

Attachment 2

KANSAS STATE UNIVERSITY TRANSMITTAL FORM FOR CHANGES TO THE UNIVERSITY HANDBOOK

Handbook section/appendix:

Origin of change:

- Kansas Board of Regents Faculty Senate
 Faculty Senator University employee
 Handbook committee Faculty Senate office specialist
 Faculty Senate committee: _____
 University administrative unit: _____
 Other: _____

Date of Faculty Senate approval: _____

Effective term (if applicable): _____

Additional notes:

Brief description (attach additional documents and files as needed):

ENDORSEMENTS/APPROVALS	
For the University Handbook and Policy Committee:	Date:
For relevant Faculty Senate committee(s):	Date:
For the Faculty Senate:	Date:
For the Provost:	Date:

Attachment 2

Attachment: Handbook Transmittal Form – Salina Campus

Section	Current	Change to	Clean version
A3	<p>A3 Kansas State University has evolved and now includes multiple campuses, colleges, divisions, and departments to carry out increasingly complex functions of higher education. Kansas State University Polytechnic, hereafter referred to as K-State Polytechnic, is home to the College of Technology and Aviation, and Kansas State University Olathe, hereafter referred to as K-State Olathe, is the academic research presence within the Kansas Bioscience Park. The university has established departments as the primary administrative unit for the academic disciplines. However, there are also administrative units designated as schools, institutes, and centers. Refer to Section B in the University Handbook for more information.</p>	<p>A3 Kansas State University has evolved and now includes multiple campuses, colleges, divisions, and departments to carry out increasingly complex functions of higher education. Kansas State University Polytechnic Salina Aerospace & Technology Campus, hereafter referred to as K-State Polytechnic Salina, is home to the College of Technology and Aviation, and Kansas State University Olathe, hereafter referred to as K-State Olathe, is the academic research presence within the Kansas Bioscience Park. The university has established departments as the primary administrative unit for the academic disciplines. However, there are also administrative units designated as schools, institutes, and centers. Refer to Section B in the University Handbook for more information.</p>	<p>A3 Kansas State University has evolved and now includes multiple campuses, colleges, divisions, and departments to carry out increasingly complex functions of higher education. Kansas State University Salina Aerospace & Technology Campus, hereafter referred to as K-State Salina, is home to the College of Technology and Aviation, and Kansas State University Olathe, hereafter referred to as K-State Olathe, is the academic research presence within the Kansas Bioscience Park. The university has established departments as the primary administrative unit for the academic disciplines. However, there are also administrative units designated as schools, institutes, and centers. Refer to Section B in the University Handbook for more information.</p>
B35	<p><u>Kansas State Polytechnic</u></p> <p>B35 Kansas State Polytechnic is the polytechnic campus in Salina, Kansas emphasizing a small campus atmosphere with a professional learning environment built on theory, research, and industry application, particularly in the areas of aviation, engineering, and technology. Polytechnic offers a range of undergraduate programs, secondary majors, certificates, and minors and a professional master of technology. Formerly known as K-State Salina, the name was formally changed in October 2015. For more information, see the Kansas State Polytechnic.</p>	<p>Kansas State Polytechnic <u>K-State Salina</u></p> <p>B35 Kansas State Polytechnic K-State Salina is the polytechnic aerospace and technology campus in Salina, Kansas emphasizing a small campus atmosphere with a professional learning environment built on theory, research, and industry application, particularly in the areas of aviation, engineering, and technology. Polytechnic K-State Salina offers a range of undergraduate programs, secondary majors, certificates, and minors and a professional master of technology. Formerly known as K-State Salina, the name was formally changed in October 2015. For more information, see</p>	<p><u>K-State Salina</u></p> <p>B35 K-State Salina is the aerospace and technology campus in Salina, Kansas emphasizing a small campus atmosphere with a professional learning environment built on theory, research, and industry application, particularly in the areas of aviation, engineering, and technology. K-State Salina offers a range of undergraduate programs, secondary majors, certificates, and minors and a professional master of technology. For more information, see the K-State Salina website.</p>

