outside intrusion or disturbances occurring on campus grounds or in campus buildings. The College shall cooperate with all law enforcement agencies.

EMERGENCY RESPONSE & EVALUATION PROCEDURES

To immediately notify the campus community upon the confirmation of significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, the College will assess the situation and use the appropriate system of communication to confer the information to staff and students. This may include but is not limited to the use of Alertus, electronic mail or social media, phone, or person-to-person communication.

Appropriate action may include notification to students and staff about the availability of on and off campus counseling, mental health, or other student services depending on the situation.

The College will, without delay, and considering the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. When informed of an emergency, SATC administrative staff will determine who to notify, determine the content of the notification, and initiate the appropriate notification system—electronic, phone, or person-to- person.

Administrative staff includes but may not be limited to any or all listed below:

- President
- Vice Presidents
- Directors

The President or a Vice President will disseminate emergency information to the larger community as appropriate.

The College will test the fire emergency response and evacuation procedures on at least an annual basis including publicizing its process in conjunction with at least one test per calendar year and documenting a description of the exercise as well as the date and time of the exercise and whether it was announced or unannounced.

ONGOING EDUCATION AND AWARENESS

Salina Area Technical College is committed to increasing the awareness of and prevention of violence. Salina Area Technical College makes continued efforts to provide students and employees with education programming, and strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking before they occur. To address the issue of sexual assault, domestic violence, dating violence, and stalking in a college environment, Salina Area Technical College offers practical guidance for risk reduction, violence prevention, and bystander intervention.

New Student Orientation - Orientation programs addressing active bystander awareness, support services, medical amnesty, wellness, and personal safety are delivered by members of the Office of Student Services to first year and transfer students.
Employee Orientation - All new employees receive training on Sexual Harassment and Campus SaVE through the Office of Human Resources. All employees receive annual training during in-service.

Bulletin Board Campaigns - The Office of Student Services and Office of Human Resources work jointly to use passive programming strategies in the student lounges, classrooms, restrooms, and buildings to provide information on crime prevention and safety issues related to Salina Tech students and employees on and off campus.

Newsletters/Social Media - Safety awareness and reminders are sent throughout the year in employee newsletters, through a variety of social media methods and resources to reach students by posting videos, flyers, etc.

LOCATIONS WITH REPORTABLE CRIME STATS

Kansas State Polytechnic, 2310 Centennial Road, Salina, KS. Through an agreement, Salina Area Technical College students are allowed to enter contracts with Kansas State Polytechnic Salina Campus for use of residential living (dorms). For a copy of Kansas State University at Salina's 2020 Campus Security Report, click here.

Campus SaVE Act Policy

In order to ensure that College students and employees are provided healthy education and work environments, the College is determined to provide a campus atmosphere free of violence for all members of the campus community. In compliance with federal law, specifically the Jeanne Clery Act (Clery Act) and the Campus Sexual Violence Elimination Act (SaVE Act), the College has adopted policies and procedures to prevent and respond to incidents of sexual assault, domestic violence, dating violence and stalking. This policy applies equally to all members of the College's community: students, faculty, staff, contract employees, volunteers, and campus visitors.

The College does not tolerate sexual assault, domestic violence, dating violence or stalking in any form. The College policies, as well as federal and state laws prohibit such acts of violence. Individuals who the College determines more likely than not engaged in these types of behaviors are subject to penalties up to and including expulsion and/or termination, regardless of whether they are also facing criminal or civil charges in a court of law. The College is also committed to supporting individuals through the appropriate provision of safety and support services.

Definitions:

Sexual Assault - Sexual contact without consent is sexual assault. Outside of rape, sexual contact is the intentional touching, fondling, grazing either directly or through the clothing of any person with intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desire of any person. (U.S.C. 18; Kansas Statute 44-1131(b))

- **Consent** – constitutes a fully functional adult giving approval for sexual contact.
- Coercion, intimidation, or forcing sexual contact is not consensual and is considered sexual assault.

Domestic Violence – Means an act or threatened act of violence against a person with whom the offender is involved or has been involved as dating partners, or an act or threatened act of violence against a family or household member by a family or household member.

Domestic violence also includes any other crime committed against a person or against property, or any municipal ordinance violation against a person or against property, when directed against a person with whom the offender is involved or has been involved in a dating relationship or when directed against a family or household member by a family or household member. (Kansas Statute 21-5111; 60-3102)

Dating Violence and Kansas Law – Kansas has laws against dating violence behaviors such as sexual assault, domestic violence, and stalking. However, the specific term "dating violence" is not used specifically in these laws. According to 34 USCS § 12291(a)(10), the term dating violence means "violence committed by a person:

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - The length of the relationship
  - The type of relationship
  - The frequency of interaction between the persons involved in the relationship.

