

Manhattan Christian College

Consumer Information Disclosures

For the 2019 – 2020 Academic Year

Manhattan Christian College (MCC) has compiled various resources for prospective students, current students, employees, parents, and the community in accordance with the Higher Education Opportunity Act (2008) and other federal/state regulatory agencies.

Additional information is located in the academic catalog and the annual Campus Safety and Security Report which includes the annual fire report. Both documents are accessible from the College's website.

Manhattan Christian College does not discriminate against persons seeking admission or employment on the basis of race, color, national or ethnic origin, age, gender, or physical disability (consistent with Section 702 of Title VII of the 1964 Civil Rights Act and the institution's exemption from sections of Title IX which deal with religious convictions). Equal opportunity is afforded to all individuals in regard to college policies, consideration for financial assistance, employment, and campus involvement.

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I - Student Financial Services

I-A. Contact Information

Each degree seeking student at Manhattan Christian College is assigned a financial counselor who serves as a contact for any student specific question relating to student charges, payments, or billing. For general information regarding costs and payment options, contact:

Financial & Administrative Services
Manhattan Christian College
1415 Anderson Avenue
Manhattan, Kansas 66502

Telephone: 785.539.3571
Fax: 785.539.0832
Email: trunion@mcccks.edu

I-B. Financial Assistance Programs

Scholarships

Outside Scholarships come in many forms. You may apply for and receive scholarships from your home church, civic organizations, your home state, your parent's employer, among other options. There are many scholarship opportunities available, but you must take the time to explore the options.

MCC Scholarships are available to qualified students. Students in programs with discounted tuition (such as the Thunder Online Plus program) are not eligible for academic scholarships.

Your application for admission to MCC also serves as your application for scholarship unless otherwise noted below. Scholarships are awarded as students are accepted to the college. All MCC scholarships require that the student be seeking a degree at MCC, making satisfactory progress toward an MCC degree, and be enrolled full-time in a non-discounted tuition program. Dual-degree students must enroll full-time (at least 12 hours per semester) at MCC during the freshman year, enroll at MCC for a minimum of 9 hours per semester the sophomore year, enroll for a minimum of 6 hours per semester at MCC during the junior year, and enroll at MCC for a minimum of 3 hours per semester their senior year. Academic Scholarships at MCC include:

PRESIDENT'S SCHOLARSHIP - Up to \$15,000 (\$1,875 for 8 consecutive semesters)

- Qualifications:
- High school cumulative GPA of 3.5** or above, or
 - ACT score of 25 or above, SAT score of 1140 or above.

- Requirements for continuation:
- Maintain a 3.2 cumulative GPA

TRUSTEES' SCHOLARSHIP - Up to \$11,000 (\$1,375 for 8 consecutive semesters)

- Qualifications:
- High school cumulative GPA of 3.0-3.49**, or ACT score of 21-24, SAT score of 990-1139

- Requirements for continuation:
- Maintain a 3.0 cumulative GPA.

NAVY & WHITE SCHOLARSHIP - Up to \$7,000 (\$875 for 8 consecutive semesters)

- Qualifications:
- High school cumulative GPA of 2.50-2.99**

- Requirements for continuation:
- Must maintain a 2.50 cumulative GPA.

** High school FINAL transcripts must be submitted to the MCC Admissions Department for us to obtain final cumulative GPA and ACT scores. Changes in scores may change scholarship awards.

Additional incoming student one year scholarships may be available based on specific qualifications and/or need. Contact your Admissions counselor for further details.

State Aid for Kansas Residents

Kansas Scholarship Program. Manhattan Christian College participates in the State of Kansas Scholarship Program as outlined by the Kansas Board of Regents. Awards up to \$1000 annually are made based on merit and need. For details on the Scholarship Program and its requirements please visit: www.kansasregents.org/financial_aid/state. The FAFSA deadline is April 1st. The scholarship application deadline is May 1st.

Kansas Comprehensive Grant. Manhattan Christian College also participates in the Kansas Comprehensive Grant Program (KCG) for private Kansas colleges. Awards up to \$3500 are made based on financial need and other free aid awards. The FAFSA application deadline is April 1st. There is no additional application form.

Vocational Rehabilitation

State departments of Vocational Rehabilitation provide financial assistance for students seeking college degrees under certain circumstances. Contact an MCC financial counselor for details.

Veterans Benefits

MCC is State and VA approved for various forms of financial assistance for education. There are several education benefits available under the new Forever GI Bill as well as other VA programs. Veterans and, in certain circumstances, their dependents, can go to <https://www.va.gov/education/> to find more information and begin the process of applying for benefits. You may also call 888-GIBILL-1 (888-442-4551).

MCC is also approved through the Department of Defense to accept TA Benefits. These benefits may be available for Active Duty Military. The application process begins at the Learning Center that supports the student's unit.

Federal Assistance through Title IV

Grants are available to students who meet financial need requirements. The Federal Pell Grant has a maximum award of \$6195 and minimum amount of \$624 for qualified undergraduate students per year. Federal Pell Grants are a need-based entitlement for students and are not affected by other aid. The Federal Supplemental Educational Opportunity Grant (SEOG) assists qualified undergraduate students who would be unable to attend college without aid. Annual awards are up to \$1000 depending on level of need. Grants do not have to be repaid. MCC will always consider your eligibility for grants before any of the loan programs.

Jobs. Many students look to part-time employment on campus to help supplement other financial assistance. Working part-time while in college not only helps pay the bills, but also enhances your resume for that first post graduate job. Manhattan Christian College participates in the Federal Work Study (FWS) Program. FWS provides jobs for students for up to \$1000 of earnings each semester. To qualify, students must have unmet need in their cost of attendance less expected family contribution less other aid. All qualifying students will receive the award on their financial aid award letter to enable them to have an opportunity to seek employment.

Qualifying for FWS money does not guarantee the student a job at the college. Qualification is merely the first step as students must apply for limited on-campus jobs. The award is contingent upon the student's applying for and being accepted for a position and then earning the money. Available jobs are posted bulletin board in the mail room in Coffin Hall. It is up to the applicant to fill out the online employment application and Employee Agreement Statement which outlines the student's rights and responsibilities. Students will be contacted by the departments requested on the application. Students will be interviewed by the supervisor and may or may not be offered a position.

Students who do work for MCC are paid twice monthly (15th and 30th day) by direct deposit.

Loans allow you to borrow money for college at low interest rates. Most loans are paid back after you finish college.

The Federal Direct Subsidized Student Loan provides a low cost borrowing opportunity to students with a financial need. Freshmen may receive up to a maximum of \$3,500 in loan funds during their first year (or have earned less than 30 credits), while sophomores

(who have earned 30 to 59 credits) may receive up to \$4,500 per year, and juniors and seniors (who have earned 60 + credits) may receive up to \$5,500 per year. The Direct Subsidized Loan is a need-based loan with an interest rate not to exceed 8.25% made by the federal government. The interest rate is set annually. The first year a student borrows completion of Entrance Counseling and a Master Promissory Note (MPN) is required. The MPN carries over for subsequent years of borrowing. The federal government pays the interest on the subsidized loan while the student is in school at least half time and during the 6 month grace period following attendance. Students enter repayment at the end of the grace period and may pay on the loan for up to 10 years.