Attachment 2

		<p>the Kansas State Polytechnic K-State Salina website.</p>	
<p>D30</p>	<p>D30 Full-time faculty members and regular unclassified professionals, with approval of their department heads/chairs or deans, may enroll in graduate or undergraduate work not to exceed six credit hours in a regular semester or three credit hours during the summer session. Once approved, university employees are eligible to apply for a tuition waiver. To receive tuition assistance, university employees must submit an Application for Tuition Assistance to the Office of Student Financial Assistance before the start of each semester. Payment of tuition for one undergraduate or graduate course, up to three hours, is permitted for each Fall, Spring and Summer semesters. The application requires the employee's and department/unit head's signatures. Classes may be taken through the Manhattan, Olathe or Polytechnic campus. Full-time faculty members and regular unclassified professionals of the university, with permission of their dean and the dean of the college in which the work is offered, may audit classes without cost. For more details see PPM, Chapter 4870.</p> <p>Dependents or spouses of eligible Kansas State employees may be eligible for the Dependent/Spouse Tuition Grant Program for courses taken at Kansas State. For application information see the Dependent/Spouse Tuition Grant Program. For more information on the Dependent/Spouse Grant see PPM, Chapter 4870.</p>	<p>D30 Full-time faculty members and regular unclassified professionals, with approval of their department heads/chairs or deans, may enroll in graduate or undergraduate work not to exceed six credit hours in a regular semester or three credit hours during the summer session. Once approved, university employees are eligible to apply for a tuition waiver. To receive tuition assistance, university employees must submit an Application for Tuition Assistance to the Office of Student Financial Assistance before the start of each semester. Payment of tuition for one undergraduate or graduate course, up to three hours, is permitted for each Fall, Spring and Summer semesters. The application requires the employee's and department/unit head's signatures. Classes may be taken through the Manhattan, Olathe or Polytechnic Salina campus. Full-time faculty members and regular unclassified professionals of the university, with permission of their dean and the dean of the college in which the work is offered, may audit classes without cost. For more details see PPM, Chapter 4870.</p> <p>Dependents or spouses of eligible Kansas State employees may be eligible for the Dependent/Spouse Tuition Grant Program for courses taken at Kansas State. For application information see the Dependent/Spouse Tuition Grant Program. For more information on the Dependent/Spouse Grant see PPM, Chapter 4870.</p>	<p>D30 Full-time faculty members and regular unclassified professionals, with approval of their department heads/chairs or deans, may enroll in graduate or undergraduate work not to exceed six credit hours in a regular semester or three credit hours during the summer session. Once approved, university employees are eligible to apply for a tuition waiver. To receive tuition assistance, university employees must submit an Application for Tuition Assistance to the Office of Student Financial Assistance before the start of each semester. Payment of tuition for one undergraduate or graduate course, up to three hours, is permitted for each Fall, Spring and Summer semesters. The application requires the employee's and department/unit head's signatures. Classes may be taken through the Manhattan, Olathe or Salina campus. Full-time faculty members and regular unclassified professionals of the university, with permission of their dean and the dean of the college in which the work is offered, may audit classes without cost. For more details see PPM, Chapter 4870.</p> <p>Dependents or spouses of eligible Kansas State employees may be eligible for the Dependent/Spouse Tuition Grant Program for courses taken at Kansas State. For application information see the Dependent/Spouse Tuition Grant Program. For more information on the Dependent/Spouse Grant see PPM, Chapter 4870.</p>