Abusive partners may use a combination of the following tactics to control, manipulate and abuse a partner:

- **Physical** – Hitting, pinching, shoving, restraining, and destroying property, choking, threats of harm.
- **Perceived threats** – A statement, behavior, or demeanor that attempts to arouse fear through the threat of impending danger or harm.
- **Sexual** – Rape, sexual abuse, or any coercion or manipulation of a partner to engage in sexual behaviors.
- **Emotional** – Insults, name-calling, yelling, threats, stalking, extreme jealousy, humiliating a partner in public or private, isolating a partner from friends or family, threatening to "out" a partner who is gay, lesbian, or transgender, making someone account for their time, threats to harm themselves.

Stalking – Is a **course of conduct** directed at a specific person that would cause a reasonable person to fear. **Course of conduct** is defined as "a pattern of actions composed of more than one act over a period of time, however short, evidencing a continuity of contact." (Kansas Statute 21-5427).

Stalking includes any behaviors or activities that collectively instill fear in a victim, and/or threatens their public safety, mental health, or physical health, or causes them to suffer substantial emotional distress. Such behaviors and activities may include, but are not limited to, the following:

- Non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, text messages, written letters, gifts, or any other communications that are undesired and place another person in fear.
- Use of online, electronic, or digital technologies, including:
  - Posting of pictures or information in chat rooms or on web sites
  - Sending unwanted/unsolicited email or talk requests.
  - Posting private or public messages on Internet sites, social networking sites, and/or school bulletin boards

  - Installing spyware on a victim's computer
  - Using Global Positioning Systems (GPS) to monitor a victim.
- Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the victim.
- Surveillance or other types of observation including staring, "peeping."
- Trespassing
- Vandalism
- Non-consensual touching
- Direct verbal or physical threats
- Gathering information about an individual from friends, family, and/or co-workers
- Threats to harm self or others
- Defamation – lying to others about the victim.

Minors
Reports received by the College concerning the abuse of a minor or juvenile must be reported to state officials in compliance with state law (Kansas Statute 38-2223)
Requiring mandatory reporting of child abuse.

Reporting an Incident
The College encourages any member of the College community who has experienced or knows of another member of the community who has experienced sexual assault, domestic violence, dating violence, or stalking, to report the incident to the College or to the police. Although the final decision lies with the member of the College community as to whether they want to file a report.

If a college student, faculty or staff member, volunteer, visitor, or contractor has experienced sexual assault, domestic violence, dating violence, or stalking, they should immediately report the incident to the College's Campus Security Authorities (CSA) either at 2562 Centennial Road or by phone:

- Title IX Coordinator/Chief Student Services Officer at 785-309-3120
- Human Resources Coordinator at 785-309-3183
- Student Enrollment Specialist at 785-309-3118/3106
- Chief Academic Officer at 785-309-3160

The CSA will assist all members of the College community by assessing the incident, advising the individual on how they can seek legal protection, making the individual aware of medical, counseling, and other support services. If a reported incident did not occur on campus, the CSA can assist the individual in notifying the local police department with jurisdiction over the crime. **In case of an emergency or ongoing threat, the individual should get to a safe location and call 911.** Calling 911 will put the reporting party in touch with the local police.

Individuals are not required to report to area law enforcement to receive assistance from or pursue any options within the College.

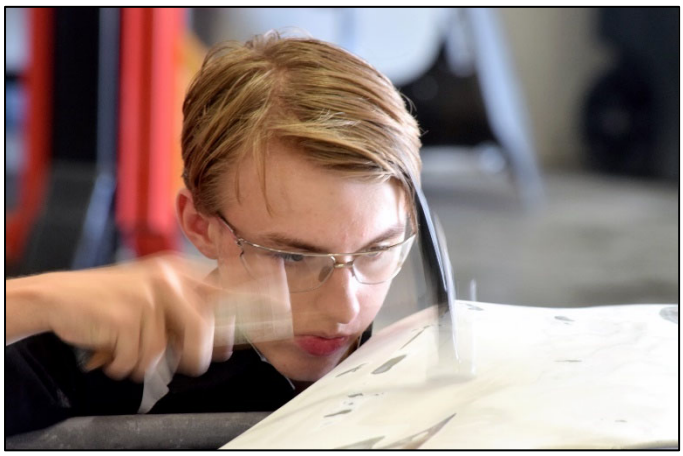
Reporting sexual assault, domestic violence, dating violence and stalking to the police does not commit the individual to further legal

action. However, the earlier an incident is reported, the easier it will be for the police to investigate, if the individual decides to proceed with criminal charges.

In certain instances, the College may need to report an incident to law enforcement authorities. Such circumstances include any incidents that warrant the undertaking of additional safety and security measures for the protection of the individual and the campus community or other situations in which there is clear and imminent danger, and when a weapon may have been involved. However, it is crucial in these circumstances to consult with supervisory staff since reporting may compromise the safety of the individual. This may also warrant mass communication to ensure timely warning. Personal safety concerns are often very important for individuals of sexual assault, domestic violence, dating violence, or stalking. Crisis intervention and individual safety concerns will take precedence.