The Federal Direct Unsubsidized Student Loan is a non-need-based loan available to students who do not qualify for the Federal Direct Subsidized Loan or may want to borrow in addition to the subsidized loan. Interest rates are up to 8.25%, set annually. Interest is the responsibility of the student from the date of borrowing. Interest may be paid quarterly or added to the principle of the loan and payment deferred until after the grace period, 6 months after the student ceases to be enrolled in school at least half time.

Unsubsidized Loan limits for Dependent Students:

- Freshmen: \$2,000 or up to \$5,500 in combination with the subsidized loan.
- Sophomores: \$2,000 or up to \$6,500 in combination with the subsidized loan.
- Juniors and seniors: to \$2,000 or up to \$7,500 in combination with the subsidized loan.

Independent students may qualify for increased borrowing amounts with an Additional Unsubsidized Federal Direct Loan if their award package allows:

- Freshmen: \$6,000 per year or up to \$9,500 with the subsidized loan
- Sophomore: \$6,000 per year or up to \$10,500 with the subsidized loan
- Junior/Senior: \$7000 per year or up to \$12,500 with the subsidized loan

When borrowing, students should be aware of the maximum aggregate loan limits. The subsidized aggregate loan limit is \$23,000 with an additional unsubsidized maximum of \$8000 for a total of \$31,000 for dependent students. Independent students may borrow \$57,500 with a maximum of \$23,000 in subsidized loans for their undergraduate studies. Students should always consider their potential ability to repay the loans before borrowing.

Entrance Counseling for Student Loan applicants is required prior to initial loan certification. Exit Counseling for Student Loan recipients is required when students leave MCC. These counseling resources are available from MCC online through the U.S. Department of Education. The counseling provides information on the terms of borrowing, sample loan repayment schedules and the necessity of repaying loans.

Federal Parent Loans for Undergraduate Students (PLUS) makes loans available to parents of students for amounts up to the cost of attendance less any other aid. These allow parents to borrow in addition to other aid received or in lieu of student borrowing. The interest rate is set annually and repayment begins after the loan is made. There are some repayment deferments available.

I-C. APPLICATION PROCESS FOR FEDERAL ASSISTANCE

Every student is encouraged to apply for federal student assistance through Title IV. You should never assume, without going through the application process, that you will not qualify for Federal assistance.

1. Begin the federal aid application process by completing the Free Application for Federal Student Aid (FAFSA) on line. There is a link to the FAFSA application through MCC's website or you may go directly to www.fafsa.ed.gov. Both student and a parent will need a Federal Student Aid (FSA) ID and password for signatory and access purposes. The link to request a FSA ID is www.fsaaid.ed.gov or use the link provided on the FAFSA home page.
2. To be considered for all forms of federal assistance for the following fall and spring semesters, you should submit your completed FAFSA by MCC's priority deadline of April 1. If you apply after this date, your chances for receiving the SEOG and Federal Work Study at MCC may be reduced.
3. Remember to list MCC as a school to which you wish to have your financial aid information sent. MCC's federal school code is 001931.
4. After your FAFSA is processed, a Student Aid Report will be generated. You will have access to it to review for accuracy. MCC will receive the Student Aid Report also.
5. In some cases, MCC will be required to verify certain data items on the Student Aid Report. The data items usually are household and income information. Please respond promptly to requests for information to fulfill verification.
6. An Estimated Family Contribution (EFC) will be calculated as part of the Student Aid Report. MCC will use the EFC to determine your eligibility for need-based aid.
7. After considering your cost of education and your EFC, MCC will issue you a Financial Aid Offer letter via email. The letter will indicate the types of aid and aid amounts that are being offered. You will be asked to respond to the letter by accepting or declining specific aid awards.

I-D. Eligibility Requirements for Federal Assistance

You must meet certain general eligibility requirements to receive federal aid. You must:

- Be enrolled, or accepted for enrollment, in an eligible program of study.
- Be a degree-seeking student.
- Be a U.S. citizen or an eligible noncitizen.
- Be registered with the Selective Service, if male and required.
- Not have had your eligibility suspended or terminated due to a drug-related conviction.
- Have a valid Social Security Number.

- Not be in default on a federal student loan or owe an overpayment of a federal student grant or loan.
- Be making satisfactory academic progress, as defined by MCC.
- Be engaged in academic activities for each course upon which your student aid eligibility was determined.

I-E. Price of Attendance

CHARGES – TRADITIONAL PROGRAM

Tuition. Tuition is charged at a flat rate for 12 through 18 hours per semester. If enrolled in less than 12 hours; tuition is charged at a per hour rate. Credit hours above 18 are also charged at a per credit hour rate. Students not seeking a degree at MCC who would like to take courses for credit may take up to six hours of coursework each semester at a reduced rate. There is a lifetime maximum of 18 hours that may be taken at this reduced rate.

Mandatory Fees. Degree seeking students are charged a Student Council Fee each semester. This fee underwrites student sponsored programming. A yearbook fee is assessed annually during the first semester of the academic year in which a student is enrolled. A per credit hour technology fee is assessed each semester.

Course Fees. Some courses require an additional fee. See the line schedule for specific information.

Parking Fees. Permits are required if parking on the MCC campus. On campus parking is limited and permits are sold on a first come, first served basis. Permits may be purchased on line through the College's web site.

Housing and Dining. Meal plans are required for all students living in MCC residence halls. Students may choose between a 10 and 15 meal plan at pre-enrollment each semester. At closing of the official registration date for each semester, meal options may not be changed.

Late Enrollment/Deferred Payment Fees. A late enrollment fee is assessed when students have not completed the enrollment process by the end of the first day of class each semester. To complete enrollment, a student must have enrolled in classes and made payment arrangements. The student's academic advisor is available to assist with course enrollment. The student's financial counselor is available to assist with payment arrangements. Students participating in a deferred payment plan will be assessed a deferred payment fee.

Kansas State University Fees. Students with dual enrollment at KSU and MCC will have student bills at both institutions and should expect to pay both institutions directly. MCC students may delay paying KSU charges through one billing cycle by requesting such a delay through their MCC financial counselor. The request must be made no later than the last day of the prior semester.

CHARGES – DEGREE COMPLETION PROGRAMS

Tuition. Tuition is calculated according to the number of credit hours in which a student enrolls.

Mandatory Fees. A per credit hour technology fee is assessed each semester.

Course Fees. Some courses require an additional fee. See the line schedule for specific information.

TUITION & FEE SCHEDULE FOR THE 2018-2019 ACADEMIC YEAR (Per Semester)

TRADITIONAL PROGRAM:

Full time Tuition (12-18 hours)	\$ 7,975
1 - 11 hours (per credit hour)	\$ 665
over 18 hours (per credit hour)	\$ 665
Technology fee (per credit hour)	\$ 10
Yearbook (one semester charge for degree seeking students)	\$ 50
Student Council Fee	\$ 100
Audit (per course)	\$ 200
Part time/non degree (per hour)	\$ 325
Housing/Dining (10 meal)	\$ 4,167
Housing/Dining (15 meal)	\$ 4,636
Security Deposit	\$ 150
Intersession Courses (per credit hour)	\$ 665

DEGREE COMPLETION PROGRAM:

Thunder Online Plus (per credit hour)	\$ 495
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OPTIONAL & USER FEES:

Application Fee	\$ 25
Graduation Fee	\$ 50
Late Enrollment Fee	\$ 125
Deferred Payment Fee (per semester)	\$ 65
Transcript Fee	\$ 15
Parking (annual fee)	\$ 70
CPL fee (per credit hour requested in addition to regular tuition charge)	\$ 125
Masterworks (per semester)	\$ 125

(An additional fee will be assessed to cover the cost of music purchased for Masterworks)

*The college reserves the right to adjust pricing at any time without prior notice

CHARGES – MISCELLANEOUS

Returned Checks/Denied electronic payments. A charge equal to the amount of the bank's NSF charge plus \$35 will be assessed for each transaction. Students with multiple returned checks or denied electronic payments may be required to make cash payments.