Attachment 2

<p>F1</p>	<p>F1 Admissions advising and enrollment. The Office of Admissions provides admissions information and counseling for students and parents. Academic colleges and departments provide an advisor for each student. More information is available for undergraduate students at the admissions' website; international students; military; and graduate students. Also see K-State Polytechnic Admissions website.</p>	<p>F1 Admissions advising and enrollment. The Office of Admissions provides admissions information and counseling for students and parents. Academic colleges and departments provide an advisor for each student. More information is available for undergraduate students at the admissions' website; international students; military; and graduate students. Also see K-State Polytechnic Salina Admissions website.</p>	<p>F1 Admissions advising and enrollment. The Office of Admissions provides admissions information and counseling for students and parents. Academic colleges and departments provide an advisor for each student. More information is available for undergraduate students at the admissions' website; international students; military; and graduate students. Also see K-State Salina Admissions website.</p>
<p>F2</p>	<p>F2 New student enrollment sessions are scheduled by the Admissions Office. Students who have been admitted are assigned specific days to attend. For other enrollment dates and information see the Office of Admissions, Also see K-State Polytechnic Admissions website.</p>	<p>F2 New student enrollment sessions are scheduled by the Admissions Office. Students who have been admitted are assigned specific days to attend. For other enrollment dates and information see the Office of Admissions, Also see K-State Polytechnic Salina Admissions website.</p>	<p>F2 New student enrollment sessions are scheduled by the Admissions Office. Students who have been admitted are assigned specific days to attend. For other enrollment dates and information see the Office of Admissions, Also see K-State Salina Admissions website.</p>
<p>F6</p>	<p>F6 Designated periods of time during the fall and spring are scheduled for students and advisors to meet and discuss program planning. Advising times will depend on the number of advisees and advising system in the appropriate college or department and may result in an increase of an advisor's normal office hours. For more information see Academic Advising. Also see K-State Polytechnic Academic Advising.</p>	<p>F6 Designated periods of time during the fall and spring are scheduled for students and advisors to meet and discuss program planning. Advising times will depend on the number of advisees and advising system in the appropriate college or department and may result in an increase of an advisor's normal office hours. For more information see Academic Advising. Also see K-State Polytechnic Salina Academic Advising.</p>	<p>F6 Designated periods of time during the fall and spring are scheduled for students and advisors to meet and discuss program planning. Advising times will depend on the number of advisees and advising system in the appropriate college or department and may result in an increase of an advisor's normal office hours. For more information see Academic Advising. Also see K-State Salina Academic Advising.</p>
<p>F20</p>	<p>F20 Educational and Student Services. Faculty and unclassified professionals have opportunities for advisory and professional contact with individual students and student groups. It is important to understand the full range of resources available to students to augment their personal growth and development. See the following for resource and referral information:</p> <p>Student Access Center for services to students with disabilities.</p>	<p>F20 Educational and Student Services. Faculty and unclassified professionals have opportunities for advisory and professional contact with individual students and student groups. It is important to understand the full range of resources available to students to augment their personal growth and development. See the following for resource and referral information:</p> <p>Student Access Center for services to students with disabilities.</p>	<p>F20 Educational and Student Services. Faculty and unclassified professionals have opportunities for advisory and professional contact with individual students and student groups. It is important to understand the full range of resources available to students to augment their personal growth and development. See the following for resource and referral information:</p> <p>Student Access Center for services to students with disabilities.</p>