Written Notification of Rights and Options for Individuals
Any student or employee, who reports an incident of sexual assault, domestic violence, dating violence, or stalking, whether the incident occurred on or off campus, shall receive a written explanation of their rights and options as provided for under this policy. These rights and options include the right(s) of the individual to:

- Go to court, and to file a domestic abuse complaint requesting an order restraining your attacker from abusing you, and/or an order directing your attacker to leave your household, building, school, college, or workplace:
- Seek a criminal complaint for threats, assault and battery, or other related offenses.
- Seek medical treatment (the police will arrange transportation for you to the nearest hospital or otherwise assist you in obtaining medical treatment if you wish)
- Request that a police officer assist you by arranging transportation or by taking you to safe place, such as a shelter or a family or friend's residence; and
- Obtain a copy of the police incident report at no cost from the police department.



Rights of Accused
Students or employees accused of sexual assault, domestic violence, dating violence, or stalking behaviors have rights on this campus. Those include:

- The right to know the nature and source of the evidence relevant to the case.
- The right to an advocate or attorney to aid in the preparation and presentation of the case.
- Access to services from the counseling or other student/employee service groups
- Consultation with a campus official on academic support services and referrals to community resources when appropriate.

Procedures Individuals Should Follow
If an incident of sexual assault, domestic violence, dating violence, or stalking occurs, it is important to preserve evidence so that successful criminal prosecution remains an option. The individual of a sexual assault should not wash, shower, or bathe, douche, brush teeth, comb hair, or change clothes prior to a medical examination or treatment. If the individual has removed the clothing, they were wearing during the assault prior to seeking medical treatment, that clothing should be placed in a brown paper, not plastic, bag and brought to the hospital when treatment is sought. If the individual is still wearing the clothes that they were wearing during an assault, they should bring a change of clothes with them to the hospital so that the clothes containing possible evidence can be preserved and examined for evidence of the crime.

Evidence of violence, such as bruising or other visible injuries, following an incident of sexual assault, or domestic or dating violence, should be documented by taking photographs. Evidence of stalking, including any communications such as written notes, email, voice mail, or other electronic communications sent by the stalker, should be saved, and not altered in any way.

On and Off Campus Resources
The College and the City of Salina, all offer important resources to individuals of sexual assault, domestic violence, dating violence, or stalking, including medical treatment, counseling services, and advocacy that individuals may wish to utilize.

The following College staff can assist members of the College community in considering their options and navigating through any resources they may elect to pursue.

The individual need not formally report an incident of sexual assault, domestic assault, dating violence, or stalking to law enforcement or the College to access the following resources:

On Campus Resources
Erica Kruckenberg 785-309-3160
Title IX Coordinator/Chief Student Services Officer

Jamie Palenske 785-309-3114
Human Resources Coordinator

Emily Ingalls.....785-309-3132
Enrollment Specialist

Melissa Farmer.....785-309-3118
Enrollment Specialist

Jennifer Callis 785-309-3120
Chief Academic Officer

Off Campus Resources:
Central Kansas Mental Health Center 800-794-8281
(after hours).....866-823-6380
Domestic Violence Association of Central KS.....800-874-1499
Veridian Behavioral Health, Inc. 800-284-6027
Salina Regional Health Center (SRHC) ER 785-452-4631
SRHC Sexual Assault Nurse Examiner.....785-452-7095
National Sexual Assault Hotline 800-656-4673
Kansas Coalition Against Sexual & Domestic Violence 800-363-2287
Kansas Domestic Violence –
https://ag.ks.gov/public-safety/domestic-violence

Accommodations
The College is committed to supporting individuals of sexual assault, domestic violence, dating violence, or stalking by providing the necessary safety and support services. Students and employees on our campus have the right to live free of behaviors that interfere with attaining their educational goals. Students and employees who report sexual assault, domestic violence, dating violence, or stalking have the right to:

- Treatment with dignity and respect, not subjected to biased attitudes or judgements.
- Not having past and irrelevant conduct discussed during any resulting proceedings.
- Changes in academic programming, if deemed appropriate by college administration
- All support services regardless of the choice to file a school or criminal complaint.
- Submission of a written account of the incident and an individual-impact statement
- Having one's identity protected, in accordance with the Student Code of Conduct, personnel policies, or other legal requirements.
- Individuals can request immediate transfer of classes or

work area, subject to administration's approval and availability, or other steps to prevent unnecessary or unwanted contact or proximity to an alleged assailant. The College will make reasonable efforts to accommodate such requests.
- Advising faculty (if an employee, their co-workers) and others as applicable on a need-to-know basis (i.e., Directors/Department Heads and/or Leadership Team Members) of the situation temporarily relocating the individual to a secure area (if possible)
- Providing options for voluntary transfer or permanent relocation to a new campus or work site (if feasible)
- Escorts for entry to and exit from the building and campus.
- Permitting a change of class and/or work schedule (if possible)
- Maintaining a copy of the assailant's image and/or a copy of any existing court orders of protection in a confidential on-site location.