Collection Costs: Accounts with outstanding balances 60 days after the student is no longer enrolled may be assigned to a collection agency. A 15% charge will be added to the balance to cover charges associated with the collection of the overdue account and are the responsibility of the student.

I-F. Net Price Calculator

The U.S. Department of Education has developed a Net Price Calculator for students and parents to get estimated information about financial aid and its application to costs at colleges and universities. The Net Price Calculator for MCC is available from MCC's website.

I-G. Disbursement of Federal Assistance and Purchasing Textbooks

All financial aid awards including federal, state and institutional, are awarded for the academic year. The annual awards are divided between two semesters, fall and spring. The semester awards are applied to your student account at the beginning of the semester to pay for your tuition and fees; as well as housing and dining if you live on-campus. If aid remains on your account after these expenses are paid, you may request a book voucher from Student Financial Services to use for textbook purchases through the online book store, ECampus. A Book Voucher link is available on the MCC website, <http://mccks.edu/campus-life/paying-for-college/mcc-book-voucher-request-form/>.

The vouchers are non-refundable; make sure the amount you request is the amount you wish to spend. Your account will be charged the full amount of the voucher.

If you receive Title IV aid and have a credit balance after charges have been applied and do not wish to use the ECampus website to purchase books, please contact Student Financial to discuss alternatives.

To receive your refund directly deposited to your checking or savings account; visit the Student Financial Services office to complete the form.

If aid still remains after the book voucher is charged, a refund of the remainder will be processed and distributed to you no later than 14 days after the credit occurred on your account.

I-H. Satisfactory Academic Progress for Financial Aid Recipients

Federal regulations require that financial aid recipients achieve Satisfactory Academic Progress in order to be eligible for federal Title IV Program funds. MCC has established guidelines for evaluating a student's efforts to achieve a degree within a given period of

time. This includes a quantitative measure (percentage of credit hours earned each semester) and a qualitative measure (grade points earned for hours completed each semester).

Students must earn at least 66% of their credit hours attempted and maintain a minimum 2.0 cumulative grade point average. Courses in which an “F,” “Incomplete,” “Withdrawn” or “Repeat” is recorded count as credit hours attempted but not earned for the 66% completion minimum.

Students receiving federal aid must complete their degree within a maximum time frame—150% of the normal time required to complete the degree. This allows approximately 180 total credit hours attempted for completion of a Bachelor’s degree. Courses in which an “F,” “Incomplete,” or “Withdrawn” is recorded count as credit hours attempted for the 150% maximum. For a traditional student attending full-time fall and spring semester each year, the maximum time frame is 6 school years.

Transfer students, if eligible, shall receive Title IV funds for their first semester at MCC and then follow the same standards for Satisfactory Academic Progress as all other students. Transfer grades are not included in the computation of the cumulative grade point average. However, transfer students have their transfer credits subtracted from the total needed for the degree and the maximum time frame is adjusted accordingly.

Student records for all recipients of Title IV funds are reviewed each semester. Students who are deficient in hours or cumulative grade points after initial review will be placed on Financial Aid Warning for one semester. At the end of the semester a student’s progress will again be measured, and the student will either be reinstated or placed on Financial Aid Suspension.

Students on Financial Aid Suspension are denied financial assistance from any federal program until they can meet the qualifications for satisfactory academic progress. Students who fail to complete enough hours or grade points during one semester will be denied federal financial assistance until they complete the needed credits or grade points to maintain satisfactory academic progress.

Students subject to Financial Aid Warning or Financial Aid Suspension are notified in writing.

Appeals are made in writing to the Title IV Appeals Committee. This committee is comprised of Director of Student Financial Services, the Vice President for Financial and Administrative Services and the Vice President for Student Life. Students must submit an appeal in writing indicating the grounds for the appeal on the appeal form included with the suspension letter. If the appeal is approved, the student must meet with the Academic Dean to develop a plan that will achieve satisfactory academic progress. Deviation from the plan will result in financial aid suspension with no further appeals. The Committee is empowered to review all appeals and the Director of Student Financial Services shall inform appealing students of the action taken. The Committee may reject the appeal or may reinstate aid subject to its availability. The committee may stipulate

special activities which a student would be required to complete during the coming academic term. Decisions by the Title IV Appeals Committee are final and not subject to further review.

Example of a warning and improvement to good standing:

Student, Justin Time, enrolls in 15 credit hours (5 classes) in his first semester at MCC, fall 2017. Justin completes only 6 credit hours at the end of the fall term with a 1.5 cumulative grade point average. His grades are 2 Withdraws “W”, 2 “C”s and 1 “F.” Justin is placed on Financial Aid Warning for the spring 2018 because his grade point average is below the 2.0 requirement and his completion rate of credit hours is 40%, below the 66% requirement. Justin receives a letter notifying him that he is on warning status. Justin meets with his advisor and enrolls in 12 credit hours (4 classes) for the spring semester, repeating the fall class that he failed and the 2 classes he withdrew from in the fall. By attending classes regularly, working with a tutor, managing his study time better, and asking questions of his instructors, Justin completes all 4 of his spring classes with “B” grades. Justin’s cumulative grade point average improves to 2.8, above the minimum requirement, and his completion rate improves to 66%, meeting the minimum requirement. He has attempted a total of 27 credit hours toward the maximum time frame. Justin is back in good standing as he prepares for the 2018-19 academic year.

For additional information on Title IV programs, including an example of Satisfactory Academic Progress calculation, contact a Student Financial Services at MCC.

-I. Withdrawals, Refunds and the Return of Federal Student Aid

Withdrawal Procedures

Whenever a student terminates enrollment at MCC, the student should make sure to do so properly. Upon making a decision to withdraw after consultation with the Vice President of Student Life, a student should notify the registrar’s office of the intent to withdraw. The student may need to inform other campus offices (i.e. student financial services, housing). If so, the registrar’s office will direct the student through the remainder of this withdrawal process. If all course work is being terminated before the end of the semester (“dropped”), the student is responsible for officially withdrawing from all courses. At the time a student’s enrollment at MCC ends, the student’s academic record is closed, with all incomplete grades converting to “F” and statements of personal and/or academic standing being made on the transcript, as appropriate.

The date used to calculate a refund and any required return of funds to the federal Title IV program will be the student’s withdrawal date. In the event of unofficial withdrawal, the date used will be the later of the midpoint of the semester or the student’s last documented date of attendance. The amount of aid that must be returned is based largely on the date of withdrawal. Generally speaking, the later you withdraw within a given semester the more federal aid you have earned. The unearned portion of your federal aid must be returned to the federal government at the time of your withdrawal.