Attachment 2

	<p>Counseling Services, for the Manhattan campus; K-State Polytechnic Counseling Services, for the K-State Polytechnic campus.</p> <p>Housing and Dining, for the Manhattan campus; K-State Polytechnic Residence Life, for the K-State Polytechnic campus.</p> <p>University Life Cafe.</p> <p>Office of Institutional Equity.</p> <p>Career Center, for the Manhattan campus; K-State Polytechnic Academic Advising Center and K-State Polytechnic Career Services, for the K-State Polytechnic campus.</p> <p>One Stop Shop for Student Success (Manhattan Campus), Division of Student Life; K-State Polytechnic Student Life Office (K-State Polytechnic campus).</p> <p>Academic Achievement Center.</p> <p>K-State Global Campus Student Services; K-State Polytechnic Professional Education and Outreach.</p> <p>Information Technology Assistance Center (iTAC).</p>	<p>Counseling Services, for the Manhattan campus; K-State Polytechnic Salina Counseling Services, for the K-State Polytechnic Salina campus.</p> <p>Housing and Dining, for the Manhattan campus; K-State Polytechnic Salina Residence Life, for the K-State Polytechnic Salina campus.</p> <p>University Life Cafe.</p> <p>Office of Institutional Equity.</p> <p>Career Center, for the Manhattan campus; K-State Polytechnic Salina Academic Advising Center and K-State Polytechnic Salina Career Services, for the K-State Polytechnic Salina campus.</p> <p>One Stop Shop for Student Success (Manhattan Campus), Division of Student Life; K-State Polytechnic Salina Student Life Office (K-State Polytechnic Salina campus).</p> <p>Academic Achievement Center.</p> <p>K-State Global Campus Student Services; K-State Polytechnic Salina Professional Education and Outreach.</p> <p>Information Technology Assistance Center (iTAC).</p>	<p>Counseling Services, for the Manhattan campus; K-State Salina Counseling Services, for the K-State Salina campus.</p> <p>Housing and Dining, for the Manhattan campus; K-State Salina Residence Life, for the K-State Salina campus.</p> <p>University Life Cafe.</p> <p>Office of Institutional Equity.</p> <p>Career Center, for the Manhattan campus; K-State Salina Academic Advising Center and K-State Salina Career Services, for the K-State Salina campus.</p> <p>One Stop Shop for Student Success (Manhattan Campus), Division of Student Life; K-State Salina Student Life Office (K-State Salina campus).</p> <p>Academic Achievement Center.</p> <p>K-State Global Campus Student Services; K-State Salina Professional Education and Outreach.</p> <p>Information Technology Assistance Center (iTAC).</p>
<p>F122</p>	<p>F122 Modification of Graduating Requirements for Students with Disabilities. A student may request a program modification if he or she can document a disability that directly impairs his/her ability to meet the normal requirements of the program. Students must contact the Student Access Center.</p>	<p>F122 Modification of Graduating Requirements for Students with Disabilities. A student may request a program modification if he or she can document a disability that directly impairs his/her ability to meet the normal requirements of the program. Students must contact the Student Access Center.</p>	<p>F122 Modification of Graduating Requirements for Students with Disabilities. A student may request a program modification if he or she can document a disability that directly impairs his/her ability to meet the normal requirements of the program. Students must contact the Student</p>

Attachment 2

	For more information also see K-State Polytechnic Student Accommodation Services .	For more information also see K-State Polytechnic Salina Student Accommodation Services .	Access Center . For more information also see K-State Salina Student Accommodation Services .
J1	<p>J1 Hale Library is the central unit of the university library system. It is supplemented by four branch libraries on campus:</p> <p>Fiedler Engineering Library</p> <p>Weigel Library of Architecture and Design Physics and Mathematics Veterinary Medicine</p> <p>In addition, faculty, staff, and students at Kansas State University Polytechnic are supported by a library on that campus.</p>	<p>J1 Hale Library is the central unit of the university library system. It is supplemented by four branch libraries on campus:</p> <p>Fiedler Engineering Library</p> <p>Weigel Library of Architecture and Design Physics and Mathematics Veterinary Medicine</p> <p>In addition, faculty, staff, and students at Kansas State University Polytechnic K-State Salina are supported by a library on that campus.</p>	<p>J1 Hale Library is the central unit of the university library system. It is supplemented by four branch libraries on campus:</p> <p>Fiedler Engineering Library</p> <p>Weigel Library of Architecture and Design Physics and Mathematics Veterinary Medicine</p> <p>In addition, faculty, staff, and students at K-State Salina are supported by a library on that campus.</p>
K73	<p>K73 Manhattan campus facilities include a recreation and fitness center (and Natatorium). K-State Polytechnic also has a fitness center called the Student Life Center. For more information consult the appropriate recreation center website.</p>	<p>K73 Manhattan campus facilities include a recreation and fitness center (and Natatorium). K-State Polytechnic Salina also has a fitness center called the Student Life Center. For more information consult the appropriate recreation center website.</p>	<p>K73 Manhattan campus facilities include a recreation and fitness center (and Natatorium). K-State Salina also has a fitness center called the Student Life Center. For more information consult the appropriate recreation center website.</p>