Confidentiality of Information

The College recognizes the sensitive nature of sexual assault, domestic violence, dating violence and stalking incidents. We are committed to protecting the privacy of individuals who report incidents of abuse, to the extent that doing so is permitted by law and consistent with the College's need to protect the safety of the community. The College requires all College employees to share with the College's Title IX Coordinator information they learn concerning a report of sexual assault, or an incident of domestic or dating violence, or stalking, so that the Title IX Coordinator can investigate the incidents, track trends (including possible multiple reports involving the same assailant) and determine whether steps are needed to ensure the safety of the community. It is the individual's choice whether they wish to participate in the investigation; however, the College may proceed with an investigation without the individual's participation if there is concern for the safety of other members of the community.

Reports of sexual assault, domestic violence, dating violence, or stalking, which are shared with the College's Title IX Coordinator or other College officials, will be treated with the greatest degree of respect and privacy possible while still fulfilling the College's obligation to investigate and effectively respond to the report. Every effort will be made to limit the scope of information shared to keep it to a minimum of detail, and only when necessary. It is the individual's choice whether to participate in the investigation; however, the College may proceed with the investigation without the individual's participation if there is a potential threat to other members of the community.

An individual's ability to speak in confidence and with confidentiality may be essential to their recovery. The College thus expects employees to treat information they learn concerning incidents of reported sexual assault, domestic violence, dating violence, or stalking with as much respect and as much privacy as possible. College employees must share such information only with those College officials who must be informed of the information pursuant to college policy. Failure by a College employee to maintain privacy in accordance with the College's policy will be grounds for discipline up to and including termination.

Information related to an individual of sexual assault, domestic violence, dating violence, or stalking will be kept confidential except when dictated by law, College policy, or when necessary to protect the safety of the campus community.

Reported information is kept private to the extent possible by federal and state law, and College policy, however Kansas law includes clear limitations on legal confidentiality:

- Confidentiality exists in certain instances for medical personnel, counselors, social workers, clergy, attorneys, and rape crisis counselors, but information may be required to be released through a subpoena or court order.
- Information reported to anyone not in one of the above-named positions may have to be disclosed when required by law or pursuant to a subpoena.
- When medical information is received from an individual of sexual assault, domestic violence, or dating violence, such medical information will be kept confidential to the extent permitted and required by law including, but not limited to, the Americans with Disabilities Act and its Amendment and the Family and Medical Leave Act.
- When it is determined that maintaining confidentiality puts the individual or others at risk of physical harm, those individuals deemed necessary to protect the safety of the individual and others, or to enforce an order of protection, will be given the minimum amount of information required. When possible, the College will provide the individual of sexual assault, domestic violence, dating violence, or stalking with notice of the intent to provide information to other employees and/or Safety and Security personnel.

While federal law requires the College to include certain reported incidents of sexual assault, domestic violence, dating violence, and stalking among its annual campus crime statistics that are reported in the College's annual Clery Reports, such information will be reported in a manner that does not permit identification of individual. Crime reporting statistics are also included in a Title IX trend report maintained by the College.

Educational Programs
The College is committed to increasing the awareness of and prevention of violence. The College makes continued efforts to provide students and employees with education programming, and strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking before they occur.

To address the issue of sexual assault, domestic violence, dating violence, and stalking in a college environment, the College offers practical guidance for risk reduction, violence prevention, and bystander intervention strategies.

New Student Orientation – Orientation programs addressing active bystander awareness, support services, medical amnesty, wellness, and personal safety are delivered by members of Student Government and the Office of Student Services to first year and transfer students.

Employee Orientation – All new employees receive training on Sexual Harassment and Campus SaVE through Human Resources. All employees receive annual training during in-service.

Bulletin Board Campaigns – The Office of Student Services and Human Resources Coordinator work jointly to use passive programming strategies in the student lounges, classrooms, and buildings to provide information on crime prevention and safety issues related to College students and employees on and off campus.

Newsletters/Social Media – Safety awareness and reminders are sent throughout the year to employees and students through a variety of social media methods and resources by posting videos, flyers, etc.

Disciplinary Procedures
The College strictly prohibits all acts of sexual assault, domestic violence, dating violence, and stalking. In addition to facing criminal investigation and prosecution, students, employees, and other affiliates may also face action by the College. When students or employees are accused of having engaged in sexual assault, domestic violence, dating violence, or stalking, the College may, depending on the facts alleged, issue interim safety measures prior to the resolution of the charges. Such interim safety measures might include issuing No Contact orders between the parties, altering an individual's work or class schedule, placing an employee accused of misconduct on administrative leave, or placing a student accused of misconduct on an interim suspension.