Once the Student Financial Services Office has calculated the amount of unearned federal aid that must be returned, MCC may have to return federal aid used to pay your tuition and fees. If this is the case, MCC will bill you for all or a portion of the returned money. You will receive an updated billing statement. Failure to settle this bill may result in various holds being placed on your student record. **Because of the personal financial obligation incurred by withdrawing from the institution, students are strongly advised to visit with their financial counselor before initiating the withdrawal process.**

In addition to a bill from MCC, you may also receive a “federal grant overpayment notification” from MCC. If you receive such a notification, you will be given 45 days to make the payment. Failure to make the payment within 45 days will result in your ineligibility for future federal financial assistance at MCC or any other post-secondary education institution.

Example of a withdrawal situation.

John initially enrolled at MCC for the fall semester and was assessed tuition and fees. John received the following federal financial assistance: Federal Stafford Unsubsidized Loan, Federal Stafford Subsidized Loan and a Federal Pell Grant. On September 21, John decided to withdraw from MCC and completed course withdrawal forms for all his classes. Based on John’s withdrawal date, his Financial Services Counselor calculates the unearned aid amount that must be returned to the federal government. Since MCC must return a portion of the federal aid, which was used to cover John’s institutional charges, to ensure his continued good standing with MCC John submits payment for the MCC bill.

Withdrawal before receipt of Title IV Funds. Your Financial Services Counselor may determine at the time of the withdrawal calculation that you had been eligible for federal aid that was never disbursed. In such cases we are permitted to make a “post-withdrawal” disbursement to help pay for remaining institutional charges (tuition, fees, etc.). If the Student Financial Services Office is allowed to perform a post-withdrawal disbursement, you will be contacted within 30 days of the calculation to inform you of your rights and options.

Withdrawal from MCC and Kansas State University (KSU). If your aid is handled by MCC, MCC will make the return of aid calculations. You are responsible for informing your financial counselor of your course withdrawal dates from KSU.

Withdrawing from MCC may impact your federal financial assistance eligibility in future semesters by affecting your satisfactory academic progress. Be sure to read the Standards for Satisfactory Academic Progress and consult a Financial Services Counselor with your questions and concerns.

Refund Policies

Traditional Program. Refunds of tuition and housing/dining charges are made based upon the following schedule in case of withdrawal from a specific course or from the institution:

On or before the first day of class:	100%
1-10% of the semester completed:	90%
11-25% of the semester completed:	75%
26-50% of the semester completed:	50%
51-60% of the semester completed:	25%

Refunds are not available after the first day of classes for short term programs, including but not limited to intersessions and directed studies. Books and other fees are non-refundable.

Non-Traditional Distance Education: The typical Distance Education course duration is 8 weeks with each week is defined as Monday through Sunday. The course refund policy is:

On or before the first day of class:	100%
First week of the course (days 2-7):	75%
Second week of the course (days 8-14):	40%
15th day and beyond:	0%

MCC's policy for returning unearned TA funds is compliant with the DoDI.

MCC will return directly to the military service branch any unearned TA funds. Any instance when a Service member stops attending due to military service obligation, MCC will work with the affected Service member to identify solutions that will not result in a student debt for the returned portion.

The institution's schedule for return of unearned TA funds is as follows:

Day 1 to the end of the 2nd week of class	a 100% will be returned.
Beginning the 14th day through the 4th week	, 75% will be returned.
Week 5 to the end of the 8th week,	50%
Week 9 to the start of week 10,	25% will be returned.

At the beginning of week 10 the student is considered to have completed 60% of the term, zero % will be returned.

Refund checks will not be issued if the refund is less than \$1.00 when the credit was a result of Title IV funds. Refund checks will not be issued for credit balances \$5.00 or less if the credit is a result of any other funds.

Any withdrawal from a course or the institution may have an impact on a student's federal aid or institutional scholarships. Students should always communicate with their financial counselor before initiating withdrawal paperwork. Students must request and

complete the necessary paperwork to withdraw from a course prior to 5:00 p.m. central time of the deadline.

Return of Federal Financial Aid (Title IV) Funds.

Students receiving federal financial aid (excluding federal workstudy money) who withdraw from the institution during the first 60% of a semester are subject to the federal “Return of Title IV Funds” calculations. Federal aid is earned on a percentage basis corresponding with the length of time students are enrolled in a semester. Students are considered to have earned 100% of their aid after completing 60% of the semester. Student accounts are credited with 100% of a semester’s aid after enrolling in at least six hours of degree seeking course work. (For modular programs, 100% of aid is credited upon verification of attendance in at least six hours of degree seeking course work.) Upon withdrawal, aid must be recalculated and any unearned aid repaid to federal programs in the following order:

- Federal Direct Unsubsidized Loans
- Federal Direct Subsidized Loans
- Federal Direct Plus Loans
- Federal PELL Grant
- Federal SEOG Grant
- Other federal, state, private, or MCC assistance programs

PELL grants may also be adjusted when courses are dropped within a semester, resulting in a balance due to MCC.

The refund of tuition is calculated by the MCC refund policy and is a process separate from the federal “return of funds” calculation. It is possible that a student could owe money to MCC and/or the federal government after both processes are applied. Because of the personal financial obligation incurred by withdrawing from the institution, students are strongly advised to visit with their financial counselor before initiating the withdrawal process. The date used to calculate a refund and any required return of funds will be the student’s withdrawal date as described under Withdrawal Procedures in the Academic Information section of the MCC catalog. In the event of unofficial withdrawal, the date used will be the later of the midpoint of the semester or the student’s last documented date of attendance.

I-J. Private Education Loans Policy

Manhattan Christian College’s (MCC) Student Financial Services Office will process an application for a private education loan at a student’s request if all other federal and State financial aid options have been explored. The student is responsible for locating the lender for the private education loan. MCC does not have a preferred lender list of private education loan lenders. MCC has no relationships with private education loan lenders. A small number of private education loans are processed on an annual basis at MCC. These loan applications are submitted at the initiative of the student borrower.

I-K Student Loan Borrowers and the National Student Loan Data System (NSLDS)

Borrowers of federal student loans will have their loan information submitted to the National Student Loan Data System (NSLDS) and will be accessible by loan guaranty agencies, lenders, and institutions that are authorized users of the data system. You can access NSLDS at this link: http://www.nsls.ed.gov/nsls_SA/. NSLDS is a useful tool for borrowers to get information on the status of their loans.

II – Academic and Student Life Information

II-A. Academic Programs

Manhattan Christian College offers four- and five- year bachelor's degrees, two year Associate of Arts degrees, an adult student degree completion program, both via the classroom and online. At the bachelor's level the student may pursue a Bachelor of Arts degree, which includes a language study, or a Bachelor of Science degree. All MCC bachelor degrees include a Bible/Theology major, general education, leadership, professional studies major, and unrestricted electives. Dual-degree programs are developed in cooperation between MCC and Kansas State University and Manhattan Area Technical College. A student pursuing a dual-degree is responsible for making application for admission to either KSU or MATC. Admission to MCC does not assure or imply admission to KSU or MATC. The student should review curriculum materials and meet with one of their advisors to obtain the most up-to-date and specific requirements for their degree. An MCC degree program may be changed through appropriate academic channels at any time. In cases where changes have been made while a student is pursuing a degree program at MCC, the following options are available:

- Completing degree requirements for the program undertaken when entering MCC.
- Completing degree requirements for the program as described in the current catalog.
- A student may not mix requirements from two or more catalogs

II-B. Accreditation

Manhattan Christian College is accredited by The Higher Learning Commission. Initial accreditation was received in 2000 and was reaffirmed in 2017.

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500 Chicago, IL 60604-1413
Telephone: (800) 621-7440
www.ncahlc.org

Manhattan Christian College is also accredited through the Association for Biblical Higher Education (ABHE). Manhattan Christian College was initially accredited in 1948 and was reaffirmed for accreditation in 2017 for 10 years. ABHE is a national undergraduate institutional accrediting agency recognized by the Council for Higher Education Accreditation (CHEA). ABHE is listed by the United States Department of Education as the recognized accrediting agency for undergraduate Bible college education.

Association for Biblical Higher Education (ABHE)
5850 TG Lee Blvd., Suite 130
Orlando, FL 32822
Telephone: (407) 207-0808
www.abhe.org

Transfer Credit Practices of Designated Educational Institutions, published by the American Association of Collegiate Registrars and Admissions Officers, indicates a general acceptance of MCC credits for the transfer of courses that are substantially equivalent.

Manhattan Christian College is empowered by the State of Kansas to "confer such scholastic degrees or certificates of graduation as are usually conferred by Institutions of Higher Learning."

The Kansas Veterans Commission has approved the college for the training of veterans under Public Law 550, 82nd Congress.

II-C. Transfer of Credit.

MCC accepts credit for equivalent courses bearing a "C" (2.0) or higher grades from institutions accredited by regional accrediting commissions or the Association for Biblical Higher Education. Courses that are determined to be comparable in nature, content, level of credit, and relevant to MCC degree programs will be considered for transfer. Credits from institutions not accredited by associations listed above may be accepted following validation. Validation consists of the following: (a) only courses bearing a "B" (3.0) or higher grades will be eligible for transfer; (b) A review of syllabi, faculty credentials, grading standards, and other relevant learning resources at the sending institution will be conducted; and, (c) The student must earn a cumulative GPA of 3.0 or higher in the first semester of full-time enrollment at MCC. In some cases, only partial credit may be recognized for work done at colleges operating below conventional college standards. The amount of credit transferable from other institutions may vary according to the degree program.

Credit by Examination and Prior Learning. Manhattan Christian College accepts College Level Examination Program (CLEP), Advanced Placement (AP), International Baccalaureate (IB), DANTES Subject Standardized Test (DSST), and other recognized credit by examination credits for equivalent general education courses. Credits by

examination may be transferred to MCC if applicable to the student's specific degree program.

Credit for Prior Learning (CPL) is a method of documenting and validating previous college-level work. Credit may be awarded based on the evaluation of the learning attained in technical or professional training, non-credit classes or work experience. Credit may also be earned for non-collegiate training in the military. Credit will be awarded after receiving appropriate forms (AARTS transcript, DD214, DD295) and will be based upon the recommendations set forth by the American Council on Education as indicated in the Guide to the Evaluation of Educational Experiences in the Armed Forces. MCC will not award credit for national proficiency examinations or credit for prior learning based solely upon the evaluation or transcription of credit by any other university, college, or organization. A maximum of 30% of a student's chosen degree program can be completed through non-classroom contact (such as credit-by-examination, credit for prior learning, military experience, et cetera). A tentative evaluation of credits for transfer is usually made as a part of the admissions process. An official transcript of credits is completed after the student has been admitted to a degree program and has begun the first full semester of study at MCC.

The opportunities to demonstrate academic competence are being increased and modified continually, so students should inquire about the current possibilities with the MCC registrar's office or their high school counselor.

II-D. Privacy of Student Records

To protect the privacy of student records and to comply with federal law, MCC has implemented a policy regarding student records. This policy seeks to ensure adequate protection of student records while providing the necessary data for the institution and the community to conduct appropriate pursuits. The college will protect the confidentiality of student records and ensure they remain out of the hands of those who would use it for other than legitimate purposes. All employees will respect confidential information encountered in the work place.

Definitions

- Student is defined as one who has attended or is attending Manhattan Christian College.
- Educational records do not include files retained by individuals that are not accessible to any other person except a substitute faculty/staff member.
- Directory information is defined as a student's name, local address and phone number, permanent mailing address, e-mail address, classification, degree program, dates of attendance, admission or enrollment status, degrees and awards received, date of birth, and hometown.
- Confidential information is the remainder of the student record that is not defined as "directory information."

- Record means any information or data recorded in any medium, including but not limited to handwriting, print, tapes, file, microfilm, microfiche, and computer.

Release of Directory Information

The registrar's office releases directory information to anyone upon inquiry. A student may request that directory information be withheld by submitting a request for non-disclosure to the registrar's office. A request for non-disclosure of directory information form is available in the registrar's office and must be received one week after registering for classes. The registrar's office will notify other appropriate college offices regarding the student's request. The student must submit the request to withhold directory information each semester of enrollment.

Release of Confidential Information

Each type of student record is the responsibility of a designated college official and only that person or the vice president to whom that person reports has authority to release the record.

- Academic records: Registrar
- Admissions records: Director of Admissions
- Financial Assistance: Director of Student Financial Services
- Business records: Director of Accounting and Finance
- Alumni/Donor records: Assistant to the President

Confidential records will not be released without the written consent of the student involved, except in following instances: (a) to other college personnel, (b) concerning the student's application for financial aid, (c) in response to a judicial order or subpoena, (d) in a bona fide health or safety emergency, (e) to other schools at which the student seeks or intends to enroll, or (f) to the U.S. Commissioner of Education, the Director of the National Institute of Education, the Assistant Secretary for Education, or state educational authorities.

Each student is entitled to a copy of their academic transcript upon written request. Documents submitted in support of a student's application for admission or for transfer credit will not be returned to the student nor sent elsewhere. The student should request another document from the original institution.

Faculty and administrative officers of MCC may review the academic records of any student by showing a need to know before an academic record is released. The contents of the official folder of a student will not be sent outside the office of the registrar or other record offices except in circumstances specifically authorized by the registrar or the custodian of the other records.

A request for a transcript or other academic information from another institution of learning, which states the reason for the request, may be honored as a matter of institutional courtesy.

Requests from research organizations making statistical studies may be honored without prior approval of the student provided no information revealing the student's identity is to be published. The registrar will decide validity of the study as it applies to education and the privacy rights of students.

When Records May Be Withheld

Transcripts and future enrollment at MCC will be withheld due to delinquent accounts or official disciplinary action. Removal of the hold only occurs when the registrar's office receives written authorization from the official who originally requested the action.

Review and Challenge of Records

Students have the right to inspect their academic records and are entitled to an explanation of any information recorded on it. A student must submit a written request to the registrar's office to gain approval for the inspection. The student must conduct the examination of the academic record in the registrar's office.

A student has the opportunity to challenge or amend the contents of an academic record. Challenges must be made in writing to the vice president for academic affairs. Written challenges must identify the record in question and provide a brief explanation of the reason for faulting the record. The vice president for academic affairs will decide within 30 days of receiving the written challenge the validity of the challenge and notify the student of the decision. Changes to or comments about the academic record will only be made upon the approval of the vice president for academic affairs. A hearing may be requested if the student is still dissatisfied. The hearing, conducted by a hearing officer appointed by the president, will be held within two weeks. The student will have the opportunity at the hearing to present any relevant evidence. A decision will be rendered within two weeks after that hearing. The student may place a statement in the file if the result does not satisfy the complainant.