The College's Title IX Coordinator will oversee all investigations of allegations of sexual assault, domestic violence, dating violence, or stalking incidents. Employees who are found responsible for having committed such a violation could face termination of employment, and students who are found responsible for having committed such a violation may face disciplinary probation, deferred suspension, suspension from the College, or expulsion from the College. In addition, the College may issue No Contact Orders and No Trespass Orders to those found responsible.

If a Title IX investigation concludes that evidence exists which suggests a student more likely than not engaged in sexual assault, domestic violence, dating violence, or stalking, the Title IX/Chief Student Services Officer (785-309-3120) will handle the adjudication pursuant to the Student Code of Conduct. The Human Resources Coordinator (785-309-3183) will handle any incidents involving employees and College affiliates who are found by the College to have engaged in behavior that violates College policy, including but not limited to sexual assault, domestic violence, dating violence, or stalking.

All investigations and resolutions handled by the College, whether the incident is reported to have occurred on or off campus, shall be prompt, fair, and impartial. The identified College officials who investigate will receive annual training on the nature of the types of cases they are handling, how to investigate, and how to conduct a proceeding in a manner that protects the safety of Individuals and promotes accountability.

The College seeks to investigate and adjudicate any official complaints of sexual abuse, domestic violence, dating violence, or stalking that are filed with the College within sixty (60) days of receipt of that complaint, unless mitigating circumstances require the extension of time frames beyond sixty (60) days. Such circumstances may include the complexity of the allegations, the

number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, College breaks or vacations that occur during the pendency of an investigation, or other unforeseen circumstances. In these matters, the complainant and the respondent shall be notified, provided an explanation, and given information about the amount of additional time required.

In all investigatory and adjudication proceedings conducted by the College concerning charges of sexual misconduct, domestic violence, dating violence, or stalking, including any related meetings or hearings, both the complainant and the respondent will be afforded the same due process rights, including equal opportunities to have others present. This includes the right to be accompanied by an advisor or attorney of their choice. Both the complainant and respondent will also be afforded an equal opportunity to introduce evidence and identify witnesses.

When a student is accused of any violation of the Student Conduct Code, including but not limited to charges that he or she engaged in sexual assault, domestic or dating violence, or stalking, the charges will be decided using the preponderance of evidence standard, which means that it is more likely than not that the reported misconduct occurred. The Title IX Coordinator/Chief Student Services Officer has discretion to decide whether sufficient evidence warrants referring charges of misconduct against a student to an Administrative/Faculty Hearing Board (a "Board"). If a Board hears such charges and issues a finding of responsibility against a student respondent, the Board may also recommend sanctions to the Chief Student Services Officer. However, the Chief Student Services Officer retains authority to determine the sanctions that will be issued to any student who has been found responsible for violating the Code of Conduct. Any violation may result in suspension unless evidence warrants probation.

When the Title IX Coordinator's investigation is complete and/or when a Board issues a decision, both the complainant and the respondent shall simultaneously be informed in writing within 7 business days of the outcome of the investigative or adjudicative proceeding. Both the complainant and respondent will be given the same procedures and timeframe to appeal the outcome of the proceeding, both parties will receive the same due process rights if an appeal is granted, and the parties will both receive timely notice when the outcome becomes final. Disclosure of the outcome shall

be made to both parties unconditionally, and each shall be free to share or not share the details with any third parties.

Anti-Retaliation
No officer, employee, or agent of the College participating in any program under this policy shall retaliate, intimidate, threaten, coerce, or otherwise discriminate again any individual for exercising their rights or responsibilities under the Campus SaVE Act.

Prevention
The College believes in promoting safety on and off the campus. Some prevention strategies can help keep you and your friends safe.

Active Bystanders – Bystanders can make a difference. There are three components to Active Bystander Intervention:

- **A = Assess for Safety** – Ensure that all parties are safe, and it the situation requires calling authorities. When deciding to intervene, your personal safety is the #1 priority. When in doubt, call for help.
- **B = Be with Others** – If safe to intervene, you are likely to have a greater influence on the parties involved when you work together with someone or several people. Your safety is increased when you stay with a group of friends you know well.
- **C = Care for Others** – If it appears that someone's attempt to fend off unwanted sexual advances isn't working, we want you to feel responsible for the welfare of another human being and offer to help—even if that person is not aware they need help. Focus on the inappropriate behavior that should be stopped.