Complaints

A student who believes that the college has not complied with federal law or regulations may send a written complaint to: The Family Educational Rights and Privacy Act Office, Dept. of Education, 400 Maryland, SW, Washington, D.C. 20202.

II-E. The College Navigator Website

The College Navigator website at nces.ed.gov/collegenavigator provides information on a variety of characteristics of colleges and universities and their student bodies. You are encouraged to use it as part of your college search process.

II-F. Student Body Diversity

Total enrollment:	232
Undergraduate enrollment:	232

Percent of enrollment by gender	
Men:	60%
Women:	40%

Percent of enrollment by race/ethnicity	
American Indian or Alaskan Native:	0%
Asian:	0%
Black or African American:	6%
Hispanic/Latino:	9%
White:	59%
Two or more races:	3%
Race/ethnicity unknown:	22%
Non-resident alien:	0%

Percent of enrollment by age	
24 and under	84.91%
25 and over	12.21%
Age unknown	2.88%

Percent of enrollment by state of residence	
Kansas residents (estimated; not reported in 2018)	63.36%
Out-of-State residents (estimated; not reported in 2018)	36.64%

Federal Pell Grant recipients: 121

*data is for Fall 2018 as reported on IPEDS.

II-G. Retention

Retention rates measure the percentage of first-time students who are seeking bachelor's degrees who return to the institution to continue their studies the following fall. For such students who began their enrollment the fall semester of 2016, 35% returned to continue their studies in the fall semester 2017 (data is for Fall 2017 as reported on IPEDS).

II-H. Completion and Graduation Rates

The overall graduation rate is also known as the "Student Right to Know" or IPEDS graduation rate. It tracks the progress of students who began their studies as full-time, first-time degree- or certificate-seeking students to see if they complete a degree or other award such as a certificate within 150% of the "normal time" for completing the program in which they are enrolled. At Manhattan Christian College, 70% of the students beginning in fall semester 2012 have graduated by the end of spring semester 2018.

Of the percentage of full-time, first-time students who began their studies in fall 2012 and received a degree within 150% of the "normal time" to completion for their program, 55% of the male students completed and 80% of the female students completed.

II-I. Athletics Participation

Manhattan Christian College (MCC) offers intercollegiate athletics. There are 4 men's sports and 4 women's sports offered. MCC does not offer athletic scholarships.

2018-2019 Varsity Athletes

NCCAA Division II	Men	Women
Baseball	13	–
Basketball	12	8
Soccer	17	13
Volleyball	–	11

III – Health, Safety and Security

III-A. Vaccinations Policy

The Centers for Disease Control and American College Health Association recommend that young adults consider immunizations or screenings before entering college. More information is available at the following websites:

www.cdc.gov/vaccines/spec-grps/college.htm

www.cdc.gov/vaccines/who/teens/downloads/hcp-factsheet.pdf

www.acha.org/Publications/docs/ACHA_RIPI_Mar2011.pdf

These vaccinations/tests can be obtained from your local physician or health department.

Manhattan Christian College (MCC) requires the following vaccinations:

Meningitis is a rare, but severe and frequently fatal disease. While this disease is no more common in college students than in the general population (about 1 in 100,000 students), it is five times more common in freshmen that live in residence halls (1 in 20,000 students). MCC requires all new students residing in campus housing to be vaccinated for meningitis or to sign a waiver indicating that you refuse to take the vaccine. You must have a medical provider complete your record or sign the waiver that is part of the Residence Hall Application.

MCC recommends that all vaccinations are up to date and suggests the following:

Measles, Mumps, Rubella: Students entering college born after 1957 should have had two vaccinations with the combination vaccine for these diseases (MMR vaccine). There

are individual vaccines for each of these diseases. If individual vaccinations were administered, two individual doses of the measles vaccine, one of the mumps vaccine, and one of the rubella vaccine should have been given. The first dose of the MMR or measles vaccine should not be counted if you were younger than 12 months when you received it.

Tetanus-Diphtheria- Pertussis: After the initial series, a Tetanus/Diphtheria (Td) booster is needed every ten years. A dose of Tetanus-Diphtheria-Pertussis (Tdap) is recommended once in adolescence or adulthood in place of the Td booster.

Polio: This vaccine is routinely given to all infants. A booster may be needed for foreign travel after age 18.

Varicella: Chickenpox can be a severe (even fatal) disease in adults. If you have not had the disease, this vaccination is recommended (two injections one month apart). Some persons are immune even though they are not aware they had the disease. If you prefer to see if you are immune, a blood test is available. Persons with a negative result should be vaccinated.

III-B. Drug and Alcohol Abuse Prevention

Manhattan Christian College (MCC) prohibits the unlawful possession, use, and/or distribution of illicit drugs and alcohol by students on its property or as part of any of its activities. A complete description of MCC's Drug and Alcohol Policies is published as part of the Annual Safety and Security Report. That report may be accessed through the College's website, www.mccks.edu. Search for "Campus Safety" or find the link from the Campus Life page.

III-C. Security Report and Campus Crime Statistics

Manhattan Christian College strives to provide a safe and secure campus for our students and employees. Foundational to our positive outcomes is the expectation that all students and employees follow biblical standards of conduct and Christian ideals in the treatment of others. These principles are reinforced in the classroom and throughout campus activities.

As an Institution of Higher Education that participates in federal Title IV student financial assistance programs, Manhattan Christian College must report incidents of a specific nature to the government. Those statistics are included in the Campus Safety and Security Report which may be accessed through the college's website, www.mccks.edu. Search for "Campus Safety" or find the link from the Campus Life page.

III-D. Emergency Alert System

MCC Alerts uses automated phone calls and text messaging to alert you to college closings and crisis situations. MCC Alerts is one strategy of the greater college-wide emergency communications effort. In the event of an emergency, campus authorities are able to dispatch alerts and information directly to you through a variety of services such as e-mail, automated phone calls and text messages.

MCC Alerts will be used to inform recipients when a dangerous condition exists on campus (e.g. active shooter, storm in process, dangerous debris from storm), when a decision to close the campus has been made or when a decision to reopen the campus following a forced closure has been made.

Receive emergency alerts by signing up for MCC Alerts. Click on the words "Campus Safety" on the home page of MCC's website (Towards the end of the page under Quick Resources). Next, Click on the down arrow next to the words "Campus Facilities, Safety, and Technology" on the left side of the Campus Safety page. Click the down arrow next to Campus Safety. By clicking on the phrase "MCC Alerts" you will be directed to a more complete description of the MCC Alert system and a link to a third party website to enroll in services. Once enrolled you will receive a confirmation e-mail or confirmation text. (Note for T-Mobile users: To subscribe to a text messaging service, T-Mobile™ requires its users to positively confirm via a reply text message that they intended to enroll with the service. To complete your enrollment with MCC Alerts, you must reply with the word "YES" to the confirmation text message sent by Leader Alert®. After replying "YES", you will receive another message confirming your enrollment with MCC Alerts. However, T-Mobile™ users that are re-adding a number that they previously replied YES with, are automatically enrolled and will not receive the confirmation text.) Pre-paid cell phones are not supported and cannot receive emergency text messages from MCC Alerts. However, pre-paid cell phones can receive automated phone calls from MCC Alerts.