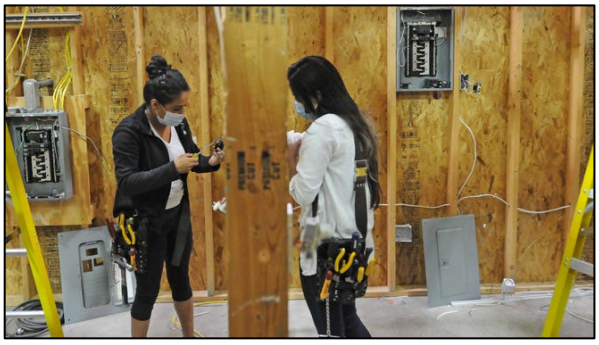
How to be an Active Bystander

- Educate yourself and others about sexual assault and sexual harassment.
- Talk with friends and make a commitment to intervene when you see a situation in which another person is in danger of being sexually harassed or sexually assaulted.
- Speak up against friends or acquaintances that say exploitive or demeaning statements about others or brag about sexual experiences.
- Gently offer your support if you suspect that someone close to you is being abused or has been sexually assaulted or stalked.
- Trust your intuition. If a situation does not look right, stop it. Seek assistance if necessary.
- Interrupt a compromising situation. Think ahead about

ways you would interrupt including distraction, separating people, enlisting other people to intervene, and make sure to bring the person of concern to a safe place.
- Stop someone if you witness an attempt to force sex on another person. Seek assistance if necessary.
- Help when you see that someone is intoxicated or drugged and bring him or her to a safe place. Remember someone who is intoxicated or drugged cannot give consent.

Protecting Yourself and Your Friends

- Say "no" when you mean no. Communicate your limits clearly. Know what you are feeling and express yourself clearly.
- When someone says no, respect the "no".
- Be assertive. Be direct and firm with someone who is pressuring you sexually. If someone starts to offend you, respond promptly and firmly. Overly polite approaches might be misunderstood or ignored. If you are initiating the sexual activity, make sure that consent is freely and willingly present.
- Trust your intuition. If you feel you are being pressured into unwanted sexual relations, don't hesitate to express your unwillingness, even if it might appear rude. Leave the situation as soon as possible.
- If you feel a person is hesitant about having sexual relations with you, stop and make sure that consent is freely and willingly present before proceeding.
- Think about getting home. Be prepared when you are away from home to be able to leave the situation if you need to. Coordinate plans with friends and arrange transportation. Always carry cab fare.
- Attend large parties with friends you can trust. Agree to look out for one another.
- Avoid excessive use of alcohol and drugs. Alcohol and drugs interfere with clear thinking, effective communication, and your ability to respond in your own best interest. Research shows that "on average, at least 50% of college students' sexual assaults are associated with alcohol use (Abbey et al., 1996a, 1998; Copenhaver and Grauerholz, 1991; Harrington and Leitenberg, 1994; Presley et al., 1997)".
- Date Rape Drugs: GHB and Rohypnol (roofies) are colorless and odorless drugs that can be placed in drinks (alcoholic and non-alcoholic), causing unconsciousness, and amnesia. Do not accept drinks from strangers. Discard any drink you have left unattended.
- Always carry a cell phone. Even if you have no minutes, you can still dial 911.



How You Can Prevent Sexual Assaults

Understanding that certain factors contribute to sexual assaults may help you prevent one. Ineffective communication, use of drugs and alcohol, and sex role stereotypes are found repeatedly in rape situations.

If a person uses force, coercion, or threats to compel another individual to have sex against his or her will, that person has committed rape even if that individual:

- has had sex with him or her before;
- thinks he or she has been teased or led on;
- heard that some people say "no" but mean "yes";
- think it's "acceptable" to use force to get your way.

A person who says "no" to sexual relations is expressing his or her unwillingness to participate in a specific act at a specific time; this does not necessarily mean it is a personal rejection.

Accept a person's decision. "NO" means no. STOP when the person says "no". Do not assume:

- that just because a person flirts or dresses in a manner you consider sexy that he or she wants to engage in sexual relations.
- that previous permission for sexual relations means a person is under a continuing obligation to have sex with you.
- that your date wants the same degree of intimacy that you do.
- that spending money on a date entitles you to sex.

Recognizing Signs of Abusive Behavior

People who are abused may:

- Seem afraid or anxious to please their partner
- Go along with everything their partner says
- Check in often with their partner to report what they are doing
- Receive frequent, harassing phone calls from their partner
- Talk about their partner's temper, jealousy, or possessiveness
- Have frequent injuries, with the excuse of "accidents"
- Frequently miss work, school, or social occasions without explanation
- Dress in clothing designed to hide bruises or scars (long sleeves in the summer or sunglasses indoors)
- Have low self-esteem
- Be depressed, anxious, or suicidal.

Additional Resource:

Alcohol-Related Sexual Assault: A Common Problem among College Students
https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4484270/

Online Reporting Form:
https://fs30.formsite.com/SalinaTech/zjxp2essai/index.html

CONSUMER INFORMATION

Notice of Federal Student Financial Aid Penalties for Drug Law Violations

Students and staff are hereby notified that Federal guidelines mandate that a federal or state drug conviction can disqualify a student for Federal Student Aid funds according to the following timetable.

	Possession of Illegal Drugs	Sale of Illegal Drugs
1st offense	1 year from date of conviction	2 years from date of conviction
2nd offense	2 years from date of conviction	Indefinite period
3+ offenses	Indefinite period	Indefinite period

(If the student was convicted of both possessing and selling illegal drugs, the periods of ineligibility are different, and the student will be ineligible for the longer period.)

Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid – they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when he/she was a juvenile, unless the student was tried as an adult.

For this reason, any student convicted of any drug-related criminal statute must notify the Vice President of Student Services, in writing, no later than five days after such conviction regardless of where the offense occurred. Under state and federal law, any student convicted of a drug-related felony offense must be denied all federal and state assistance.

Students denied eligibility for an indefinite period can regain it only after successfully completing an approved rehabilitation program or if a conviction is reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility.

The Higher Education Opportunity Act requires institutions to provide to every student, upon enrollment, a separate, clear, and conspicuous written notice with information on the penalties associated with drug-related offenses under existing section 488(g); amended section 485 (20 U.S.C. 1092); added section 485(k) of the HEOA. It also requires an institution to provide a timely notice to each student who has lost eligibility for any grant, loan, or work-study assistance as a result of penalties under 484(r) (1) of the HEOA a separate clear, and conspicuous written notice that notifies the student of the loss of eligibility and advises the student of the ways in which to regain eligibility under section 484(r) (2) of the HEOA. Salina Tech provides such documentation to students during the admissions process for any program or course enrollment and to staff through orientation processes at the time employment begins.

Notice of Availability of Institutional and Financial Aid Information

To help students and families make better-informed decisions about higher education, Salina Tech is pleased to provide consumer information, college policies and disclosures as required under the Higher Education Opportunity Act and other legislation.

Other consumer information can be found in the school catalog and through direct distribution to each individual. Students and families the right to receive this information in paper form. Contact the Student Services Office to receive paper copies.

For more information about the Higher Education Opportunity Act, please refer to the U.S. Department of Education website at: http://www2.ed.gov/policy/highered/leg/hea08/index.html

Salina Area Technical College Drug-Free Workplace

The unlawful manufacture, possession, distribution or use of a controlled substance or alcoholic beverage is prohibited at the College. As a condition of employment at the College, employees shall abide by the terms of this policy. This policy is required by the 1989 amendments to the Drug-Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the President of the conviction within five days after the conviction. The College will take appropriate action with the employee within 30 days after notice of conviction is received. Such action may include suspension, probationary status, or other disciplinary action including termination. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment.

This policy is intended to implement the requirements of the federal regulations promulgated under the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. It is not intended to supplant or otherwise diminish disciplinary actions which may be taken under Board policies or the negotiated agreement.

Employees who are found violating the terms of this policy may be reported to the appropriate law enforcement officers. Prior to application of sanctions under this policy, employees will be afforded due process rights to which they are entitled under their contracts or the provisions of Kansas law.

All arrangements for participation in a drug and alcohol education, treatment, counseling, or rehabilitation program are entirely the responsibility of the employee.

Salina Area Technical College Drug-Free College Policy

The unlawful manufacture, possession, distribution or use of a controlled substance or alcoholic beverage is prohibited on the College campus or by anyone conducting college business, regardless of location. To provide a safe and healthy working and learning environment, employees and students of Salina Tech are expected to be in appropriate mental and physical condition to perform assigned duties and fully participate in the learning process. See also the Salina Tech Drug-Free Workplace as listed above.

Resources for students and employees who need assistance with substance abuse are encouraged to contact their Salina Tech instructor, or any Salina Tech administrative staff member. Resources are listed in the Substance Abuse Assistance and Local Resources below.

Drug and Alcohol Awareness

Salina Tech recognizes the emotional and social impact of drug and alcohol problems. Students who would like to have a confidential discussion regarding drug or alcohol usage should contact the Vice President of Student Services for available community assessment services. While Salina Tech supports state and local drug and alcohol laws, we also recognize and support students who are seeking assistance with drug or alcohol concerns.

Part 86, the Drug and Alcohol Abuse Prevention Regulations (Education Department General Administrative Regulations [EDGAR]), requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education must certify it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Program effectiveness is reviewed annually during the fall semester and College Catalog revision processes.

Substance Abuse Assistance and Local Resources

Addiction Search 800-559-9503
www.addictionsearch.com

Al-Anon Family Groups.....785-823-1646
www.kansas-al-anon.org

Alano Club 785-825-9923
http://alanoclubs.org/aa-jargon/

Alcoholics Anonymous 785-823-3338
https://alcoholicsanonymous.com/ and https://ks-aa.org/

Ashby House.....785-826-4935
https://www.ashbyhouse.org/home

Central Kansas Foundation (CKF) 785-825-6224
www.c-k-f.org

Central Kansas Mental Health Center (CKMHC).....785-823-6322
www.ckmhc.org

Comprehensive Counseling Consultation LLC 785-493-0520

Teen Al-Anon (via CKF).....785-825-6224
www.c-k-f.org

Innovative Solutions Addictions Center 785-452-9200

Narcotics Anonymous 785-823-1988

Oxford House Charis - Women's 785-404-1904
www.oxfordhouse.org

Oxford House Jayhawk – Men's 785-404-2283
www.oxfordhouse.org

Services for Students with Learning Disabilities

The College seeks to provide all students with a quality education and equal educational opportunities. Action will be taken to comply with legal requirements ensuring that course requirements do not discriminate or have the effect of discriminating on the basis of a student's known and adequately documented disability. Requested changes shall not be granted if they require alteration of essential elements of the program or directly related licensing requirements or would result in undue financial or administrative burdens.