Only authorized personnel are permitted to send emergency alerts using MCC Alerts. In addition, MCC will not sell your contact information to third party marketers

III-E. Fire Safety and Fire Log

Should a fire occur, the alarm will sound. Depart the building as rapidly as possible by the nearest exit. Remain calm and orderly. Most injuries in a fire are caused by panic. Students witnessing any fire should contact Student Services. Local fire authorities can be reached by calling 911.

Be prepared by acquainting yourself with the various exits in all facilities:

Jolliffe Hall and Coffin Hall. If you are on any floor when the fire occurs, you should use the exterior fire escape located closest to your location of the building. EXITs are clearly marked. Do not use the elevator to exit the building. Fire Extinguishers are located throughout the buildings.

Campus Center, Howie's Activity Center and Residence Halls. Exits are clearly marked and fire extinguishers are located on each floor.

How to use the fire extinguisher:

1. Pull ring pin.
2. Stand 8 feet back, no closer. (If the extinguisher is held too close, it will cause the fire to spread.)
3. Hold extinguisher upright and aim at the base of the fire.
4. Squeeze lever and sweep from side to side.

Federal law requires that every college operating an on campus housing facility maintain a written and easily understood log of all fires that occur in those facilities. The log should contain the nature, date, time and general location, of each fire. For the purpose of this log a "fire" is defined as "any instance of open flame or other burning in a place not intended to contain burning or in an uncontrolled manner". MCC reports incidents of fires annually in the Campus Safety and Security report. The report can be accessed through the College's website, www.mccs.edu. Search for "Campus Safety" or find the link on the Campus Life page.

III-F. Computer Use Policy and Copyright Infringement

Manhattan Christian College aims to provide students with accessible, up-to-date and reliable information to support you in your studies and educational experience. This goal requires us to provide access to the vast information resources of the Internet to help you in your studies and to be well-informed. The Internet is an educational tool for Manhattan Christian College, and is provided to you at a significant cost. Users must understand that this access is for educational purposes and not for non-educational activities. Users must also understand that any connection to the Internet offers an opportunity for non-authorized users to view or access college information. Therefore, it is important that all connections be secure, controlled, and monitored to provide you with accessible, up-to-date and reliable information and learning technology to support you in your work, research, and studies.

Manhattan Christian College provides students with wireless Internet access in all campus facilities. MCC also maintains a small computer lab as a part of the library. Students are responsible for obtaining an appropriate wireless card for their computer and maintaining active anti-virus software on any computer connected to the MCC network.

Manhattan Christian College's Internet access is intended primarily for educational use. That means we expect you to use your Internet access primarily for education-related purposes, i.e. to communicate with professors and other students, to research relevant topics, and to obtain useful information. The following are specific provisions regarding authorized use of Manhattan Christian College's Internet connection:

- Users may use the organization's Internet services for personal improvement provided that such use is consistent with professional and educational conduct.

- Internet use should be restricted to sites and materials such as news or information that might be considered reasonable if read as a text publication in a classroom or library environment.

Unauthorized use. Users shall not use Manhattan Christian College's Internet or email services to view, download, save, receive, or send material related to the following:

- Offensive content of any kind, including pornographic material.
- Propagate a virus, worm, Trojan horse, or trap-door program code.
- Disable or overload any computer system or network.
- Circumvent any system intended to protect the privacy or security of another user.
- Promoting discrimination on the basis of race, gender, national origin, age, marital status, or disability.
- Visiting web sites that promote threatening or violent behavior.
- Using the Internet for illegal activities including the illegal downloading of music, movies, or other copyrighted materials.
- Distributing commercial messages.
- Gambling web sites.
- Hosting of 'game servers' for online or network gaming.

The above list of prohibited actions is by way of an example only and is not intended to be exhaustive.

User accountability. Users are responsible for their Internet use and are accountable for the following:

- Honoring acceptable use policies of networks accessed through the organization's Internet services.
- To have acceptable anti-virus software installed on any machine connected to the MCC network. Examples of acceptable anti-virus software include products from Norton and McAfee (other software may also be appropriate). The software must have an active definition subscription that exceeds the current academic term.

Privacy and monitoring. Manhattan Christian College has software and systems in place to monitor and record all Internet usage. Our security systems are capable of recording each Web site, email, and instant message into and out of our internal networks. We reserve the right to do so at any time. No student should have any expectation of privacy as to his or her Internet usage. Our managers will review Internet activity and analyze usage patterns, and they may choose to publicize this data to assure that Manhattan Christian College Internet resources are devoted to maintaining the highest levels of access and integrity. We reserve the right to inspect any and all files stored in private areas of our network in order to assure compliance with this policy.

Accidental/unintended violations. Manhattan Christian College does use independently-supplied software and hardware that provides data to identify inappropriate or sexually-explicit Internet sites. We may block access from within our networks to all such sites. If you find yourself connected accidentally to a site that contains sexually explicit or offensive material, you must disconnect from that site immediately, regardless of whether that site had been previously deemed acceptable by

any screening or rating program. A user who accidentally accesses a prohibited site is encouraged to report the incident to the college's IT Department without the threat of disciplinary action.

Violations and penalties. Violations will be reviewed on a case-by-case basis. If it is determined that a user has violated one or more use regulations, that user will receive a reprimand from the Student Life or IT Departments and his or her future Internet use will be closely monitored. If a gross violation has occurred, the Director of Student Development will take immediate action. Such action may result in losing Internet privileges, or other discipline as outlined in the Student Handbook.

Reporting. When clear violations of this Internet Usage Policy occur, appropriate IT department staff, the Director of Student Development, and the VP for Student Life will be formally notified. First time offenders will be notified that their Internet usage will be closely monitored and IT staff may review the student's communications for a period of three (3) months. If the user's Internet usage is deemed appropriate during that time, then no further action will be taken. If other abuses of this Internet Usage Policy occur during this probationary period, the Director of Student Life will be notified to take appropriate action as indicated in the Violation and Penalties section of this document.

MCC Email Required

You are required to have an MCC email account for college purposes (including academics, finances, and student life) which will be provided at or before registration. Current MCC email services allow for auto-forwarding from a student's account to another email provider.

Implementation of this policy ensures that students have access to this critical form of communication. For the majority of students, this will not represent any change from what is currently done; it will, however, ensure that all students can access, and be accessed by, email as the need arises.

College use of email. Email is an official means for communication within MCC. Therefore, the college has the right to send communications to students via email and the right to expect that those communications will be received and read in a timely fashion.

Assignment of student email addresses. MCC's email Administrator will assign all students an official college email address. It is to this official address that the College will send email communications; this official address will be the address listed in the College's Directory for that student.

Redirecting of email. A student may have email electronically redirected to another email address. If a student wishes to have email redirected from his or her official address to another email address (e.g., @aol.com, @hotmail.com, or an address on a departmental server), they may do so, but at his or her own risk. The college will not be responsible for the handling of email by outside vendors or by departmental servers. Having email redirected does not absolve a student from the responsibilities associated with communication sent to his or her official email address.

Expectations regarding student use of email. Students are expected to check their official email address on a frequent and consistent basis in order to stay current with college communications. The campus recommends checking email once a week at a minimum, in recognition that certain communications may be time-critical.

Educational uses of email. Faculty may determine how email will be used in their classes. It is highly recommended that if faculty have email requirements and expectations they specify these requirements in their course syllabus. Faculty may expect that students' official email addresses are being accessed, and faculty may use email for their courses accordingly.

Appropriate use of student email. In general, email is not appropriate for transmitting sensitive or confidential information unless its use for such purposes is matched by an appropriate level of security. Confidentiality regarding student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of email, including use for sensitive or confidential information, will be consistent with FERPA.

Email shall not be the sole method for notification of any legal action.

Overview of Email Policies

Storage of email documents. Remember that in accordance with law, college business documents created or received on email must be saved for the same length of time as their hard copy equivalents. There are two ways to comply with this:

- Create a folder in your email account in which you save these messages. Back up your files appropriately; do not delete these messages. Save the email message to your PC's hard disk as a file; or
- Print out a paper copy and save it in an appropriate file. In this case you do not need to save an electronic copy.

College Property. Email services are extended for the sole use of college employees, students and other appropriately authorized users to accomplish tasks related to and consistent with the college's mission. Any email address or account assigned by the college to individuals, subunits, or functions of the college, is the property of the college.

Authorized Service Restrictions. Email users are required to comply with state and federal law, college policies, and normal standards of professional and personal courtesy and conduct. Access to college email services is a privilege that may be wholly or partially restricted by the college without prior notice and without the consent of the email user: a) when required by and consistent with applicable law or policy; b) when there is a reasonable suspicion that violations of policy or law have occurred or may occur; or c) when required to meet time-dependent, critical operational needs. Such access restrictions are subject to the approval of the appropriate college supervisory or management authority (e.g., department heads, systems managers, etc.). The autonomous operational units of the college should establish or identify these authority levels.

Authorized Access and Disclosure. The college may permit the inspection, monitoring, or disclosure of email in certain circumstances. Users are required to comply with college requests for access to and copies of college email records when access or disclosure is

required or allowed by applicable law or policy, regardless of whether such records reside on a computer housed or owned by the college. Failure to comply with such requests can lead to disciplinary or other legal action pursuant to applicable law or policy, including but not limited to appropriate college personnel policies or student disciplinary proceedings.

Misuse. Using email for illegal activities is strictly prohibited. Failure to follow state law with regard to the disposition of email records can lead to criminal charges. College email services may not be used for commercial activities not approved by the appropriate supervisory college personnel consistent with applicable policy. Applicable college policies include, but are not limited to, those policies and guidelines regarding personnel, intellectual property, or those regarding sexual or other forms of harassment. Email users shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the college or any unit of the college unless expressly authorized to do so.

Personal Use. College email services may be used for incidental personal purposes provided that such use does not: a) directly or indirectly interfere with the College operation of computing facilities or email services; b) interfere with the email users' employment or other obligations to the college; c) violate this Policy, or any other applicable policy or law, including but not limited to use for personal gain, conflict of interest or commitment, harassment, defamation, copyright violation or illegal activities.

Confidentiality. The confidentiality of email cannot be assured, and such confidentiality may be compromised by access consistent with applicable law or policy, including this Policy, by unintended redistribution, or due to current technologies inadequate to protect against unauthorized access. Users, therefore, should exercise extreme caution in using email to communicate confidential or sensitive matters, and should not assume that their email is private or confidential. Users may not access, use, or disclose personal or confidential information without appropriate authorization, and must take necessary precautions to protect confidentiality of personal or confidential information encountered in the performance of their duties or otherwise.

Security and Preservation. Email to users and operators must follow sound professional practices in providing for the security of email records, data, applications programs, and systems programs under their jurisdiction. Users and operators must guard against storage media deterioration and rapid technological changes which render email records inaccessible due to hardware or software obsolescence. Users are responsible for safeguarding their identification (ID) codes and passwords, and for using them only as authorized.

Violations. Suspected or known violations of policy or law should be confidentially reported to the appropriate supervisory level for the operational unit in which the violation occurs.

General Use Cautions

- The ability of a recipient to forward a message, or accidentally respond to a listserv rather than an individual, may broadcast an email message widely.
- Remember that there is no way to guarantee that the purported sender of an email message was in fact the real sender of the message. It is relatively easy to disguise an electronic identity.
- Printed email Official Records should follow the hard-copy record retention and disposition schedules.
- Public Records are much more broadly defined than Official Records and may be considered to include, in certain circumstances, any information including all email produced or received on college provided systems. Public Records, including email, may be subject to disclosure under state public records law; or other applicable law, including by subpoena.
- Do comply with all state and federal laws.
- Do follow the normal standards of professional courtesy and conduct.
- Do follow the Official Records Retention and Disposition policies and schedules.
- Do respect copyright, proprietary rights, privacy laws.
-

YOU MAY NOT:

- Access, read, use, transfer or tamper with accounts or files that you are not authorized to use.
- Alter system software or hardware configurations without authorization.
- Libel or otherwise defame others via email.
- Participate in illegal activities such as making threats, harassment, theft, breaching security measures, or violating other applicable law or policy.
- Engage in commercial activities not approved by the appropriate authority.
- Engage in activities for personal financial gain except as permitted under applicable academic policies.
- Violate college policies and guidelines.
- Send or forward chain letters, letter-bombs or spam

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

IV - Services

IV-A. Placement in Employment

Manhattan Christian College provides online ministry placement services for student internships and career opportunities. Updated on the college website each week, the active listings provide the information necessary for individuals to research available positions, to apply directly with the church or organization, and to follow-up as needed. April Wendt (awendt@mcccks.edu) coordinates all placement services and is available to answer questions.

Student Internships

The college maintains a list of opportunities where students may gain work/ministry experience within an organization related to their field. MCC's ministry partnerships for this type of experience include churches, camps, hospitals, non-profit organizations, and more.

Career Opportunities

Churches and non-profit organizations that have a ministry position open rely on the college to help spread the word about the type of team members/leaders they are seeking. This job placement list includes details about the organization, the job description, and steps for how to apply.

IV-B. Facilities and Services Available to Students with Disabilities

Tutoring

At Manhattan Christian College we want to help you as much as we can when it comes to understanding your classes and preparing for exams. The mission of MCC's tutoring program is Students tutoring students to foster understanding, confidence, and success in academics. Our Retention and Learning Skills Coordinator oversees MCC's tutoring program by facilitating student tutoring for exam preparation and general study assistance in several classes each semester. Student tutoring provides an excellent opportunity to develop one-on-one leadership skills.

Students who have demonstrated academic excellence and receive the recommendation of a faculty member are eligible to serve as Student Tutors. Tutoring schedules are posted around campus a couple of weeks after the beginning of each semester. If you have any questions regarding our tutoring program, please contact the Student Development Office.

Accessibility

Classroom buildings Coffin Memorial Hall and Joliffe Hall are multi-story buildings and have elevators and restrooms that accommodate students with physical disabilities.

IV-C. Voter Registration

Manhattan Christian College (MCC) students are encouraged to register to vote and to vote in elections. Please use one of the following links to access a voter registration form that you can download, print, complete and submit. Please follow the directions on the voter registration form. The completed form is not to be returned to MCC.

Kansas residents: http://www.kssos.org/elections/elections_registration.html

Non-Kansas residents: http://www.eac.gov/voter_resources/register_to_vote.aspx