Salina Tech operates under the mandate of Section 504 and 508 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) Amendments Act of 2008, which prohibit discrimination on the basis of handicap against any "otherwise qualified individual." Individuals seeking accommodations must give reasonable notice (two weeks or more) and provide documentation to support their request. Reasonable accommodations will be made on a case-by-case basis in order to ensure educational accessibility. Be aware that high school and college have different expectations and requirements and different laws regarding accommodations.

Qualified students with documented disabilities may be able to qualify for accommodation. To receive services, students are required to complete the established procedures for admission into the college and complete the Needs Assessment Form which documents the disability in order to verify eligibility under the Americans with Disabilities Act, the ADA Amendments Act (ADA AA), Section 504 of the Rehabilitation Act of 1973, and Student Services policy.

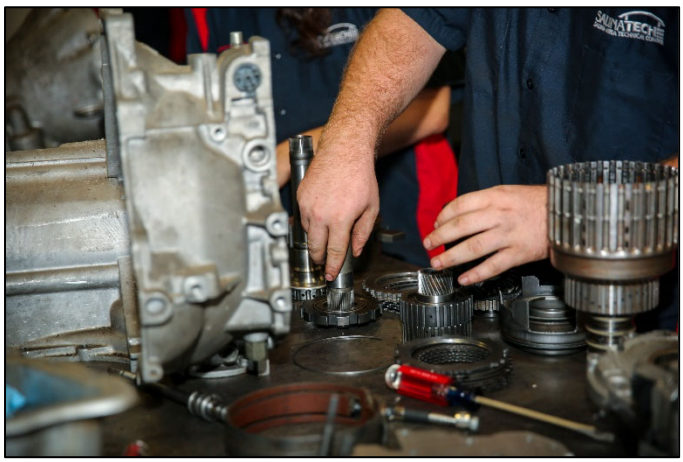
For these purposes, a disability is defined as a physical or mental impairment that substantially limits one or more major life activities. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Documentation of disability assists the Student Services staff in collaborating with the student to determine reasonable accommodations and/or services, which are provided on a case-by-case basis. If the submitted documentation is incomplete or does not support the student's request for accommodations and/or services, the student may be asked to provide additional documentation. For example, an Individualized Education Plan, 504 Plan, or Summary of Performance (SOP) from a secondary school without supporting information is generally not considered to be sufficient documentation.

Documentation, along with a Needs Assessment Form, should be submitted to Student Services early enough to allow sufficient time to review the request and implement reasonable accommodations and/or services. Needs Assessment Forms are available on our website and in Student Services.

For more information, consult with the Vice President of Student Services to determine the documentation needed.

The college reserves the right to deny admission or readmission to any individual considered detrimental to the best interests of the college community or if the college is unable to provide the services, courses or programs needed to assist any person in meeting his/her educational objectives.



Net Price Calculator

In accordance with the Higher Education Opportunity Act of 2008 Salina Tech has posted a net price calculator on its website that uses institutional data to provide estimated net price information for current and prospective students and their families based on a student's individual circumstances. The calculator does not represent a final determination, or actual award, of financial assistance, or a final net price; it is an estimate based on price of attendance and financial aid provided to students in a previous year. The price of attendance and financial aid availability change year to year. The estimates shall not be binding on the Secretary of Education, the institution of higher education, or the State. Students must complete the Free Application for Federal Student Aid (FAFSA) in order to be eligible for, and receive, an actual financial aid award that includes Federal grant or loan assistance. For more information on applying for Federal student aid, go to http://www.fafsa.ed.gov/.

Voter Registration

United States citizens who are students of voting age can find voter information specific to their state of residence while attending school by visiting the Kansas Office of the Secretary of State website or visiting Student Services.

There are many policies and important information for students posted on our website and in the SATC College Catalog. The College Catalog is located on our website at: https://www.salinatech.edu/students/college-catalog/#. To request a paper copy, please contact the Student Services Office.

Annual Notification of Rights under FERPA For SATC Students

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

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

A student should submit to the registrar, administrator, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The College 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 College 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 is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for 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 provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (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 responsibilities for the College. Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [FERPA requires an institution to make a reasonable attempt to notify each student of these disclosures unless the institution states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

In addition, the below is the College directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.

SALINA TECH

Salina Area Technical College

2562 Centennial Rd.
Salina, KS 67401
785-309-3100